

# Parent Handbook

## Preschool Learning Center



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**Orange Grove Elementary  
Charter School**

**PRESCHOOL LEARNING CENTER**  
**@**  
**ORANGE GROVE CHARTER SCHOOL**



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Dear Families,

Welcome to Preschool Learning Center at Orange Charter School. We are happy that you have chosen us to care for your child. We hope this handbook will help introduce you to Preschool Learning Center @ OGCS and answer many of your questions. Whether it is for an infant, toddler, 3 or 4 year old, we are here to meet your needs.

Sincerely,



*Patricia A. Noisette*  
Director of Child Care Services

## ***PHILOSOPHY***

Children are individuals who have very unique talents, aspirations, and capabilities. These are qualities that need to be nurtured in order for children to flourish during their development.

- Children are social; the early emotional bonds are fostered through a loving accepting environment where their own special uniqueness is nurtured.
- Children are creative; their own unique sense of self is evident in their manner of expressing themselves, and in the special way they creatively experience everything from music to seeing the sunshine for the first time.
- Children have a natural sense of curiosity, and our goals are to facilitate this by providing a stimulating, healthy, and caring environment.

We strive to promote each child's sense of autonomy by providing choices that supports each child in problem solving and learning how to process situations where they are experiencing challenges.

Our goal is to encourage each child's talents and uniqueness, and support each child in their daily task of learning and valuing themselves.

## ***OUR MISSION STATEMENT***

The mission of Preschool Learning Center @ OGCS in partnership with home and community is to provide a safe, educational and developmentally appropriate environment for children to learn. We are committed to providing a positive, nurturing, secure educational environment which allows children the opportunity to grow and develop. We incorporate a variety of learning styles that facilitate the growth of all children to their optimal levels of intellectual, social, physical, and emotional potential.

## ***CODE OF ETHICS***

Early Care and Education is critically important to children, parents, families, teachers, and other organizations. Individuals who provide Early Care and Education have strong obligations to be trustworthy, in providing services, and adhere to standards of best practices.

Our staff of warm, caring, professional teachers maintains a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special, and it is our goal to attend to all of his/her needs, personal and developmental. You are an important part our family here at the Preschool Learning Center.

## ***CENTER ORGANIZATION***

Preschool Learning Center is an organization which caters to a small population. At this time we are licensed for 40 children. We comply with all Child Care Regulations set forth by Department of Social Services. Preschool Learning Center will perform in a professional manner in all areas of its operation. Staff will develop all program areas to meet the individual needs of the children.

# CONFIDENTIALITY POLICY

Our mission is to protect children, parents, and families using the center; as well as the center staff, against any legal liability as a result of disclosing any information, incidents or records which we might come across or are made available to us as a result of enrollment of a child/children at the Preschool Learning Center.

At the Preschool Learning Center, we believe the way to achieve this, is by preventing any illegal disclosure of any information, incidents and/or records and by keeping ALL information and records regarding children, parents, and families strictly confidential and for professional use only. ALL files are kept in locked file cabinet.

## *EXPLANATION*

Preschool Learning Center environment is like home for the children, who trust and believe in the team which provides services to them.

Therefore, because of the way this type is treated by Government Agencies (States and Federal), and the nature of the service provided, some families may have to disclose private and sensitive information about their children.

Children attending Preschool Learning Center are observed, and these observations are recorded by the director and staff for development and educational purposes. Any unusual physical signs, marks or behaviors the center staff observe, are required by law and regulations to be recorded, and/or reported.

It is Preschool Learning Center's moral and legal obligation to protect children, families and staff of the center against any illegal and intentional disclosure of any information or records in the Center's possession to any unauthorized person(s).

