

**PARENT
HANDBOOK**

2017-2018





On behalf of the teachers and staff, I welcome you and your family to The Children's Center at Carolina Park. The Parent Handbook outlines the general information and operating policies of The Children's Center. Please read through the handbook and keep it handy for future reference. This handbook has been written as a resource for parents and is not a contract, either expressed or implied.

We rely on parents to be familiar with our policies and procedures and to be pro-active in creating a school environment that is cooperative. ***The intent of all policies outlined in this handbook is to ensure the safety and well-being of the children who have been entrusted to our care.*** If we've left something out of the handbook or if you have suggestions for improvement, please let us know what's on your mind.

Parents are encouraged to visit the school, volunteer in the classrooms and take part in creating an active school community. The focus of all our efforts is the children, and we look forward to seeing their smiling faces and hearing their happy voices in the halls.

Sincerely,

Chris Marino
Director

Kathy Sanders
Co-Director

GENERAL INFORMATION

Hours of Operation

The Children's Center at Carolina Park is open year-round from 6:30 AM - 6:00 PM Monday to Friday. Daily curriculum in Half-Day classes begins promptly at 9:00 AM. **Please have your child in the classroom each day in sufficient time for him/her to be acclimated and ready to participate when the class begins. Children who arrive late are distracting to other students, and it is more difficult for them to settle into class themselves.**

School Calendar

Programs at The Children's Center at Carolina Park are available year round. The school year runs from August to the end of July. ***Changes to the school calendar (listed on page 3) will be posted in the school and on the website.***

Important Dates for 2017 – 2018 School Year

Friday	July 28	Open House (time TBD)
Monday	July 31	First Day of School
Monday	September 4	Labor Day (school closed)
Friday	October 20	Teacher Workday (no students)
Wednesday	November 22	School closes at 3:00 PM
Thursday - Friday	November 23-24	Thanksgiving Holiday (school closed)
Friday	December 22	School closes at 3:00 PM
Monday - Monday	December 25-Jan 1	Winter Break (school closed)
Monday	January 15	Martin Luther King Day (school closed)
Monday	February 19	Presidents' Day (school closed)
Friday	March 30	Good Friday (school closed)
Friday	April 20	Teacher Workday (no students)
Monday	May 28	Memorial Day Holiday (school closed)
Thursday	May 31	Last Day of School Year (10 month students)
Wednesday - Friday	July 4-6	Independence Day Holiday (school closed)
Tuesday	July 31	Last Day of School Year (12 month students)

Fall teacher workday will be determined based upon CCSD (Charleston County School District) calendar. We will make every effort to match their fall teacher workday.

COMMUNICATION

Our goal is always to share information in a timely manner. It is important to us that you as parents get the information you want, when you need it. We have systems in place to encourage regular communication, such as daily drop-off and pick-up visits with your child's teacher. In addition, our open door policy encourages parents to let us know what's on your mind and to ask questions when you need information.

Contact Us

The main phone number for The Children's Center at Carolina Park is 843.860.1154. All e-mail addresses follow the same format: first initial and last name @childrenscentercp.com

Director: Chris Marino, cmarino@childrenscentercp.com

Co-Director: Kathy Sanders, ksanders@childrenscentercp.com

Assistant Director: Bobby Sommers, bsommers@childrenscentercp.com

Admin Coordinator: Ryan Pixler, rpixler@childrenscentercp.com

Accountant: Eva Wicks, ewicks@childrenscentercp.com

Food Service Manager: Aimee Jones, ajones@childrenscentercp.com

Building Manager: Lee Leland, lleland@childrenscentercp.com

General School-Wide Information

Consult the Community Bulletin Boards located in the main lobby. Information is also available on our website, www.childrenscentercp.com, and our Facebook page.

Emergency Communication

Sign up through **REMINd** at <https://www.remind.com/join/cccpp> to get text messages directly from the school. These text messages are one way and intended to broadcast school information quickly to parents regarding closures, emergencies etc.

Parent – Teacher Communication

Specific contact information for your child's teachers can be found on the bulletin board outside your child's classroom.

