

First Presbyterian Child Enrichment Center



Family Handbook

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Table Of Contents

Mission Statement	1
Welcome Families,.....	1
South Carolina Licensing Information.....	2
Parent Advisory Committee	2
Operation and Tuition	2
Blackbaud Tuition Management.....	2
Registration Fees.....	3
Monthly Tuition Rates	3
Discounts Offered	3
Admission and Forms	4
Admission	4
SC Certificate of Immunization	4
Forms	4
Parent/Guardian Access and Participation.....	4
Friends of First Pres	5
Communication	5
Confidentiality	5
Mandated Reporting.....	5
Video and Audio Recordings.....	5
After School Program	6
Elementary School Pick-Up Route	6
Attendance	6
Daily Schedule.....	6
Snacks and Drinks.....	6
Drop-In Days	6
Pick-Up and Drop-Off Procedures	7
Field Trip Policy	7
Late Pick-Up	7
Attendance and Absences	8
Inclement Weather and Closing Information	8
Related Arts	8
Optional Onsite Extra Curricular Activities.....	8
Curriculum, Assessments, and Conferences	9
Curriculum	9
Assessments	9
Conferences	9
Lunch and Snack	9
Friday Pizza Option	9
Infants and toddlers.....	10

Clothing and Personal Belongings	10
Rest Time.....	10
Sleep Mats.....	10
Infant Crib Sheets	11
Center Events and Birthday Celebrations	11
Center Events.....	11
Birthday Celebrations	11
Health and Safety	11
Medication Administration	11
Allergies.....	12
Immunizations	12
Toilet Training	12
Evacuation Plan and Procedure.....	13
Transitions	14
Classroom Placement	14
Accident/Incident.....	14
Emergency Care	14
Behavior Management.....	15
Child Guidance Policy	15
Behavior Report	
Implementation of Discipline Policy	15
Aggressive Behavior Policy.....	16
Biting Policy	17
Withdrawal/Dismissal Policy.....	18
Parent/Guardian Code of Conduct.....	18

Mission Statement

Believing. Loving. Serving. First Presbyterian Church is a family that loves and serves Jesus Christ, community, and each other. In reflection of our mission, we pride ourselves as an outreach ministry of First Presbyterian Church. We strive to provide a planned and developmentally appropriate program for the care, education, and nurturing of young children while facilitating their total development: cognitive, social, physical, and spiritual. We are committed to providing the highest quality educational experience for children within a climate of love and acceptance.

Welcome Families

Welcome to First Pres Child Enrichment Center! We are honored that you have partnered with us to care for and educate your child. The formative years are among the most impressionable of a child's life. Our dedicated staff devote themselves to providing a nurturing, Christian setting that promotes children to build positive social relationships with their teachers and peers. Our teachers are committed to providing developmentally appropriate environments that will encourage children to explore and discover their world through play and interactive learning experiences.

This handbook is intended to acquaint you with the policies and procedures of First Pres Child Enrichment Center. Please read this document carefully. The responsibility for enforcing these guidelines rests largely upon our carefully selected and well-trained staff whose principal obligation is to ensure the safety and well-being of all children entrusted to our care. It is not our expectation in this document to cover every possible scenario that may arise, but to offer a comprehensive document to guide anticipated circumstances. It is your duty to know the policies and procedures outlined, and to cooperate in their enforcement without exception. We welcome parent/guardian comments, questions, and/or suggestions as we strive to offer exemplary childcare.

First Pres Child Enrichment Center strives daily to provide a safe and secure learning environment. Our teachers believe early childhood education is the foundation to a child's overall growth and lifetime achievement. To best meet the needs of your child, emphasis is placed on developmentally appropriate practices. We strive to provide a sustained, structured environment designed to stimulate curiosity and enthusiasm for learning. Children are grouped by age to facilitate interaction among peers with similar developmental levels. Well-rounded activities are designed to stimulate physical, social, emotional, and cognitive growth. Children are assessed throughout the year and their unique development and accomplishments recognized and celebrated. Our programs focus on hands-on active learning, with an interactive component between home and school.

We look forward to the opportunity to partner with your family!

Sincerely,
Jeane Zorn and Susan Antonich

South Carolina Licensing Information

First Pres Child Enrichment Center is registered as a faith based center. South Carolina Department of Social Services administers regulations to establish standards that protect the health, safety, and well-being of children receiving care in childcare facilities, through the formulation, application, and enforcement of set regulations. Registered faith based centers undergo an extensive review every two years as our licensing specialists request. Our current specialist is Christy Addis. Contact Email: christy.addis@dss.sc.gov

Parent Advisory Committee

FPCEC Parent Advisory Committee assists the Directors in an advisory capacity. The committee is composed of parents of FPCEC (Church and non-church members), FPC Elders, FPCEC Teachers, FPC Staff Liaison, and Directors. Listed below are our current committee members:

Jeane Zorn - Director

Susan Antonich - Assistant Director

Kaitlyn Bryson - Parent/FPC member

Sarah Mosteller - Parent

Renee Cannon - Teacher

Marina Antonich-Teacher

Jonathon Chastain- parent

Kristyn Ball- FPC elder

Curry Ann Askew -Chair/FPC elder/parent

Sarah Pruitt - Parent/FPC member

Roy Trammell- FPC member

Maren Sonstegard-Spray - FPC Pastor

Jillian Wall- Parent

Caroline Johnson- Parent

Operation and Tuition

First Pres Child Enrichment Center operates year-round, Monday through Friday, 7:20 am to 5:30 pm. We serve children 6 weeks though to 4k. We also offer after school care, drop-in days, and a summer camp for our elementary school aged children.

