



### **Provider Experience**

- ☺ Registered/ Licensed with State of South Carolina
- ☺ Certified Infant/Child CPR and First Aid
- ☺ Certified Medical Assistant/CNA
- ☺ Excellent References

### **Child Care Philosophy**

Under the Son Christian Academy's purpose is to help children and families to strive to be better.

Family child care in a "home like" setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with "siblings" of all ages, to play, socialize, and learn from each other. My goal in providing quality child care for your child is to provide...

- ☺ A safe environment
- ☺ A nurturing environment
- ☺ A learning environment... learning is not necessarily the ABC's and 123's but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness, and fairness are the values of giving.
- ☺ A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, with out making the child feel "bad" or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices.

Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship, so they can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel I am neglecting and I will do my best to improve in that area.

### **Curriculum:**

I believe that learning is not always about a certain curriculum. I use a creative curriculum and Reggio Emilia. Children learn faster when they are experiencing hands on activities. We will learn through our field trips and inside and outside activities.

### **Age and Number of Children Accepted**

Under the Son Christian Academy will care for a maximum of 6 children. This number is based on the indoor and outdoor square footage of the child care facility as well as the requirements and regulations of SC DSS.

Under the Son Christian Academy provides care for children between the ages of 0 and 12 years.

Under the Son Christian Academy strictly complies with SC child care rules and regulations regarding caring for children.

### **Days/Hours of Operation:**

Child care is available Monday through Friday 6:00a.m. To 6:00 p.m. except for closings as referred to in this handbook.

Actual days and hours are determined by the parent/guardian's individual needs.

Please understand that the contracted drop-off time is important because I plan our day around the collective period of each child as well as each other phase of our morning routine – please call me if you know that you will be more than 5 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc.

### **Fees for Full-Time Child Care:**

Child care fees for full-time prescheduled child care are \$135.00 per week. Full time care is defined to be more than 2 days per week.

### **Fees for Part-Time Child Care:**

Child care fees for part-time prescheduled child care are \$100.00 per week. Part-time child care is defined to be less than 2 days per week. All fees are the same regardless of the age of the child.

### **Registration Fee:**

Under the Son Christian Academy charges a \$100.00 per child annual registration fee. This fee must be paid at the time the Day Care Contract is signed and every year thereafter. The registration fee is a non-refundable yearly fee. This fee is in place to aid with attaining annual materials needed as well as liability insurance.

### **Fee Payment Guidelines:**

Child care fees are paid on Fridays on a weekly basis. Payment obligation is based on the days agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your cashier's check and or money order for the upcoming date due and make payment before you leave.

**Late/Past Due Payments:** –If tuition is not paid on Friday by 6pm a **\$20.00 late fee** will be charged. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.

A cashier check, money order, or cash will be accepted for payment. Non-payment or inconsistent late payments is cause for termination immediately with out 2 weeks notice.

A 30-day notice of any tuition or fee increase will be sent out to all parents/guardians.

**Late Pickup Fees:**

The Parent(s) agrees to pay late pickup fees of \$2.00 per minute if the child (ren) are not picked up by the close of business. If the child (ren) is not picked up within 5 minutes after the scheduled time, per minute late pick up fee will start accruing from the scheduled time. This late pickup fee shall be paid when the Parent(s) picks up the child (ren).

If your child has not been picked up within one hour with no phone call to the staff or the director, the proper (DSS) authorities will be notified.

**Termination of Child Care Services**

Child care may be terminated by the Parent(s) by providing a Two week advance written notice. Regular tuition and fees will still apply during this time regardless if child (ren) are in attendance during the Two weeks.

The provider also has the right to terminate services giving an advanced notice to the parent for reasonable circumstances, as well as to request for immediate termination in the event a situation occurs that would threaten or jeopardize the integrity of the program.