- **E-mail:** Teachers emails are on our website. We encourage parents to email teachers at any time.
- **Daily report for infants, toddlers and twos:** A daily report is prepared by your child's teachers with news of the day's events.
- **Weekly emails for threes and fours:** A weekly email suggests curriculum concepts to reinforce at home, reviews class activities and introduces upcoming topics. Parents will receive a weekly wrap-up email on Fridays.
- **School-wide newsletters:** A monthly newsletter will be emailed to the parents from the front office.
- **Conferences:** Parents of two, three and four year olds in our Full-Day and Half-Day Programs will have two formal conferences with your child's teacher to update you on your child's progress and accomplishments during the school year. Parents of younger children may request a conference at your convenience. Please contact us at any time if you are concerned about your child's progress. We are here to be helpful and of assistance to your family.

Questions, Concerns, or Suggestions

Any questions, concerns or suggestions regarding the operation of The Children's Center at Carolina Park may be addressed to the Director or Co-Director via e-mail, phone call or signed written letter.

PROGRAMS

Goals and Philosophy

Research tells us that even before an infant is born, he/she is being “wired” for future learning. Very young children are finding out who they are, developing a sense of self-worth and building confidence. Most importantly they are learning how to express themselves and interact with other people. Everything at The Children’s Center at Carolina Park is designed to foster a positive learning environment. During class time and play time, teachers guide children through activities that are appropriately challenging and developmentally sound. Since young children learn best through concrete, rather than abstract, experiences, The Children’s Center at Carolina Park implements an interactive, hands-on curriculum that encourages children to learn by doing.

The Creative Curriculum®

Based on established research and updated regularly to include new findings from the field of early childhood education, The Creative Curriculum® is the framework for all programmatic initiatives at The Children’s Center at Carolina Park. Teachers and children are engaged in an ongoing cycle of observing, guiding, learning and assessing children’s progress. All lesson planning and decision making takes into account the ways children develop and learn, the learning environment, and the activities children use to enhance learning. At the same time, teachers introduce concepts such as cooperation and fairness into all aspects of classroom life to help children with social and emotional development.

Program Schedules

The Children’s Center at Carolina Park offers several programming options for your child. Full-Day programs for the youngest children follow a 12 month schedule. Full-Day programs for older children give families the choice of a 12 month schedule or a 10 month schedule. Half-Day programs for threes and fours follow a 10 month schedule.

Full Day (Age as of 9/1/2017)	Schedule
Infant Class (2-11 months)	12 month schedule required. (Aug – July)
Toddler Class (12-23 months)	
Twos Class (24-35 months)	
Threes Class (36-47 months)	12 month schedule or 10 month schedule.
Fours Class (48-60+ months)	
Half Day 9:00-1:00	Schedule
	10 month schedule required. (Aug – May)
Threes Class M/W/F (36-47 months)	
Fours Class M-F (48-60+ months)	

Full-day 10 month schedules **must** be determined, and agreed upon, at the **beginning** of the school year.

ENROLLMENT POLICIES

The Children's Center at Carolina Park does not discriminate on the basis of race, color, religion, gender or national origin. The Children's Center at Carolina Park complies with the ADA (American Disabilities Act).

Applications for New Students

- Require an initial non-refundable application fee of \$125.00.
- Are accepted year round for rolling enrollment.
- Are recorded on a first-come first-served basis.

Applications submitted without the required fee will not be recorded until the application fee is received. Acceptance into the program is not guaranteed until a space is available and all required fees and tuition guarantees (see below) are paid in full. In all cases, continuing students and their siblings have priority for available spaces. Although we can't guarantee that a space will be available for your child, the earlier your application form is received, the better. You may pick up an application at our front desk or download it from our web site: www.childrenscentercp.com. Parents are encouraged to bring their child to meet the staff and other children, and to become familiar with the classroom and playground environment.

Tuition Guarantees

Tuition guarantees are a regular step in the annual enrollment process and are required each year by April 3rd to ensure placement for the coming school year. They will be held and applied to the last half of May's tuition for children enrolled in a 10 Month Program and the last half of July's tuition for children enrolled in a 12 month Program. Tuition guarantees are refundable for 30 days after the date we receive the payment. If you withdraw your child for any reason before the end of the school year, the amount is **forfeited**.