Blackbaud Tuition Management

All families must be enrolled in Blackbaud Tuition Management. All families enrolled are billed through Blackbaud Tuition Management. You will receive a monthly statement through them and have access to view your account online and pay. **Tuition and fees are due by the 1st of each month. Payments received on or after the 5th will be subjected to a \$50.00 late fee per child.** You will not be permitted to attend until the account is current.

Please know that we understand that financial difficulties may arise temporarily, and we are willing to discuss a plan of payment that would be agreeable to FPCEC. In order for a plan of payment to be initiated, it is the responsibility of the parent/guardian to contact the Directors immediately. If the payment plan is broken, FPCEC reserves the right to dismiss the family. When a child is scheduled to attend, payment is due whether or not the child has attended. If your bank account or credit card is declined, Blackbaud Tuition Management will issue an insufficient funds fee to your account.

Registration Fees

Infants, Mobile's, Toddler's, 2K, 3K, and 4K	\$200.00
Afterschool Care (K5 -5th)	\$50.00
Summer Encounters (K5 -5th, Rising 6th)	\$50.00

Monthly Tuition Rates

Infants, Mobile's, Toddler's, and 2K	\$700.00/Month
3K and 4K	\$625.00/Month
Afterschool Care (K5 -5th)	\$335.00/Month
• Half Days	\$30.00/Day
• Drop-In Days	\$35.00/Day

Summer Care (summer only)

- If your child of preschool age will not attend for the months of June and July, but they will resume at the center in the fall, parents must pay a holding fee, meaning the child will not attend during June and July. The fee is \$150.00 per month. Normal tuition will resume in August. We will need a decision made about the holding fee by May 1st. The decision must be in writing.
- Summer Encounters (K5 -5th) is \$185 per week. Families must sign up beforehand for each month.

Additional Fee Information

For families who are interested in signing up their elementary aged (K5-5th) children for half days, drop-in days, or summer camp weeks. There is a deadline to change if your child is attending 7 days beforehand. If you sign up after the deadline, you will be charged an **additional \$10 per child**. If you decide to not send your child for the day/week you have signed them up for, please notify Marina Antonich or the Directors. You will **NOT** receive a refund and will be expected to pay the full amount.

Discounts Offered

- Families that enroll **two full** time children will receive a \$20.00/month discount from their total tuition. – \$10 for each child.
- Families that enroll **three full** time children will receive a \$30.00/month discount from their total tuition. – \$10 for each child.
- If a family enrolls after the 15th of the month their tuition will be prorated. (*If a family enrolls before the 15th, they will be charged the full amount*)
- If a family withdraws during the month, the full tuition amount will still be due. Tuition will not be prorated or refunded.

Admission and Forms

Admission

Once a family is accepted into the program, they will receive an email with a link to enroll in Blackbaud Tuition Management, families will also receive paper instructions in a packet. Once enrolled, the family will receive a **physical copy** of the required registration forms to complete and return **before** their child/children's first day. Along with these forms, we will need an up-to-date copy of the child/children's South Carolina Certificate of Immunization record.

SC Certificate of Immunization

For a child to attend a regulated childcare setting they must be up to date on all required vaccinations. A child will not be permitted to attend unless they are up to date on all required vaccinations. Vaccinations are required; no exemptions are accepted. If the certificate expires, the family will have up to 30 days to give the Directors an updated copy. We will send out a notice ahead of time as a reminder.

Forms

Families will receive the following forms as a physical copy in our enrollment packet:

- **South Carolina DSS General Record and Statement of Child's Health** - This form allows a family to disclose past and present medical information, such as known allergies, seizures, or other conditions that would affect the care and safety of your child.
- **Child Information and Permission Form** - This form includes authorized person to pick-up a child, gives FPCEC permission to transport during field trips and after school pick up, and participate in water play, photo, website and social media permission, emergency evacuation permission, topical application permission, and acknowledgement of reading and understanding our handbook.
- **Comprehensive Media Release Form** - This form outlines how photos and videos of children **may be used** for both private internal communication (such as Class Dojo, private Facebook group of CEC families, and newsletters) and public platforms (such as our website and public Facebook page). Families may choose from several permission levels, including full consent, limited use, or no use. No identifying information will be shared publicly without explicit consent.
- **Electronic Devices and Personal Property**
- **Parent's Code of Conduct Form**
- **Exclusion and Sick Policy**

Parent/Guardian Access and Participation

The foundation of a successful program is a mutually respectful and supportive relationship between staff and families. Knowing that parents/guardians play an active role in our plan for success, we encourage our families to visit for planned activities and volunteer opportunities. FPCEC shall permit the parent/guardian of a child free and full access to his or her child, without prior notice while their child is receiving care, unless there is a court order on file limiting such access. This access should not disrupt instructional activities, classroom routines, and rest time.