Under the Son Christian Academy retains the right to terminate this Contract without notice for some of the following reasons but is not limited to these reasons:

- The child (ren)'s behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A Parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Child care fees are delinquent.
- The child (ren) is absent for 5 days or more without reasonable explanation or payment from the Parent(s).

All terminations of this type can be made effective immediately but is not limited to the above reasons.

**Program Activities**

Under the Son Christian Academy will provide daily activities, meals, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's

physical, intellectual, social, and emotional development.

**A child should not bring toys from home.** Toy weapons, such as guns or knives, are absolutely prohibited. **Under the Son Christian Academy is not responsible for lost or broken toys brought from home along with missing jewelry or hair items.**

Under the Son Christian Academy will post a weekly activity chart, which will detail the activities for the upcoming week.

Under the Son Christian Academy may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent to reimburse Under the Son Christian Academy for admission prices, transportation costs, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care.

At various times, Under the Son Christian Academy may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing Under the Son the Christian Academy to engage in such activities with the child.

### **Typical Activities**

Group Play: Singing, dancing, play acting, games, reading, circle time.

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, Legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or DVD's that are educational.

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards.

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (Weather Permitting) climbing, riding toys, running, ball playing, gardening toys, trucks, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes).

Special Days: Include Birthdays, getting ready for holidays, and holiday.

### **Typical Daily Routines**

- ☺ Arrival and Greeting
- ☺ Breakfast and clean up
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Infants usually nap in the morning as well as the afternoon
- ☺ Circle time (including, songs, finger plays, story time etc.)
- ☺ Arts and crafts or other learning activity
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Outdoor play (weather permitting) or other large muscle activity
- ☺ Hand washing
- ☺ Lunch and clean up
- ☺ Nap time
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Snack and clean up
- ☺ Free play
- ☺ Calm down time and TV – Children’s programs (approximately a half an hour before picking up time)
- ☺ Parents arrive to pick up children

Note: Bathroom and /or diaper change times vary to meet the child’s needs. This is a general schedule and is dictated mostly by the children’s needs and feelings each day.

### **Policies and Procedures**

#### **Emergency Closings:**

If illness or other emergencies should arise during child care hours every attempt will be made to have a substitute provider care for your child so that I can remain open for child care. If substitute care is not available, you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after child care hours however, if I must use child care hours to secure appointments every attempt will be made to have a substitute provider care. If a substitute is not available, I will have to close my child care home.

*(EX: For any unsafe matter I will close for any reason in which I cannot operate in a safe manner. I.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics. Child care fees still apply.)*

#### **Vacation & Holiday closings:**

For your convenience, I will distribute my scheduled Child care closings for holidays and vacation within the first quarter of each year and every attempt will be made to minimize any changes in this schedule except for program emergencies, implement weather and sick time off.

Under the Son Christian Academy will not provide child care on any federal holidays. The child care fees will not be adjusted for these federal holidays during which Under the Son Christian Academy facility is closed.

Under the Son Christian Academy's facility will be closed for two weeks each year for vacation. Child care fees will still apply during this time as this is the providers paid vacation. The Parent(s) will be responsible for arranging alternate child care during the Provider's vacation.

Under the Son Christian Academy will run on the Greenville County School system closings for severe weather. The child care fees will not be reduced the time Under the Son Christian Academy facility is closed due to severe weather.

The Parent(s) shall provide Under the Son Christian Academy with 2 weeks advance written notice of expected family vacations. Families will receive annually 1-week family vacation at no charge, once the family has been in attendance in the program for at least 90 days.

**Substitute Child Care Providers:**

If Under the Son Christian Academy is temporarily unable to provide child care services due to circumstances beyond its reasonable control, Under the Son Christian Academy may, but has no obligation to, arrange for a substitute child care provider with qualifications like the provider's. Under the Son Christian Academy will use its best efforts to provide parents with reasonable notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care.