Annual Registration for Continuing Students

- Begins each year in February.
- Is protected until March 1st, after which date registration is open to the waiting list and the public.
- Requires a non-refundable re-registration fee of \$75.00.
- Requires a tuition guarantee payment of \$500 for full day, and \$250 for half day, by April 3rd to ensure placement for the coming school year. This is refundable for 30 days from date of payment.
- If you do not require care in the summer months for your 3 or 4 year old, you **MUST** register for the 10 month program.

The Waiting List

Despite our best effort to accommodate all the children who want a high-quality pre-school experience, sometimes we are forced to create a waiting list. All applications and required fees are recorded on a first-come first-served basis. An application received without the required fee will not be recorded until the fee is received in our office. Valid, current, contact information is the responsibility of the parent. The Center will not be held responsible for outdated contact information on the waiting list. If we cannot contact you using the information on file we will contact the next family on the list.

When a place opens up for your child: If your child is on the waiting list and you are notified of an opening, you will have 24 hours to accept or decline the offer.

- At the time you accept you must pay a tuition guarantee to secure the space. Regular tuition payments will begin following your acceptance.
- If you decline, your child's name moves to the bottom of the waiting list. You will be given one more chance to accept an available space. If you decline a second time, your child's name will be removed from the waiting list.

Withdrawal

If you decide to withdraw your child, The Children's Center at Carolina Park requires you to fill out a withdrawal form and turn it in to the front desk at least **two weeks** in advance of the last attendance date. If written notice is not received as specified, tuition for an additional two weeks will be charged. Refunds for tuition guarantees will not be awarded. A permanent withdrawal from Half-Day or Full-Day programs will terminate your status as a "continuing student." If services are desired at a later date, you must re-apply as a new student.

Termination of Service

The Children's Center at Carolina Park reserves the right to terminate services at any time if in the sole judgment of the Director, the parent or guardian:

- Does not keep the child's records up to date, including immunization records.
- Fails to pay tuition, fees, or any other amount owed to The Children's Center at Carolina Park in a proper and timely manner.
- Keeps the child out of school without making proper arrangements by notifying the Director.
- Fails to abide by the policies and procedures established by The Children's Center at Carolina Park as outlined in this handbook.
- Treats the personnel or employees of The Children's Center at Carolina Park in an unreasonable or abusive manner.
- Engages in conduct that is improper or likely to endanger the welfare, safety, harmony or reputation of The Children's Center at Carolina Park or its members.
- Behaves in a manner that is inconsistent with the Child Guidance (Discipline) Policy.

FINANCIAL POLICIES

Tuition is based on an annual amount and billed monthly. Tuition payments are due in advance of attendance. The Fee Schedule below represents the monthly rates for the 2017-2018 school year.

Programs (Age as of 9/1/2017)	12 Month Plan Summer Classes Included	10 Month Plan No Summer Classes
Full Day Pre-School Programs / M-F	*Monthly Rate	*Monthly Rate
Infants (2-11 months)	\$1165	X
Toddler Class (12-23 months)	\$1115	X
Twos Class (24-35 months)	\$1115	X
Threes Class (36-47 months)	\$1090	\$1150
Fours Class (48-60+ months)	\$1090	\$1150
Half Day Pre-School Programs 9am-1pm		*Monthly Rate
Threes Class M/W/F (36-47 months)	X	\$505
Threes Class M-F (36-47 months)	X	\$615
Fours Class M-F (48-60+ months)	X	\$615

Sibling Discount

We offer a 5% sibling discount for **full day students only**. The discount applies to the oldest child/children and is only offered while you have more than one child enrolled at the same time. Both children must be full day students.

Tuition payments

- Due on the 1st or the next business day of the month in advance of attendance.
- Payable by cash or check (*We do not accept credit cards*).
- Payment Plan Agreement is available upon request.

Payment Plan

In order to make enrollment financially accessible, we offer a Payment Plan Agreement on a case-by-case basis. This option allows you to pay your child's monthly tuition in two equal installments due on the 1st and 15th or the next business day of the month. Late fees for missed payments will apply to each due date, at a rate of **\$10.00** per day. Payment Plan Agreements are available at the front desk.

Payment by Cash or Check

You may elect to pay by cash or check, either by hand delivery or by mail. Service fees for checks returned for insufficient funds are **\$35.00**.