Friends of First Pres

This is a group of parents led by the Advisory Board at FPCEC. They seek to support our teachers with contributions; such as a seasonal woot-woot wagon, teacher appreciation week, and additional sign ups for different donations and volunteering throughout the year! Please see all information on our private Facebook page to get involved! Please reach out to your child's teacher or the Directors, to receive more information.

Communication

FPCEC uses several platforms to communicate with families:

- **dayschool@fpcandersonsc.com** – This email is used by the Directors and checked daily to communicate with staff and families. This will be the primary source of communication and is important to ensure the family has given FPCEC the most up to date and accurate email, to receive all updates.
- **Class Dojo** – Nursery through 4K, along with our after school care use this for class communication. We will also post school updates and communications as well, such as school closures and events.
- **Daily Connect** – The Nursery will use this to communicate with families.
- **Private/Internal Communication** – Communication and media shared only within the FPCEC community, such as Class Dojo, private Facebook group, internal newsletters, or classroom slideshows. **Access is limited to enrolled families and staff.** The Media Consent Release Form outlines the levels of permission for this type of sharing. We will always honor each family's preferences and never share anything without their comfort and consent.
- **Public/External Communication** – Communication and media shared outside the FPCEC community, including our official website, public social media pages, and promotional materials. Content may be visible to the general public. The Media Consent Release Form gives families the option to approve or decline this type of sharing, and we are committed to respecting all choices.

Confidentiality

First Pres Child Enrichment Center staff maintain strict confidentiality regarding the children and families we serve. When parents/guardians visit FPCEC, we ask you respect each child's and family's privacy.

Mandated Reporting

FPCEC is mandated to immediately report suspected child abuse and/or child neglect to the Department's Office of Child Protective Service (CPS) or to local law enforcement.

Video and Audio Recordings

FPCEC operates video monitoring of external and internal areas, including the classrooms and gym, for the safety and protections of children, families, and staff of the CEC. Such use is within regulations and laws in the state of South Carolina. Video feeds are intermittently monitored by

the Directors throughout the school day. No live feed of classroom space will be made available to anyone, nor access shared with any other person or entities, with the exception of law enforcement in the event of an incident.

After School Program

Elementary School Pick-Up Route

During the school year, we have after school pick-up and care available for: Concord Elementary. Due to the bus capacity, seats are limited. The schools we pick up are subject to change, based on the number of children that need to be picked up from each school. There needs to be at least 3 children that need to be picked up from the school in order for us to pick up. If there are changes or concerns we will communicate with the parents.

Attendance

Each student registered in the After School Program must pay for the full month, regardless of whether their children ride the bus every day. If your child attends extracurricular activities, it is the parent/guardian's responsibility to provide transportation to First Pres Child Enrichment Center. **Parents/Guardians please call or email the office before 1:00 pm to notify us if your student will NOT be riding the bus that day so we can notify the bus drivers BEFORE they leave the center.**

Daily Schedule

Their daily schedules will alternate between recreation time in the gym, playground time, snack, and homework/reading time. We are not responsible for homework being completed. Parents/guardians will need to check homework to make sure it is complete and correct. You may need to discuss your homework expectations with your child. If your child has a chromebook, it may be used for assigned homework and learning activities only. The day will end with free time in the gym from 5:00-5:30 pm.

Snacks and Drinks

Parents/Guardians, please provide your student with a healthy snack and drink for each day. You may choose to send snacks and drinks weekly or monthly. You may leave these snacks on the counter in the kitchen of the Family Life Center. Please label boxes/bags of snacks with your students first and last name.

Drop-In Days

We will offer drop-in days for enrolled elementary age children on days that the center is open, while Anderson School District 5 is closed (due to certain holidays and professional development days) and half days. Families will need to sign up in advance for their child to attend and participate. The cost is \$30.00/Half Day and \$35.00/Full Day, there is an additional fee for \$10.00/Child for late sign up. Parents/Guardians will need to provide lunch and two snacks for the day. Children will need to be dropped off by 8:45 am to participate in activities and field trips. We will not accept anyone

after 9:00 am and students are expected to be picked up by 5:30 pm every day. We will offer bus pick up on half days, for the children who normally ride the bus every day.

Pick-Up and Drop-Off Procedures

Entry for the nursery is accessible through the breezeway entrance. 2K, 3K, and 4K is permitted through the chapel door, located on the back entrance of the church. Entry for Mobile's and Toddler's is permitted through the front door of the house and entry for school age children is the front doors of the Family Life Center building. All entries will be accessible for drop-off starting at 7:20 am. Children are expected to arrive by 8:45 am. This ensures your child is able to participate in all of the activities and aspects of our program and prevent any disruptions of another child's development and education. Children are not permitted to enter or exit the building alone at any time or walk themselves to their entrance. A parent/guardian must accompany them and acknowledge your child's arrival. Parents for children in 2K - 4K and Afterschool Care are expected to initial and record an attendance sheet from their teacher when their child is being picked up.