## *STAFF*

1. All staff must be aware of the moral and legal obligation to the rules and regulations of keeping children's and families' records confident.
2. All children's observation records must be kept in a secure place at all times or in the Center's office and locked overnight.
3. All staff must be aware of the Center's Code of Ethics and polices, in particular in relation to the information which might be available to us in the course of executing our duty of care.
4. No staff member is allowed to discuss or disclose any information or records to anyone outside the Center without the written permission of the Director. In the absence of the Director, written permission is needed from OGCS's Principal or Assistant Principal.
5. Failing to do so, the Center can and will take legal action, which could result in the loss of any entitlement and/or prosecution.
6. As a result of disclosure of information or records, Government Agencies and families may take legal or deformation action independently from the Center.
7. At all times one must act in a caring and friendly but professional manner with children, parents/guardians and other staff members.

## ***PARENTS***

1. It is your right to feel safe discussing any issues in relation to your child or professional position with the staff at the Preschool Learning Center according to their professional position and responsibilities.
2. While Preschool Learning Center has in place all precautions required to protect your rights, on occasions, the Center may be powerless against human nature and weakness.
3. Therefore, it is your responsibility to exercise care, and precaution when discussing personal information.
4. Your discussion with any staff member should be informative about your child's needs. Discussions should be professional and to the level of responsibility of that staff member's professional position with the center.
5. Preschool Learning Center releases itself from any responsibility, if you choose to disclose any private and/or personal information which is not concerning the well-being of your child to any staff member(s).
6. Trust is a virtue with Preschool Learning Center, and it will not conscientiously or intentionally be abused.

By law and DSS regulations Preschool Learning Center is required and obligated to disclose any information or records concerning the children and families in which they provide services to Government Agencies and other organizations affiliated with these agencies. It is sometimes a requirement by Government Agencies to keep children's records for a specified number of years after the child has left the center.

Preschool Learning Center exercises a great deal of precaution in securing these records in safe place and limits access to them. For the child's well-being Preschool Learning Center also exercises the right to conduct SLED and background checks on every staff member having access or might need these records for professional reasons.

Trust is a virtue to Preschool Learning Center, and it will not conscientiously or intentionally be abused.

## ***TEACHERS***

Each teacher receives ongoing in-service training through staff meetings and at early childhood trainings and workshops held throughout the year. All of our teachers are trained in Infant/Child CPR, First Aid, and Blood Borne Pathogens.

Your child will remain with the same teachers throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and allow time for questions and concerns.

## ***DAYS AND HOURS OF OPERATION***

Preschool Learning Center is open Monday through Friday from 6:30 am to 6:00 pm during the course of the school year.

**There will be a fee of \$1.00 per minute when you are late picking up your child; this fee is due to the teacher who is with your child at that time.**

## ***ENROLLMENT***

The following must be completed to enroll your child:

- Child Health Exam form
- Permission to Release Form
- Immunization Record (provide a copy)
- Pick-Up Authorization Permission form
- Signed Preschool Learning Center Application Packet and Parent Contracts

## ***WAITING LIST***

In the event that an age group is full, the child's name will be placed on a waiting list. As vacancies occur, staff and full-time children have priority over drop-in children when space is limited or full.

## ***WITHDRAWAL***

If you desire to cancel enrollment you must give **two weeks written notice** of your child's final attendance date. If you do not give two weeks written notice you will be charged.

## ***DISCHARGE POLICY***

Your child may be discharged if:

- A problem continues which negatively affects other children in attendance at Preschool Learning Center, such as aggressive and or threatening behavior directed towards children, staff or self
- There has been no payment for the previous week; unless prior arrangements have been made with the Director
- Failure to meet Preschool Learning Center's Policies

# **PROCEDURE FOR INCIDENTS INVOLVING BLOOD EXPOSURE**

An exposure is defined as contact with blood or bodily fluids to which universal precautions apply such as:

- An injury to the skin (cut with a sharp object)
- Mucous membranes
- Skin that is chapped, abraded, or otherwise affected so that an effective skin barrier is not present

A bite or injury which results in blood exposure

A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B and HIV can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs.