Fees for Late Tuition Payment

Late fees for missed payments are **\$10.00** per child beginning the 2nd business day after tuition is due. Children will not be permitted to attend school until tuition and late fees are paid in full. **You are responsible for payment regardless of whether your child attends school on the day tuition is due.**

Fees for Late Pick Up

- Parents who do not pick up children enrolled in Half-Day programs by 1:00 PM will be charged ***\$5.00 per minute.***
- Parents who do not pick up children enrolled in Full-Day programs by 6:00 PM will be charged ***\$5.00 per minute.***
- Parents who do not pick up sick children within one hour of notification will be charged ***\$5.00 per minute.***

Statements

Printed copies are available upon request. Please email the Admin Coordinator, Caitlin Walsh at cwalsh@childrenscentercp.com

FOOD POLICIES

The Children's Center at Carolina Park maintains an allergy-sensitive environment by serving foods that do not contain and are not prepared with nut products. Our Food Service Manager prepares two snacks and a hot lunch every day for the students. Children will say a short blessing before meals.

School Menus

- Are posted in the classrooms, on the main entry bulletin board, and on the website.
- No substitutions for individual children will be made except in cases of allergies that require a special diet prescribed by a physician.
- If your child has a milk allergy, coconut milk is available upon request.

List of Approved Breakfast Foods

Nut products are prohibited. Read labels of any pre-packaged foods to be sure the products are not made in the same setting as other foods that contain peanuts or tree nuts. If you are not sure about the safety of the food product please do not bring it into the school. **No fast food (i.e. Chick-fil-A/McDonald's/Joey Bag of Donuts) is permitted in the classrooms.** The following breakfast foods are recommended:

GRAINS

- English muffins or breads without nuts
- Muffins or breads such as bran, banana, carrot, zucchini, raisin or berry. (Read labels of any pre-packaged breads)

DRY CEREAL

- Original Cheerios, Apple Cinnamon Cheerios, Rice Krispies, Raisin Bran, Corn Flakes, Frosted Mini Wheats, Quaker Squares

FRUITS AND VEGETABLES

- Fresh fruit (bananas, apples, melon etc)
- Pre-packages, sealed fruit cups or apple sauce
- Fresh vegetables (carrots, celery sticks etc)

DAIRY

- Yogurt, drinking yogurt, gogurt. No yogurt with cookie, candy, or granola toppings.
- Hard boiled eggs
- Pre-packaged, sealed servings of cottage cheese, string cheese, or cheese

Infants / Toddlers (2-23 months)

1. For children who are drinking breast milk or formula, parents must provide ready- to-feed bottles or sippy cups daily.
 - Bottles with breast milk or formula will be warmed in a container of warm water.
 - Bottles should be plastic with nipple covers. Cups should be plastic with sippy lids.
 - Both bottles and cups **MUST** be labeled with **your child's first and last name and today's date.**
 - All bottles prepared with formula must be discarded per DSS regulations. The Children's Center cannot save formula for later use once a child has drunk from it.
 - All bottles prepared with breast milk may be saved and used at a later time, or taken home at the end of the day by parents. This is per DSS regulations.

2. Children who are drinking milk from a bottle will be served milk from the school kitchen but parents must provide clean plastic bottles, nipples, nipple rings and nipple covers daily.
3. For children who are not yet eating table foods, parents must provide sealed, prepared baby foods.
 - Send enough food (dry cereal, pre-packaged baby foods, etc.) for one week of snacks and lunch.
 - Label food containers with your child's first and last name.
 - Opened baby food will not be saved and used throughout the day, or saved overnight. This is per DSS regulations.
4. Children who are eating table foods and drinking milk from a cup will be served from the school menu, using a school cup.
5. Bibs will be provided by the school and laundered daily. Bibs are only allowed to be worn during mealtimes, per DSS regulations.

Transitions from Bottles to Sippy Cups, and the Introduction of Food

The Children's Center works with parents to successfully transition children from a bottle to a sippy cup, and to introduce new foods as appropriate. Further information can be found in your welcome packet.

Full-Day Children

Full-Day children are served two snacks and lunch each day. Lunch is served between 11:15 AM and 12 noon. In the case of children who will be present between 6:30 AM and 8:00 AM, who have not had breakfast at home, parents may provide appropriate foods that do not contain, or are prepared with, any nut products. Opened or partially eaten foods will not be saved by the school.