Each child must be picked up by an authorized adult (18 or older) listed on their authorized pickup list. Any changes to the authorized pickup list should be in writing and given to the directors. A government issued photo identification or driver's license will be required before a child is released to any person a staff member does not know by sight as being legally authorized to pick up a child.

Field Trip Policy

Arrival and dismissal of students is required to take place at FPCEC. A child cannot arrive or be dismissed off campus during a field trip. If your child is not able to attend the field trip departing from the center, arrival and dismissal must take place after the field trip is desired.

This policy supports our safety procedures and efforts to keep each child safe during transportation and off campus activities. The count of children we leave and return to the center affects the number of buses, drivers, and staff.

Late Pick-Up

FPCEC closes promptly at 5:30 PM. All children must be picked up by a parent, guardian, or an authorized adult (18 years or older) no later than 5:30 PM.

A late fee of \$10 per child will be charged for any pick-up that occurs between 5:31 and 5:35 PM, regardless of whether the child is picked up one or five minutes late. After 5:35 PM, an additional fee of \$1 per minute, per child will apply.

Please note that staff members are not permitted to accept cash payments. All late fees will be billed through the family's Blackbaud Tuition Management account.

Attendance and Absences

Regular attendance in early childhood programs is important. Good attendance not only establishes routine and good habits, but it also creates a foundation that supports a child's learning and development and allows them to obtain the skills needed to progress forward. If your child is absent, please send notification of the absence through email and/or our parent/teacher communication app in advance or as early as possible. No refunds will be made due to sickness or unscheduled closings.

Inclement Weather and Closing Information

In consideration and safety of our staff and families, FPCEC follows District 5 procedures and protocols for all weather-related delays and closings.

Closing and delay alerts will be reported on WYFF Channel 4, FPCEC private Facebook group, Class Dojo, and email.

In the event of inclement weather, FPCEC will apply the following policy:

- If District 5 public school is closed, FPCEC will **close** for that day.
- If District 5 announces a 2-hour delay, FPCEC will open at **9:20 am**.
- If District 5 announces a 1-hour delay, FPCEC will follow our **normal** schedule.
- If a storm occurs during school hours and District 5 closes early, FPCEC will close early as well. As a result, we will **not** be transporting from schools. Parents and Guardians must make arrangements to pick up their children as quickly as possible.

Related Arts

- Music class is offered weekly. Our certified music teacher interacts with each 2K, 3K, and 4K classes. Through movement and special instruments, children learn to love music starting at a young age.
- Physical education is offered weekly in the gym of the Family Life Center with each 2K, 3K, and 4K classes. Our certified PE teacher meets weekly and offers age appropriate physical activities.
- Chapel is offered weekly for 3K and 4K classes. The First Presbyterian Church staff members offer meaningful faith-based songs, Bible stories and memory verses

Optional Onsite Extra Curricular Activities

Please note these are additional costs through select programs. If you want more information, reach out to your child's teacher or the Directors.

- **Amazing Athletes** - A weekly class offered for the children ages of 2K, 3K, and 4K. This program offers fundamentals of 10 sports while learning motor development, nutrition, muscles, and Healthy Lifestyles.
 - This company will also be offering a soccer program once a week.
- **Carolina Super Stars Dance** - We will offer a weekly dance class for the children ages of 2K, 3K, and 4K.
- If we have the opportunity to add an additional program, we will send information out to the parents.

Curriculum, Assessments, and Conferences

Curriculum

FPCEC incorporates a variety of different publishers and curricula for different subjects. Our teachers focus on the following domains during play and learning: emotional and social development, health and physical development, language development and communication, mathematical thinking and expression and cognitive development. As your child progresses through our program, they will experience age appropriate, play based learning curriculum such as Frog Street Press Curriculum, Zoo-phonics, Everyday Counts Calendar Math, Good Start, Grow Smart Communication and South Carolina Early Learning Standards. By integrating multiple curricula, we are able to meet each child where they are to best facilitate the child's learning. In addition, we are not only encouraging creativity and fostering new ideas through our curriculum, but we are able to continuously build a solid foundation for children in our program.

Assessments

Assessments are completed in our 2K, 3K, and 4K classes in the fall and spring. The assessments are ongoing throughout the school year and the teacher will use multiple forms to assess each child's development and language. This includes informal classroom observation, interaction with other children, and a formal observation checklist and formal assessments. All assessments are reviewed by the director and shared with the Parents and/or Guardians.

Conferences

Teachers will offer families two scheduled conferences available for both the 3K and 4k classes. Scheduled conferences take place once in the fall and once in early spring. Upon special request families can have an additional conference with their child's teacher

Lunch and Snack

Friday Pizza Option

As a special weekly lunch option, we offer **pizza every Friday**, or last day of the school week, to participating children. Each child receives **one slice of Papa John's cheese pizza** as part of this offer.

- The cost for the pizza program is **\$9 a month**.
- Participation is **optional**, and **you must let your child's teacher know if you are interested in order to be signed up**.
- Payments are non-refundable and cover one slice per Friday for the term.
- Families will be charged on their BlackBaud Tuition Management account.

