



**Building Bridges of Love that Connect People to
Jesus Christ and Each Other!**

CHILD DEVELOPMENT CENTER

2011-2012

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ASHLEY RIVER BAPTIST CHURCH

1101 Savannah Highway
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REV. DAVE PATTERSON

Pastor

REV. RONALD R. SHEARER

Minister of Education

Mrs. Sharon Szego

Director

Ms. Heather McDonald

Assistant Director

Our goal is to help your child become
what God planned for him/her to be.

CURRICULUM:

According to the ideas of Piaget and others, children learn and develop in stages; but all children do not reach these stages at the same chronological age. Therefore, the curriculum is flexible to allow each child to learn at his own level and rate of speed. Many activities are going on at the same time. The child selects what he wishes to do as he is guided by adults who know when to help and when to allow him to act independently.

EXTRA-CURRICULAR:

The center makes available extra-curricular activities taught by other companies or individuals (at the ARBC Center.) There is an additional fee for these activities.

FIELD TRIPS:

Occasionally, Pre-Kindergarten and Kindergarten classes go on field trips. A field trip permission form must be signed and returned.

INCLEMENT WEATHER:

The center makes every attempt to stay open. Should closing be necessary, listen to the following TV Stations: Channels 2, 4, and 5.

CHILDREN LEARN WHAT THEY LIVE

If a child learns with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

SHOW THEM THE RAINBOW

SHOW THEM THE RAINBOWS FOR RAINBOWS DON'T WAIT
SOON THEY ARE ADULTS; TOO SOON IT'S TOO LATE
RAINBOWS AND CHILDHOOD TOO SOON DISAPPEAR
LIKE AN ILLUSION YOU THOUGHT THEY WERE HERE.
SOMEDAY A RAINBOW MAY BE HARD TO FIND,
AND CHILDHOOD AND RAINBOWS WILL BE LEFT BEHIND
LIKE RIPPLES ON WATER THEY VANISH AND FADE
THEN WHAT WILL BECOME OF THE PLANS THAT YOU MADE?
SO, TAKE TIME TO SHOW THEM THE WONDERFUL THINGS
LIKE SNOWFLAKES AND DEWDROPS AND BUTTERFLY WINGS
SHOW THEM THE MOONBEAMS THAT SHINE DOWN AT NIGHT
A SKY FULL OF STARLIGHT ALL TWINKLING AND BRIGHT
SOON YOU'LL DISCOVER SOME TREASURES CAN'T WAIT
SO SHOW THEM THE RAINBOW BEFORE IT'S TOO LATE
YES, SHOW THEM THE RAINBOW WHILE THEY ARE STILL SMALL
OR SOON YOU FIND THERE'S NO RAINBOW AT ALL.

-AUTHOR UNKNOWN-

August 2011

Dear Parents,

We are happy to welcome you and your child to the Ashley River Baptist Church Child Development Center. A great deal of planning has gone into what we feel to be one of the best weekday education centers possible.

Our program provides full child care for infants, toddlers, and two year olds in a creative learning program, and a pre-kindergarten program for three and four year olds. The children are grouped according to age and the daily program is based on the needs and abilities of each child.

This handbook has been prepared to help answer your questions and to help you better understand our program. Please read it carefully and keep it for future reference.

Thank you for the privilege of having your child as our child for a while.

Sincerely,

Susan Szego
Director

"I always thank my God as I remember you in my prayers."

-Philemon 4

BIRTHDAYS PARTIES: (No gifts, please)

1. You may bring a birthday cake or cupcakes and/or ice cream on your child's birthday.
2. All invitations **must be mailed**. We will supply addresses for birthday parties. If you do not wish to have your address on the "birthday list" please let us know.

FOOD:

1. Please do not let your child bring food to the center. Children in the Infant I and Infant II Classes can be fed if they arrive before 8:30 a.m. All children INFANTS III and above should have eaten breakfast before arrival. Bread and butter will be available for emergency situations only. Snacks are provided for the children around 9:00 a.m. and again around 3:00 p.m. Kindergarten snacks are provided around 10:30. We begin feeding lunch at 11:00 a.m. Any child at the center during lunch time will be fed lunch. Any child coming to the center after this time should be fed lunch before his/her arrival.
2. Non-spill drink cups may be placed in the refrigerator. They must be clearly labeled with the child's name on it. Any cups / bottles left on Friday will be discarded.
3. Parents of infants must bring cereal, milk, and baby food. All formulas must be prepared.

NAPTIMES:

Naptimes are as follows:

10:00-12:00 Infants II
 3:00-4:00 Infants II
 11:30-2:00 Infants III, Toddlers and Twos
 12:30-2:00 All other classes
 Young infants sleep on demand (6 weeks - 8 months)

Please bring your child to the center prior to this time or wait until the naptime is over.

SMOKING:

There will be NO smoking in the center or any part of the church. This constitutes a fire hazard and will not be tolerated.