Half-Day Children

Children attending half-day programs from 9:00 AM to 1:00 PM will be served a morning snack and lunch. Lunch is served between 12:15 PM and 1:00 PM.

Birthday Packages

In order to maintain the school's allergy-aware environment, we do not allow food or latex balloons to be brought into the school for birthday celebrations. Therefore, we offer birthday packages that must be ordered at least one week in advance of your child's birthday. You may order a cake, cupcakes, or a cookie cake, to be prepared by our chef. This special snack will be served in place of afternoon snack in the full day programs, and after lunch in the half day. Payment by cash or check is due at the time of the order. Birthday Order Forms are available upon request.

GENERAL OPERATING POLICIES

Sign In and Sign Out is Required

Entry is permitted only through the secured lobby area of the building. Each child must be signed in and out every day in the classroom, by the person who is responsible for dropping off or picking up the child. We require that a member of the teaching staff recognizes your child's arrival and departure before leaving. If a person is picking up your child and they are not on your pick-up list, you must fill out a **temporary pick-up authorization, available at the front desk**. If an unexpected situation occurs and someone other than those listed on your pick-up list is picking up your child, you must email the Co-Director the name of the individual.

Tracking Children

Parents sign children in/out upon entering the classroom. Teachers take sign in sheets, transition sheets and emergency cards as they move children around the building. (i.e. to the multi-purpose room or playground). Teachers also count and verify number of children before leaving an area/room.

Pick Up

Children will be released only to those persons listed on the Pick-Up Authorization Form. The form allows for three persons. Any changes to the list must be made in writing with an original signature; you may complete a temporary pick-up authorization form, available at the front desk.

We require an original photo ID at the time of pick-up in order to release your child.

- Children enrolled in Half-Day programs who are not picked-up by 1:00 PM will be charged \$5.00 per minute up to thirty minutes. If you do not arrive by 1:30 PM we will call your emergency contact to pick-up the child.
- Parents who do not pick-up Full-Day children by 6:00 PM will be charged \$5.00 per minute up to thirty minutes. If you do not arrive by 6:30 PM we will call your emergency contact to pick-up the child.
- Parents must pick-up sick children within one hour of notification by the school. Any additional time will be charged at the rate of \$5.00 per minute.

Absences

Please notify the Children's Center at Carolina Park as early as possible regarding your child's absence.

Inclement Weather

Our policy is to follow Charleston County School District closings. In the event of inclement weather that threatens the well-being of our students and employees, information will be posted to the school's website and announced via email, news channels, Facebook, and **REMIND. In the event of school closings for any reason beyond our control (weather, natural disaster etc.), no full or partial tuition refunds will be given.** If weather conditions require evacuation from the premises, you must pick-up your child within one hour of notification. Please plan ahead for childcare, especially during hurricane season. Ask in advance if your employer will provide on-site childcare during an emergency.

Free and Full Access: Visitors and Volunteers

The Children's Center offers free and full access to parents at all times unless there is a court order stipulating otherwise. Visits must not disrupt instructional activities or classroom routines.

We encourage families to visit and to volunteer in the classroom. Each classroom needs a class parent who may help the teacher coordinate special activities, arrange class celebrations or carry-out annual traditions. If you are able to help, please be sure to let your teacher know.

Appropriate Dress

Children should wear comfortable, washable play clothes to school. We try to be careful but some days' kids get dirty. Label ALL clothes with your child's name. All children need extra changes of clothing to keep at school, that are seasonally appropriate. Children should come dressed in clothing they can manage independently. ***No Crocs or open toed shoes are allowed for children.***

Outdoor Activity

All children will participate in outdoor play, weather-permitting, as fresh air and exercise are important curriculum components. Please dress children suitably for outdoor play. If you send sunscreen and insect sprays labeled with your child's name, we will apply them as directed. The Children's Center at Carolina Park does not provide sunscreen or insect spray.

Toys

The Children's Center at Carolina Park provides plenty of toys and learning materials for children to share. Bringing toys from home creates difficulty when they are lost or broken and certain toys pose choking risks for younger children. Please do not allow your child to bring toys into the school as we cannot be held responsible for them.