Daily schedules are classroom specific, but follows this structure:

- Morning snack for most classrooms is at 9:30 a.m.
- Lunch is around 12:15 p.m. to 12:30 p.m.
- Afternoon snack is around 2:45 p.m. to 3:00 p.m.

Parents/Guardians should adhere to the following when preparing for meals:

- Two healthy snacks and lunch everyday
- Send a refillable water bottle each day
- Everything should be labeled with the child's name- lunch box, thermos, drink box, and any snack bags, etc. Please send containers that are microwavable.
- Due to the number of lunches that require heating, do not send any lunch item that requires more than 2 minutes of heating time.
- Do not send any food that can result in choking. Examples: olives, popcorn, nuts, celery and carrot pieces, whole hot dogs, whole grapes, etc.
- When sending items such as apples, bananas, grapes, hot dogs, oranges, etc., make sure these are cut up into small bite size pieces. It is good practice to cut hot dogs and grapes into 1/4 pieces.
- Ice packs should be included if foods need to be kept cold.

Infants and toddlers

Parents/guardians are responsible for providing the necessary formula and baby food for the child each day. DHEC requires ALL infant and toddler bottles, cups, and food containers to be labeled with their child's first and last name. DHEC requires all infant bottles to have lids that cover the nipples. Also, label lids along with bottles.

Clothing and Personal Belongings

Children should wear washable play clothes appropriate to the season for comfort and convenience. Parents and/or Guardians should send in an extra set of clothes (shirt, shorts/pants, dress, underwear, and socks) in a labeled Ziploc bag with their child's first and last name. **Please label all items. Children are required to wear tennis shoes on PE days to participate.**

Personal belongings such as toys are not permitted. FPCEC provides ample toys that are changed out regularly. Please do not allow your child to bring toys to school, unless previously arranged with your child's teacher.

Rest Time

Rest time is important and scheduled for children ages of infants through 4K. Infant rest time is scheduled on an individual basis. All other children are scheduled to rest from 12:30/1:00 pm to 2:30/3:00 pm. The children are not required to sleep but we do ask them to remain on their mats quietly so other children may sleep.

Sleep Mats

For children attending in the mobile room through 4K, a sleep mat is required. Due to storing multiple nap mats, please DO NOT send a sleeping bag. Please purchase mats that are easily stored and washable. Nap mats will be sent home on Fridays, or the last day of the school week, to be washed. They should be returned each Monday, or the start of the school week.

Infant Crib Sheets

Families are asked to send in three (3) pack & play sheets weekly. Sheets are changed daily and used sheets are sent home on Fridays.

Center Events and Birthday Celebrations

Center Events

FPCEC offers numerous events throughout the year that are centered around families. These events include but are not limited to, special person's day, grandparents day, 4K graduation, and a Christmas program.

Birthday Celebrations

Your child's birthday is special and should be celebrated! Families may organize with their child's teacher to bring in a special snack or treat. Please be sure to consider allergies in the classroom. While children should not exchange gifts at school, we are happy to deliver birthday invitations at school, if all children are included.

Health and Safety

Policies and guidelines related to outbreaks of communicable diseases and illnesses have been developed to protect FPCEC as well as the health of your child. FPCEC asks that parents/guardians assist in the effort by keeping sick children at home.

Medication Administration

First Pres Child Enrichment Center is permitted to administer medication:

- The medication must be prescribed by a physician and the physician's name should be listed on the medication.
- The medication must be in the original packaging.
- The medication must have the child's first and last name on the container.
- The instructions for administering are given in writing.
- A medication form must be completed and signed before medication is left with staff.

Any medications are not permitted to be stored or carried in the child's lunch box or backpack. All medication must be given to a child's teacher. Emergency medications such as inhalers or epipens must meet the requirements listed above. In addition to that the list should be detailed instructions and steps from when to administer medication. Any emergency medications must remain an FPCEC.

Following recommendations from DSS, FPCEC staff and directors are not permitted to administer over the counter medications. This includes cough medicine, cough drops, baby or children's tylenol, benadryl, etc. Prescribed non over-the-counter medications (tylenol, benadryl, etc.) will not be accepted or administered if prescription instructions read "as needed". The prescription must include a start date and end date. All medication will be signed back over to the parents/guardian. Parents/guardians must give permission

on the enrollment form in order for teachers to use diaper cream, sunscreen, and bug spray. The medication form will also need to be completed for diaper creams. All containers must be labeled, and all sunscreen, diaper cream, and bug spray must be provided by the parents/guardians.

Allergies

Parents/guardians must notify the directors and teachers upon enrollment of any known allergies. This includes food and environmental allergies. Should a child require epinephrine auto injector (epipen, AUVI-Q), breathing treatments, or inhalers FPCEC must have the following on file prior to use.

- Original box with up-to-date injector containing prescription label in a child's full name.
- Detailed instructions and warning signs of distress from the prescribing physician for when to administer.
- A FPCEC medication form must be completed by parent/guardian prior to use.