DISMISSALS:

Your child will not be allowed to leave the center at any time other than with the parents or a designated person. If a change of plans occur, fill out one of the forms provided by the center and leave it with your child's teacher. If an emergency occurs and you haven't notified the center in writing, call and speak with the director/assistant director. If the staff does not know the person picking up the child, they will ask for identification. This will save your child unhappiness and provide protection for your child. Your child will not be able to leave the center with an impaired driver or without a car seat / booster.

SIGNING IN AND OUT:

1. It is absolutely necessary that each child be signed in and out at the desk (car riders will need to be signed in). Sign in sheet is available in the kindergarten building at the entrance hall.
2. Children are not to be left out in the parking lot or left in the hall or office. The staff assumes responsibility of your child once she greets him/her at the classroom door.
3. When you bring or pick up your child please leave or greet him/her at the classroom door.
4. Prekindergarten and kindergarten classes begin promptly at 9:00 am.

DISCIPLINE:

1. The staff may refuse care to any child who presents an unusual discipline problem. Our discipline policy is as follows:
 1. Verbal
 2. Re-direction
 3. Time Out
 4. Office Visit
 5. Parents Called
2. The Discipline Policy must be signed and returned.
3. We **do not** administer corporal punishment.

PROBLEMS:

1. Any problems that might arise concerning your child will be handled only by the director or person left in charge.
2. If there is ever any problem that you would like to talk to the director about, please feel free to do so.

SPIRITUAL OBJECTIVES:

To help each child to:

- *Enjoy stories from the Bible.
- *Know some Bible verses and songs.
- *Grow in his knowledge of God and His love for us.
- *Know that Jesus is God's son; to feel Jesus is his friend; to want to be like Jesus.
- *Think of the Bible as the best book which tells about God and Jesus and how to be happy.

EMOTIONAL OBJECTIVES:

To help each child to:

- *Gradually mature in emotional responses.
- *Properly express emotional feelings.
- *Face and overcome emotional situations.

PHYSICAL OBJECTIVES:

To help each child to:

- *Develop large and small muscles.
- *Establish desirable habits
- *Know and follow simple rules of safety

SOCIAL OBJECTIVES:

To help each child to:

- *Play well with others.
- *Share with others.
- *Properly care for materials.
- *Participate in group activities
- *Complete activities.
- *Clean up neatly after playtime.
- *Be a good helper.
- *Rest Quietly

A child is always learning and developing. Each day brings opportunities to play, investigate, and to express ideas through:

GROUP LIVING: Planning, working and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.

CREATIVE ACTIVITIES: Self-expression through the use of paints, clay, crayons, and other media.

EXCURSIONS: Visiting points of interests in the community to help the child establish appreciation of people who contribute to his/her life.

LANGUAGE EXPERIENCE: Enjoy stories, verse, conversation and dramatization.

MUSIC EXPERIENCES: Responding rhythmically to songs, singing, and listening to music.

HEALTH AND SAFETY: Learning good health habits, acquiring an intelligent understanding of safety rules.

RELAXATION: Indoor/Outdoor play and rest.

EATING TOGETHER: Learning desirable table manners, good food habits, the taste of new products, and the give and take of conversation.

BIBLE TEACHING: Hearing Bible stories and verses and singing Bible songs. The four and five year olds will attend Chapel on Fridays.

CLOTHING:

1. Children should wear comfortable, clean clothes suitable for indoor and outdoor wear and weather conditions. Shoes are to be worn! **NO “flip-flops” or crocs**, please (this is for safety). Be aware that if a child comes in with shoes that are not safe, parents will be called and asked to bring in another pair of shoes.
The center will follow DSS recommendations regarding children going outside.
2. Each child should have a change of clothes to be used for emergencies to include socks and underwear. Infants and toddlers should bring several changes.
3. All clothing should be clearly labeled with the child’s first and last name.
4. Parents must provide diapers / pull-ups.

ITEMS FROM HOME:

1. Children are provided with toys at the center and should be discouraged from bringing toys *except* on special occasions.
2. Security toys and blankets for naptime are permissible. They must be brought in a book bag or back pack.
3. Books, recordings, etc. may be brought with the permission of the director or teacher.
4. Guns, sharp objects and other small pocket toys should not be brought to the center.

KINDERGARTEN:

1. All children who will be 3 or 4 years old by September 1st will be enrolled in our pre-kindergarten or kindergarten programs.

VACATION BIBLE SCHOOL/MUSIC CAMP:

1. All children two years old and above will attend Vacation Bible School in the summer.
2. Siblings or friends of the family are invited to attend Music Camp in the summer. They must be rising first graders in order to attend.