Naps

Nap time for infants (2-12 months) is scheduled on an individual basis. All other children, including toddlers, rest after lunch. Cots are provided for naps but bedding is not. Please provide a small cotton blanket, a small sheet, and one small comfort item if it helps your child relax. Please send bedding in a small zippered or drawstring bag. Mesh bags are not permitted. Please label each item with your child's name. Bedding goes home at the end of each week for laundering. If bedding is soiled during the week it will be bagged as is and sent home for washing to prevent communicable illnesses from spreading.

Not all children may actually nap, particularly in the older classrooms, but this rest time is still important for them. For those children that have not fallen asleep after an initial quiet rest time, teachers provide quiet activities to do on cots, such as books, puzzles, or coloring. We do not allow toys from home as this can be distracting.

Potty Training

All children must be potty-trained before they will be permitted to move up to the three year old classroom. Children in the threes and fours classrooms must be independent regarding toileting. As a developmental milestone, it is our policy to work with parents to help children achieve this goal. Parents of children being potty-trained must provide at least six pairs of training pants and two weeks (but no more than a month's) worth of diapers and wipes. Please label everything. In the event of an accident, soiled clothing will be bagged as is, and sent home for washing to prevent communicable illnesses from spreading. All children should wear clothing that they can manage independently. Please see your welcome packet for more detailed information regarding potty training.

Transportation / Field Trip

The Children's Center at Carolina Park does not provide transportation to or from the school.

Only children four years of age and older may go on an off-campus field trip. At the discretion of the Director, three year old children may also go on field trips. Off-campus curriculum-based field trips require a separate, trip-specific permission slip. Plans are required for routine travel and will remain on file at the facility for each field trip. Each planned field trip will also include a checklist to account for loading and unloading of children at every location.

DISCIPLINE POLICY: POSITIVE GUIDANCE

Here at The Children's Center ***we do not use corporal punishment***. We use positive guidance to redirect children.

Young children crave consistency and structure. They thrive in an atmosphere where they are given plenty of choices and a few simple rules to follow. It is our belief that children need space and opportunity for play in order to interact with their friends.

Our goal in guiding your children is for them to move toward controlling their own behavior. We avoid using techniques that will damage the child's good feelings about themselves or others.

We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest, and active play.

When children do misbehave, we positively guide them in finding a better way to solve the problem. Because a very young child does not have cognitive maturity and is very ego-centric, it can be very difficult for them if they do not get their way. Conflicts will arise. When they do, we will guide children in a constructive manner and redirect them to other activities. Discipline is viewed as an opportunity to teach children better ways of handling their frustration and anger. When misbehavior includes destroying or abusing materials, the children will be given the chance to use the materials again in an appropriate manner, but if continued, the materials may be put away until another day when the child will be given another opportunity to use it appropriately.

Our Methods of Positive Guidance Include:

- Encouraging children to solve problems through the use of words
- Learning to acknowledge feelings and associate feelings with actions
- Redirect children to focus on a different activity in a positive manner
- Tell children what they can do, rather than what they can't do
- Continual focus on building self-help skills in order to strengthen self-esteem and positive self-image
- Positive reinforcement and acknowledging appropriate behavior that should be continued in the future
- Assisting children in planning actions and language for similar situations in the future
- Modeling kind, patient, and gentle actions, words and behavior

In cases of frequent misbehavior, we will contact you to discuss the problem further. We will then work together to discuss strategies to help your child be successful at school. Working together will help us to ensure consistency with behavioral expectations for your child.

Bullying Policy

The Children's Center at Carolina Park does not tolerate bullying of any kind. Consequences for bullying will be determined by the Director and can include suspension and/or expulsion from our program.

Child Abuse / Neglect

South Carolina Law mandates that The Children's Center at Carolina Park must report suspected child abuse and neglect to local authorities.

Confidentiality

Parents are assured that the Children's Center at Carolina Park maintains strict confidentiality in regard to the children and families we serve. This policy will safeguard information about a child and family to include: names, address, and any other information that may identify a child or their family.

BITE POLICY

Biting in the Childcare Setting: Infants and Toddlers

Biting is a common stage in development that many children go through. It is usually a temporary stage that is most common between thirteen and twenty-four months of age. The safety of your child is of primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs here at The Children's Center.