All emergency medications **MUST** be kept at the center. Medications are not permitted to stay in the child's backpack or within the child's reach.

Immunizations

The South Carolina certificate of immunization is the official form to document childhood immunizations compliance with SC daycare requirements. Parents/guardians of children enrolled in a daycare facility must provide a valid South Carolina certificate of immunization to the daycare provider. To sustain FPCEC enrollees health, safety, and learning it is the position of FPCEC that all children attending must have their vaccines complete and up to date religious and medical and exemption forms will not be accepted.

Parents and guardians of children may be allowed a 30-day grace period to submit the required certificate of immunization for that child by the 30th calendar day of enrollment or certificate expiration; the parent/guardian must present the daycare with an updated South Carolina certificate of immunization. If the parents/guardians do not present the required certificate within this time frame, the daycare provider has the opportunity to continue the child's enrollment. If a parent/guardian brings a child back to the daycare facility after the grace period has passed and does not provide a certificate under the penalty of law the daycare provider must not allow the child to attend.

Toilet Training

Toilet training is a developmental milestone. Understanding that not every child meets a milestone at the same time, we know the importance of working with families and communicating through the process. When a child expresses interest in our 2K class, our teachers will communicate with parents/guardians and will support parents/guardians at FPCEC once toilet training is introduced at home and a routine is established.

Following regulations set by DSS, children are not permitted to be promoted to 3K until they are fully potty trained. To transition to a 3K class, children must be accident free for a consecutive two weeks, be able to communicate when they need to use the restroom and be able to undress and dress themselves without assistance.

If a child in 3K has an accident and is unable to clean themselves, teachers will assist. If a child continuously has accidents and it becomes disruptive to the classroom, parents/guardians will be called to come change their child or pick them up.

To prepare for 4K children as parents/guardians for public school kindergarten, children and 4K must be fully potty trained without accidents. 4K children should be able to use the restroom without assistance. If a child has accidents, and if they are unable to clean themselves, parents and/or guardians will be called to change their child or pick them up.

Evacuation Plan and Procedure

There is an emergency evacuation plan in place to follow if County or State officials should order that the children be immediately evacuated from our center because of an emergency. During an immediate evacuation, there would not be enough time for parents to pick up their children from the facility.

Some examples of emergencies that might require immediate evacuation are:

- A fire at or near the center
- A train or vehicle accident with a hazardous chemical spill

If we are ordered to evacuate the children immediately to another site, we would transport the children to:

- Boulevard Baptist Church Gymnasium
- Central Presbyterian Church Gymnasium

All initial emergency communication will be through text. Our first choice for evacuation would be Boulevard Baptist Church, but if we need to evacuate a further distance, we will go to Central Presbyterian Church. We will make every attempt to notify parents and staff by phone about the location to which we have evacuated. We encourage parents and staff to have the following numbers on their phones in case we are unable to reach them in an emergency.

- Jeane Zorn 864-354-7334
- Susan Antonich 412-608-0649
- Marina Antonich 864-376-8991
- Renee Cannon 864-356-7499

We will also take emergency kits filled with supplies with us. The children will be transported on First Presbyterian Church buses and possibly teacher's vehicles, if necessary. We realize that we will not have car seats for the babies and small children, but if there is a true emergency and it is no longer safe to remain at our center, removing children from the unsafe environment is more important.

Please be assured parents that we will notify you of our situation immediately. The children's safety will be our top priority and we will provide a calm and normal environment the best we can until parents pick up their children. Please keep all the children's personal information as updated as possible at all times.

Transitions

Classroom transitions can sometimes be a little frightening for both children and parents/guardians. Moving up to an older age group is necessary for your child to continue building upon their foundation. Our teachers provide support to families every step of the way to ensure that transitions are as smooth as possible.

Your child's teacher will help prepare your child for this transition, for example, by having your child visit the new classroom multiple times of the weeks leading up to the transition. All children move up to the new classroom in August. Although there are some special circumstances where a child may be moved up when developmentally ready and space is available during the year. Know that your child will receive the same love and individual attention in their new classroom. They'll continue to be nurtured in a manner that meets their individual needs and supports their emotional, social, physical, language, and cognitive development.

Classroom Placement

When planning for classroom and teacher placement, FPCEC directors and teachers must consider the following: safety of each child, classroom size and set up, group dynamics, and ensuring ALL children's needs can be met.

Classroom and teacher placement is at the sole discretion of First Pres Child Enrichment Center. Parents/Guardians are welcome to formally put their classroom/teacher request in writing to the Directors. However, depending on the circumstance we may not be able to guarantee your request, but we will try to honor it.

Accident/Incident

All accidents/incidents will be reported to the Directors immediately. An accident/incident report form will be completed for any accident/incident that occurs while the child is at the school. Parents/Guardians acknowledge the accident/incident by signing the report. A copy of the accident/incident report will be given to parents/guardians with the original being placed in the child's file by the directors.