**Discipline:**

Under the Son Christian Academy will explain the rules of the child care facility to all children under its care, as appropriate. When a child understands the rules but chooses not to follow the rules, then Under the Son Christian Academy may discipline the child using age-appropriate techniques, which consist of the following: time-outs, defining limits, or redirecting the child's attention if necessary, Under the Son Christian Academy will discuss other options with the parent. **Physical discipline with any child is NOT and will not be used in this facility.**

**Gross Misconduct:**

I will communicate to you immediately if your child is frequently and purposely causing harm to others and/or is frequently and intentionally destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior continues.

**Emergencies:**

Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans. In case of an emergency, Under the Son Christian Academy will first try to reach the parent. If the parent cannot be reached, Under the Son Christian Academy will then contact the child's emergency contact person(s) as listed in the Child's Emergency Card.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Under the Son Christian Academy with antiseptic and a

bandage. Under the Son Christian Academy will inform the parent of the minor injury and the treatment provided.

**Child's Health/Sick Policy:**

The State of South Carolina requires that an age appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care with out written documentation from your child's physician or nurse practitioner that your child immunizations are up to date. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary. In accordance with the South Carolina State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than I can provide with out compromising the health and safety of the other children in my care, Or
- C. The child has any of the following conditions:
  - Temperature: Oral (by mouth) temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by persons with specific health training.
  - Symptoms and signs of possible severe illness (such as unusual tiredness, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows presence;
  - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
  - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines

the illness to be non-communicable, and the child is not in danger of dehydration;

- Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
  - viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
- Tuberculosis, until a health care provider or health official states that the child can attend child care;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health

<b>RESPIRATORY</b>	<b>GASTRO-INTESTINAL</b>
Diphtheria German Measles Hemophilus Influenza Disease Measles (rubella) Bacterial (spinal) Meningitis Mumps	Giardiasis Hepatitis A Salmonellosis Shigellosis

Pertussis (whooping cough) Rubella Tuberculosis	
---	--

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

Under the Son Christian Academy will administer prescription and over-the-counter medication to a sick child(ren) who are not contagious for a week and the medication will need to be taken or administered no more than twice a day. Any medication that will need to be administered for more than one week and more than twice a day will not be allowed or administered to the child(ren). The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it.

When your child has an immunization updated, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal. When your child gets an immunization shot(s) he or she can't return the next day. All children should be watched for possible fever or any other side effects that may occur after children receive their shot(s).

**Injuries:** We will supervise your child closely to prevent injuries, but accidents resulting in injury do occur. We have been trained in first aid and CPR and will follow the training. If the injury is minor (requiring only a band-aid or ice) we will call or text you and tell you about it. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we cannot reach you, we will call the emergency contacts listed on your "Child Emergency Card" (Please remember to keep this card up-to-date). The Child Emergency Card will be done and updated every 3 to 5 months.

- **Child's Medication/Medication Policy:**

1. A "Medication log" **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days.
2. Prescription medicine **must**:
  - a. be dated within the past 30 days
  - b. have child's name printed clearly on the label
  - c. have dosage amount and times
  - d. Doctor's note of prescription (This will also be needed for Benadryl if a child has allergies)
3. Prescription medicine must also be accompanied by a "medication log" which **must include**:
  - a. date
  - b. Child's name
  - c. Doctor's name and phone number
  - d. Pharmacist name and phone number
  - e. Name of medication
  - f. Dosage amounts and times to be administered

- g. Route of medication, i.e. oral, eye, etc.
- h. Why medication is needed
- i. Date medication is to end
- j. Special directions i.e. take before eating, etc.
- k. Parent's signature

### **Physical Activity Policy**

All children will be take outside daily for at least 60-90 minutes weather permitting. Please dress your child accordingly. Physical activity will not be withheld as a punishment.

### **Nutrition Policy**

Children are fed nutritionally daily – breakfast, lunch and a snack as required through enrollment with the family and food program – See enclosed information and enrollment form for your child. Parents will be responsible for bringing any special dietary foods. No junk foods or sweet drinks will be served, and parents will not be permitted to bring in any junk foods or sweet drinks. Food will not be used as a reward or punishment.