Developmental: Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers have limited verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. We will establish a rule at our center that "we never bite people." We encourage children to "use their words" if they become angry or frustrated. We maintain close supervision of children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No We don't bite people!"
- The bitten child will be comforted.
- We will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water and an ice pack used.
- An incident/injury report will be filled out for both children involved in the biting.
- Confidentiality of all children involved will be maintained.

If the skin is broken during a biting incident and an exchange of blood has occurred, the Center will follow the steps below:

- Assess the bitten area.
- Clean area with soap and water.
- Make sure child's immunizations are up to date.
- Notify the parents immediately.
- File an incident/injury report.
- Confidentiality will be maintained at all times.

Exclusion of the child who bites: Some children will continue to bite other children in spite of interventions by staff and parents. These biting incidences can become very disruptive to the classroom. We will make every effort to reduce the number of biting incidences in the center by "shadowing" that child, if additional staff is available, as well as having staff stay in close proximity.

We will continue to use a firm but positive approach. However, if the biting continues on a regular basis, then exclusion of the child from the Center must be considered. A child will be excluded from the Center if the biting behavior exhibited by that child poses an increased risk to the children or adults in the classroom. Exclusion of the child must also be considered if the biting behavior interferes with daily classroom activities. The parents will be asked to remove the child from the center until the biting behavior has stopped. Sometimes a child who bites will benefit from being in a smaller setting. The Director, along with the parents, will determine when the child should return to the childcare setting.

Each child and the subsequent biting situation will be handled on an individual basis. The Director and Staff here at CCCP will work closely with the parents to help the child through this developmental stage.

BITE POLICY

Biting in the Childcare Setting: Threes & Fours

Biting is a common stage in development that many children go through. It is usually only temporary stage that is most common between thirteen and twenty-four months of age. The safety of your child is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs here at The Children's Center.

Developmental: By the time a child reaches 3 & 4 years of age, they should not be biting. If biting occurs in this older age group, the Administration will observe the child in the classroom to try and determine why the biting is occurring. Our rule is that "we never bite others." We encourage children to "use their words" if they become angry or frustrated. We maintain close supervision of children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No We don't bite people!"
- The bitten child will be comforted.
- We will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water and an ice pack used.
- An incident/injury report will be filled out for both children involved in the biting.
- Confidentiality of all children involved will be maintained.

If the skin is broken during a biting incident and an exchange of blood has occurred, the Center will follow the steps below:

- Assess the bitten area.
- Clean area with soap and water.
- Make sure child's immunizations are up to date.
- Notify the parents immediately.
- File an incident/injury report.
- Confidentiality of all children involved will be maintained.

Exclusion of the child who bites: Some children will continue to bite other children in spite of interventions by staff and parents. These biting incidences can become very disruptive to the classroom as a whole. We will make every effort to reduce the number of biting incidences in the center by "shadowing" that child, if additional staff is available, as well as having staff stay in close proximity to discourage biting.

We will continue to use a firm but positive approach. However, if the biting continues on a regular basis, then exclusion of the child from the Center must be considered. A child will be excluded from the Center if the biting behavior exhibited by that child poses an increased risk to the children or adults in the classroom. Exclusion of the child must also be considered if the biting behavior interferes with daily classroom activities. The parents will be asked to remove the child from the center until the biting behavior has stopped. Sometimes a child who bites will benefit from being in a smaller setting. The Director, along with the parents, will determine when the child should return to the childcare setting.

Each child and the subsequent biting situation will be handled on an individual basis. The Director and staff here at CCCP will work closely with the parents to help the child through this developmental stage.

INFANT SAFE SLEEP POLICY

(Applies to children 12 months and younger)

Sudden Infant Death Syndrome (SIDS) is the unexplained death, usually during sleep, of a seemingly healthy baby less than a year old. Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. Parents and teachers can work together to lower the risks of SIDS in child care. The Children's Center will practice the following safe sleep policy:

Safe Sleep Practices

1. All child care staff working in this room, or child care staff who may potentially work in this room, will receive training on our Infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep per DSS regulations. However, childcare staff and parents can discuss what to do when a baby turns onto their stomach or side.
3. Visually checking sleeping infants. We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.