MEDICAL INFORMATION:

1. A Certificate of Immunization signed by the child's physician or by the Health Dept. must be provided by the parent.
2. Children should not be brought to the center if they have severe colds, undetermined rash or spots, fever, severe headaches, upset stomach, conjunctivitis or other symptoms of illness. Parents will be notified to pick up children immediately if signs of illness occur during the day. The child should not return to the center until he/she is free of symptoms for 24 hours.
3. Parents will be notified when children are exposed to a contagious disease.
4. Children may not return after a communicable disease until the doctor has released the child (please bring a note) and symptoms have disappeared.
5. We will give prescription and non-prescription medicine, provided a medicine slip has been filled out by the parent and given to a staff member. We *will not* administer medicine from a previous illness. **Medicines must be removed from the medicine drawer when symptoms disappear.** All medication given will be logged in the CDC office.
6. We will follow good hand washing rules to prevent the spread of germs. We will use sterile latex gloves when deemed necessary.
7. We will keep the center clean and sanitized.
8. In a non-life threatening emergency, where no parent or emergency contact person could be reached, an administrator or teacher will take the child to their designated pediatrician with the child's records. They will remain with the child until a parent or emergency contact person arrives.
9. In the event of an extreme emergency, we will call EMS and the parents. An administrator or teacher will accompany the child to the MUSC Emergency room with the child's records. The administrator or teacher will remain with the child until a parent arrives.

HOW CAN PARENTS HELP?

1. Know your child's teacher. Work with her concerning any problems that might arise. Build up in your child a wholesome, friendly attitude toward the teacher.
2. Take time to do things with your child. Live, work, and play as a family group.
3. Help your child look forward to coming to the Child Development Center. Your attitude can help him/her come with joy and anticipation of happy experiences.
4. Share any upsetting experiences which you think will help the teacher understand your child better.
5. Take an interest in the center and whatever your child brings home. Do not ask, "What did you do today?", but take time to listen to your child's daily experiences as he shares them and discuss them with real interest when he brings them up.
6. Remember, there is no such thing as an average child. All children excel in something; all children fail in something; all children have their individual problems. Do not be unduly critical of him/her and never show disappointment in his/her accomplishments. Never compare your child with another brother, sister, or friend. Each is a different individual with different capabilities. Accept him/her as he/she is and let us work together to guide him/her to develop his/her greatest potential.

GENERAL INFORMATION FOR ALL ENROLLEES:

PURPOSE:

To provide a Christian environment where children ages six weeks through five years can receive developmental care during the hours of 7:00 a.m. and 6:00 p.m. The center is a nonprofit ministry of Ashley River Baptist Church. The school year runs June 1-May 31.

REQUIREMENTS FOR ENTRANCE:

1. A registration form must be filled out in full.
2. All children are required to have a current physical exam and a Certificate of Immunization prior to admission. It is the parent's / guardian's responsibility to keep immunization records at the center [every six (6) months], for children under two (2) years of age and annually for children between the ages of two (2) years and six (6) years. Your child may attend Child Care for no more than one month after the "Date For Next Immunization", without obtaining a new certificate. The Department of Health and Environmental Control (DHEC) will monitor to see that each child has a certificate.
3. Registration Fee is \$110.00. This fee covers all expenses and is renewable annually. Two security keys are provided with the first year's registration. (Additional keys may be purchased for \$10.00 each. Security keys are non-refundable). Registration fees for the following school year are non-refundable after June 1st. Additional registration information is available in the office.
4. Discipline and dismissal policies must be signed and returned.
5. All registration forms will be updated annually.
6. All records will be kept confidential.

TUITION:

1. The tuition is payable each Monday in advance. Tuition covers morning and afternoon snacks plus a hot lunch. For Kindergarten and Pre-K only, tuition is payable monthly and due by the 5th of each month. This covers a morning snack. A \$5.00 per day late charge will be assessed each day (after Tuesday noon) that tuition is late.
2. Rates are available in the office.

3. Delinquency fees will be charged for a child who is not picked up by 6:05 p.m. at the rate of \$1.00 per minute.
4. Should morning only children (Pre-K and Kindergarten) need child care services when Pre-K and Kindergarten are out of session, additional fees will be charged.
5. There is a \$35.00 charge on all returned checks.
6. A child will be dropped from the center when accounts are two weeks past due (unless special arrangements have been made with the administrator.)
7. Two weeks notice is required when removing a child from the center and payments for those 2 weeks is expected.
8. If a child changes from full time to kindergarten only, this must be done at the beginning of the month.

ABSENCES:

1. No reduction of fees will be made for absences due to sickness of two or less full days. Four weeks sick leave permissible for full time children (half rate).
2. If a child is out for any reason other than sickness or vacation, fees are expected in full.
3. The center will be closed on the following holidays— New Year's Day, Memorial Day, July 5th, July 30th (for mandatory staff training), Labor Day, Thanksgiving and Christmas. We will close at noon on Christmas Eve.
4. The morning only pre-kindergarten and kindergarten programs will be given a school calendar to follow.

VACATIONS:

1. After being enrolled for six months, your child is eligible for two weeks of vacation credits. If you take your child out of the center for the summer or an extended time, eligibility for vacation will begin again after six months. Vacation time should be taken in five (5) consecutive day increments.
2. Vacation credits cannot be carried over into the following year.
3. Morning only pre-kindergarten and kindergarten children are not eligible for vacation.