#### **Meals**

Meal times are as follows:

Breakfast: 8:00 a.m.

Lunch: 12:00 p.m.

Mid-afternoon snack: 3:00 p.m.

Under the Son Christian Academy will serve these meals. Under the Son Christian Academy will post a weekly menu for parents to review.

Parents should inform Under the Son Christian Academy of their child's favorite foods. Under Then Son Christian Academy may incorporate these foods into its menu approved by food program.

Parents are not to send gum or candy.

All meals provided by Under Then Son Christian Academy will comply with the USDA Food Program nutritional guidelines.

### **Infants**

Infants will be fed either formula or breast milk.

The parent should provide Under the Son Christian Academy with information regarding feeding times and other feeding instructions.

Diapers are checked on a regular basis and changed whenever reasonably necessary.

After the diaper is changed, the diaper-changing area will be sterilized, and the provider's and child's hands washed. Parents should provide Under the Son Christian Academy with any special instructions regarding the use of diaper-changing products, such as powder or ointment.

### **Safe Sleep**

Under the Son Christian Academy practices safe sleep. There will be no swaddling, No blankets or toys in crib, No bottles, and No propping. Babies are put to sleep on there back

### **Naps and Rest Periods**

Nap time is as follows: 12:30 p.m. to 2:30 p.m., unless the child(ren) are infants who take multiple of naps throughout the day.

### **Potty Training:**

Potty training shouldn't be rushed; it is important that your child is expressively **and** physically ready for training. Huggie's Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will consider the next step.

### **Transportation:**

It will be very rare, but there may be instances when your child may need to ride in an automobile or van. I will ask for written permission unless it is an emergency.

Under the Son Christian Academy may occasionally take the children on field trips (summer). A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent to reimburse Under the Son Christian Academy for admission prices, transportation costs, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care.

At various times, Under the Son Christian Academy may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing Brighter Future to engage in such activities with the child.

### **Release of Children:**

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your "Child Emergency Card" to pick up your child. Also, please tell me when someone else that you have authorized on you "Child Emergency Card" will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. We will need the person's name and a description of what he or she looks like. The person picking up your child will have to show a picture ID before we will release your child from my care.

I must assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves

with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the "Child Emergency Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

All children should be transported to and from child care in a care seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the South Carolina Law regarding children and seat belts and abide by that law for your child safety. I will not release your child if the person picking up your child does not have a care seat and your child falls into the care seat requirement age bracket.

- **Supplies:**

Parent/guardian will provide diapers, diaper wipes, powder, any ointment (i.e. Destin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. We will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes daily or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing with your infant.

I will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

- **Open Door Policy/Parent Participation**

Parents are welcome to visit the child care facility at any time without prior notice during child care hours and are encouraged to participate in any of the activities. Communication between parents and the provider is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

- **Children with Special Needs**

Under the Son Christian Academy does not discriminate against any child regardless of age, ability, ethnicity, or social status. We provide care for children of all needs and abilities. All enrolled children will be enrolled on a probationary period to assess if our program is an appropriate fit for their needs.

- **All Contracts**

The parent must review and sign all contracts prior to the child's first day of care.

- **Equal Opportunity**

No child will be denied care based on race, color, sex, disability, age, national origin, or religion of either the parent or the child.

- **Confidentiality**

Under the Son Christian Academy will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

- **Child Abuse and Neglect**

Under the Son Christian Academy will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

- **Child Care Regulations**

Under the Son Christian Academy operates in full compliance with all state and local child care regulations.

**A Few Final Thoughts:**

As a parent in my child care home, please...

- ☺ Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with me;
- ☺ Read all correspondence given to you, and those posted on the parent board by the front door.
- ☺ Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;
- ☺ Call me! Your concerns and feed back are important to me.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Daycare Provider: \_\_\_\_\_ Date: \_\_\_\_\_