Safe Sleep Environment

1. Room temperature will be kept between 68-75°F and a thermometer kept in the infant room.
2. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket
3. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
4. A safety-approved crib with a firm mattress and tight fitting sheet (pack-n-play sheet) will be used.
5. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
6. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

HEALTH POLICIES

Immunization

All children must have a Certificate of Immunization on file prior to admission. The “DATE FOR NEXT IMMUNIZATION” section on the Certificate of Immunization of Day Care Centers will show the next time your child is due for shots. Your child may attend The Children’s Center at Carolina Park for no more than one month after the “DATE FOR NEXT IMMUNIZATION” without obtaining a new certificate. The Department of Health and Environmental Control monitors our school to see that each child has a certificate.

Illness

Sometimes children get sick. The average young child is sick between 5 and 10 times per year. This is a normal part of growing up. Unfortunately, we are not able to provide appropriate care for sick children, or mildly ill children.

1. WHAT CAN PARENTS DO?

- Keep the school informed! Let us know about any changes in the way your child is acting. We’ll watch to see if these changes may be signs of illness.
- Tell us about the things that happened at home that might affect your child. We need to know if your child has come in contact with a contagious illness.
- Have a plan in place for sick days. Find a doctor or clinic that has hours that meet your needs. Find out your employer’s rules on missing work if your child is sick.

2. WHAT WILL THE CHILDREN’S CENTER AT CAROLINA PARK DO?

- Follow the health polices we have set.
- Follow good hand washing rules (e.g. on arrival at school, before & after bathroom breaks, changing diapers and handling food).
- Keep the facility clean and sanitized.
- Sanitize toys and other objects that spread germs.
- Observe your child’s behavior while in our care. If your child shows any signs of illness, we will tell you about them.
- Exclude children with certain signs of illness.

Medication

- Doctor prescribed medication must be accompanied by the Request for Administration of Medicine Form and the Physician Consent Form. (These are available at the front desk.)
- Over-the-counter medication must be accompanied by the Request for Administration of Medicine Form.
- We will not administer medication from a previous illness or medication that is over two weeks old.

Procedures for Sick Children

In the event that your child develops any of the following symptoms detailed below, we will notify you immediately to pick-up your child. Your child will be kept as comfortable as possible with staff supervision, until you arrive. You will receive a ‘Went Home Sick’ form that lets you know when your child is able to return to school. We ask that you or your designated person come within the hour of our call. Any additional time will be charged at the rate of **\$5.00** per minute.

Criteria for Excluding an Ill or Infected Child

Exclusion	Documentation for return
Diarrhea: Exclude students with diarrhea (2 or more loose stools in the previous 24 hours) until symptoms are resolved for at least 24 hours.	Parent note.
Fever: Exclude for temperature 100.0 F or greater.	Parent note that fever has resolved for at least 24 hours without the use of fever reducing medications.
Head Lice: Exclude for presence of live, crawling lice, nits, or eggs visualized on inspection of the scalp.	After initial treatment when screening identifies no live, crawling lice.
Pinkeye: Exclude students with fever, eye pain, purulent drainage, or those who are too sick to participate in routine activities.	Parent note.
Strep Throat: Exclude until at least 24 hours after treatment has been initiated.	Medical note documenting initiation of treatment.
Vomiting: Exclude for vomiting 2 or more times during 24 hours, or for vomiting and fever.	Parent note.

Accidents and Emergencies

Accidents, injuries or illness that may require professional medical treatment will be immediately reported to you, or the individual designated on your emergency card. Written reports on major or minor accidents will be provided. You will receive an 'Incident Report' that details what happened to your child, and the first aid that was administered. The Children's Center at Carolina Park is not responsible for expenses incurred for accidents that occur on school property.

Emergency Medical Plan

Any medical condition requiring more than routine first aid may be deemed a medical emergency by the Director and / or a designated Admin team member. Such conditions may be but are not limited to: breathing difficulties, high fever, seizures, fainting or any other condition requiring urgent care beyond the scope of first aid. The following plan will be immediately implemented:

- Director or designee deems there is a medical emergency.
- 911 is called.
- Parents are contacted.
- Child will be transported by ambulance to the appropriate hospital and accompanied by the Director or designated Admin team member. Child's records will be taken.
- Staff member will remain with child until parents arrive at hospital.



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