Emergency Care

If an accident/incident injury occurs and the health of the child is serious, 911 and the parents/guardians will be notified. This includes seizures, broken bones, head injuries etc. If the medical emergency team decides they need to transport the child to the hospital, and the parents/guardians have not arrived at the school, a director or staff member will go with the child to the Anderson Area Medical Center and will remain with the child until the child's parents/guardians arrive. An incident report will be completed, signed by the parent/guardian and a copy given to the parent/guardian and the original placed in the child's file by the Directors.

Behavior Management

Child Guidance Policy

Discipline is the art of teaching appropriate behavior through problem solving with a child, redirection, and role modeling by the teacher. Positive reinforcement helps children develop self-discipline. We strive to treat children with dignity and set clear, consistent, and fair limits for behavior.

Examples of behavior limits considered inappropriate are (but not limited to), compromising the safety and well being of oneself and/or other children and staff, unintentionally or intentionally hurting themselves or others, damaging equipment and disrupting classroom activities.

FPCEC does not permit any guidance strategy that hurts, shames, or belittles a child. We do not permit any guidance strategy that threatens, intimidates, or forces the child. We do not permit the use of food as a reward or punishment, we do not permit the use of withholding physical activity as a punishment. Corporal punishment is never permitted.

Significant negative behaviors will be observed and tried by teachers. If a pattern is established, or safety is at risk, a meeting with the parent/guardian will be requested to develop consistent strategies for the child while home and the school. If behavior does not improve or the safety of the child and staff are risked, FPCEC reserves the right to dismiss the child from the program at any time. Tuition will not be reimbursed when services are terminated.

Behavior Report

A behavior report will be completed for a child that shows aggressive behavior toward another child or staff. Parents/Guardians acknowledge the behavior by signing the report. A copy of the behavior report will be given to parents/guardians with the original being placed in the child's file by the directors. If behaviors continue to escalate resulting in classroom disruption and/or the safety and wellbeing of the child, and other children and staff, FPCEC reserves the right to dismiss the child immediately. Tuition will not be reimbursed when services are terminated.

Implementation of Discipline Policy

Interacting appropriately with other children and learning to control emotions are important goals for children which require constant guidance. Each classroom has clearly established and consistently reinforced rules regarding appropriate behavior. Routines and clear expectations of behavior even for the young children, are used as the foundation for teaching children how to wait, share, take turns, follow directions, interact appropriately with other children, manage frustrations, problem solving situations, and to respect the property of FPCEC and others.

These guidelines are intended to ensure the child safety and the safety of others within the classroom and the program, as well as promote appropriate social development and relationships with peers and adults. However, there may be times where there will be situations where staff will need to provide guidance for the child's behavior. The following steps will be implemented for discipline:

- **Verbal Redirection:** Staff assesses behavior - redirects and provides other options / materials.
- **Verbal Instruction:** Staff gives directions/talks to the child in a positive, quiet, and firm voice.
- **Quiet Time:** Staff guides the child to non-specific location in the classroom and give the child time to gain self control
- **Call For Intervention:** Director will enter the classroom to assist a child in gaining self-control and talking with a child about their actions.
- **Conference With The Parent(s):** Director and/or teacher will contact the parents/guardian to develop specific strategies for school and at home to help support the child's success and improve the behavior.

Positive, non-violent, non-abusive methods for managing behavior shall be implemented. This policy does not allow corporal punishment under any circumstances. Emotional abuse is also prohibited, including but not limiting to harsh meaning or humiliating language in the presence of children. Threatening, humiliating, ignoring or rejecting a child is prohibited. (This includes telling a child they are “bad” or “mean”). Unsupervised isolation of a child shall not be allowed. The child shall be within sight and sound of staff if isolation from the group is used. Each child's needs are considered on an individual basis and the enrollment and ongoing participation in the program takes into account the benefits to the child as well as the impact to the group. If the behavior does not improve within a two week period and or there is a safety risk for the child, or other children in the classroom, or staff, FPCEC reserves the right to dismiss the child from the program immediately. Tuition will not be reimbursed when services are terminated.

Aggressive Behavior Policy

Aggressive behaviors are, but not limited to fighting, scratching, hitting, kicking, spitting, slapping, or throwing objects. Most aggressive behaviors are avoided by keeping the children engaged in activities that are appropriately challenging and interesting as well as by maintaining a predictable structure upon which the children can rely.

It is always a priority of the First Pres Child Enrichment Center to provide a safe, loving, and nurturing environment for all children and staff. The policy is geared to involve the parent(s) in an effort to help the child learn more appropriate ways to effectively function with the staff that care for them. When time out, redirection, loss of privileges, and appropriate conversation with a child and the teacher and/or director does not seem to be effective, then at any time, First Pres Child Enrichment Center reserves the right to dismiss the child from the program. Tuition will not be reimbursed if/when the services are terminated.

In hopes of avoiding dismissal without compromising the safety of well-being of others, of FPCEC Directors and staff, with support from FPCEC Parent Advisory Committee will adhere to the following:

- **Initial accidents:** Child will be placed in time out. - If incidents persist the child will be placed in the classroom or the Director's office. The parent/guardian will be notified immediately depending on the severity of the incident or notified at the end of the day with a behavior report. The staff is to complete a behavior report and is to be signed by the parent/guardian. A copy of the form is given to the parent/guardian to take home and the original is given to the Director to be placed in the child's file. The teacher may contact the parent/guardian in a collaborative effort to help the child learn more appropriate and safer behavior.
- If the incidents do not cease in a timely manner the parent/guardian will be notified and may be requested to administer discipline within the center guidelines as they see fit depending on the age of the child. Depending on the severity of the incident the child may need to be picked up immediately from FPCEC to be taken home. The staff is to complete a behavior report to be signed by a parent/guardian. A copy of the signed form will be given to the parents/guardian and the original will be given to the directors to be placed in the child's file. The directors may contact the parents/guardians about a more effective plan of action to help the child learn more appropriate and safer behavior; each incident will be handled on an individual basis.

Biting Policy

Biting is an age-appropriate part of child development. While many children go through a biting phase between ages one to three years old. Whether a child is teething, exploring what is around them, seeking a reaction or attention, or expressing frustration, biting is an age-appropriate way to communicate.

The following guidelines have been given to the staff to use in the classroom to try to eliminate such behavior:

- The staff will have activities planned to keep the children occupied.
- The staff will divide the children into small groups of various activities.
- The staff will watch the child(ren) who have previously bitten and redirect them to another activity when the child's frustration level rises.
- Remind the child that biting another person is not okay and it hurts.
- The staff will talk to all the children about age appropriate ways other than biting to express their feelings. The staff is to give examples and role play those examples. At times, this may have to be done daily until the behavior is eliminated.
- The staff will keep a mental and/or written record of what triggers the biting to help eliminate the situation in the classroom.

An incident/accident report will be completed for the child that was bitten. The parent/guardian will sign and date the report. A copy of the signed report will be given to the parent/guardian and the original will be given to the directors and placed in the child's file. A behavioral report will also be completed for the child that bit. The parent/guardian will sign and date the form. A signed copy of the form will be given to the parent/guardian with a copy given to the directors to be placed in the child's file. If blood is drawn during the incident, first aid will be administered, and the parents/guardians will be notified immediately. If the child's behavior becomes too aggressive, they may be dismissed from the program.

Withdrawal/Dismissal Policy

If a child is dismissed or if a family chooses to withdraw their child from FPCEC, they will not be eligible for future enrollment in the program. This policy is in place to ensure continuity, stability, and a consistent learning environment for all children and staff.

We encourage families to carefully consider their decision before withdrawing, as re-admittance at a later date will not be permitted under any circumstances.

Parent/Guardian Code of Conduct

1. FPCEC is a private educational facility. FPCEC is a ministry through First Presbyterian Church that establishes a partnership between parent/guardians and FPCEC. While we do not discriminate on the basis of race, color, nationality, sexual orientation, or ethnic origin, we are not required by law to accept or continue enrollment of any individual child.
2. Through the partnership with FPCEC, it can be expected that Parents/Guardians act in a manner consistent with decency, courtesy, and respect. Parents and/or Guardians may not verbally threaten or disrespect any parent/guardian, children, teacher, or staff. Teachers are required to report such incidents immediately to the Directors. Parents/Guardians are always welcome to speak to a Director about any of their concerns, but they must do so in a respectable manner. If it is determined that the teachers and administrators are threatened or spoken to disrespectfully, FPCEC will have a zero tolerance policy and will dismiss the family immediately.
3. Parents/Guardians may not use any social media platform to attack, insult, abuse, defame, or make negative or discriminatory comments about FPCEC and/or teachers and administration. If it is determined that such is reported, FPCEC will have a zero tolerance and dismiss the family immediately.
4. We truly consider it a privilege to have your child/children with us to educate and care for; likewise, you should consider it a privilege to be part of our FPCEC community. Parents/Guardians who do not agree with our philosophies or do not intend to comply with our policies should not enroll or continue enrollment at FPCEC. We expect that all enrolled families are capable of managing their own behavior and will be supportive of FPCEC's programs and policies.

First Pres Child Enrichment Center
School Calendar
2026-2027

July 27 th	FPCEC Closed - Professional Development & Open House
August 6 th	FPCEC + District 5 First Day of School
September 7 th	FPCEC Closed - Labor Day
November 25 th ,26 th ,27 th	FPCEC Closed - Thanksgiving Break
December 23 rd ,24 th ,25 th ,31 st	FPCEC Closed - Christmas Break + NYE
January 1 st	FPCEC Closed - New Year's Holiday
January 18 th	FPCEC Closed - MLK Day
February 15 th	FPCEC Closed Inservice day
March 26 th ,29 th	FPCEC Closed – Easter Break
May 25 th	District 5 + FPCEC Last Day of School
May 31 st	FPCEC Closed - Memorial Day
July 5 th	FPCEC Closed - Independence Day

Elementary After School Drop-In Days .

**Families must sign up in advance for their child to participate. Cost \$35 per day.*

October 9 th	February 12 th ,15 th
November 2 nd , 3 rd , 23 rd , 24 th	March 15 th , 30 th ,31 st
December 18 th *half day*	April 1st,2nd
December 28 th ,29 th ,30 th	May 24th,25th *half days*
January 4th	May 26th, 27th, 28th