When a bite or injury occurring in the daycare setting involves a break in the skin and potential blood exposure, the Preschool Learning Center will follow these guidelines. The following steps should be taken:

- Assess the bitten area and clean with soap and water
- Check both children's immunization records and determine if they are up to date on their tetanus (DtaP), and Hepatitis B vaccines
- Notify the parents of both children immediately
- File an incident report as outlined above
- Notify the center's licensing consultant by phone
- Both children and parties involved in the biting incident should be tested for Hepatitis B and HIV by a doctor or the Charleston County Health Department. The center will contact the school nurse so that arrangements for testing can be done at the Health Department if needed.
- If one parent refuses to have their child tested, the director will inform the school nurse immediately so an investigation can be initiated.
- The Health Department will not follow-up with the children if both sets of parents refuse testing.
- If both sets of parents agree to have their child tested, the Director will be responsible for exchanging the names of the children and their physicians. In other words, the Director will call each child's pediatrician with the following information:
  1. Child's name and DOB
  2. Description of what occurred
  3. The other physician's name and contact number
  4. The other child's name and DOB
- The Director should be a liaison between parents and physician in order to assure confidentiality.
- Physicians will exchange test results of Hepatitis B and HIV results. Physicians will also be responsible for contacting their patient and giving test results.
- Confidentiality will be maintained at all times
- If one of the children tests positive for HIV or Hepatitis B, that child's physician will contact the Health Department.

# ILLNESS POLICY

## HEALTH AND WELL BEING

For Sanitation and Safety of Child's Health:

- There shall be a statement from a parent/guardian attesting to the health status of the child within 30 days prior to admission utilizing the appropriate DSS Form.
- Children shall be excluded from child care when they exhibit conditions listed in the South Carolina Department of Health Environment Control Exclusion Policy, State Law 1976, Code Section 44- 1- 140, and 44- 29- 10.

We strive to prevent the spread of illnesses, and your cooperation with our policies will be of great help.

### PARENTS AGREE TO KEEP THEIR CHILD AT HOME IF THERE IS ANY INDICATION OF:

- Pain – any complaints of unexplained or undiagnosed pain
- Fever ( 100.5 F/38.3 C or higher)
- Sore throat with fever or trouble swallowing
- Strep throat 24 hours after starting an antibiotic
- Unexplained diarrhea or loose stool (*Increased number of stools, increased water and/or decreased form that is not contained by diaper/toilet use. Child may return to school when he/she has not had diarrhea for 24 hours.* ) combined with nausea, vomiting or abdominal cramps, within 12 hours of coming to school  
The child will be kept at home until all symptoms have stopped.
- Nausea or vomiting within 12 hours of coming to school
- Severe itching of body or scalp
- Known or suspected communicable diseases
- Symptoms or signs of possible severe illness, such as: uncontrollable coughing, unusual lethargy, wheezing, or other unusual signs
- Rash with fever
- Scabies or other infestations
- Impetigo 24 hours after treatment has begun
- Chicken pox with fever 5-7 days after blisters appear
- Pertussis, mumps, rubella, shingles, herpetic, gingivostomatitis
- Hepatitis A- for 1 week after onset
- Eye discharge ( white or yellow) or pink eye; can return to school 24 hours after starting treatment
- Child is irritable, continuously crying or requires more attention of a caregiver than what we can provide
- Mouth sores with drooling
- Respiratory



## **IT IS REQUIRED TO KEEP (OR TAKE) A CHILD HOME WHEN THE CHILD:**

- Is suffering from one or more of the above symptoms
  - Is not well enough to take part in activities at school
  - Vomits twice while at school
- 

## **ULTIMATELY THE CARE OF THE CHILD IS THE PARENT'S RESPONSIBILITY**

Parents will inform the Center within 24 hours of diagnosis of a serious illness or contagious disease in the family. This is to protect others who attend or work with the facility.

Parents agree that a child will be symptom free, without the aid of medication for a full 24 hours prior to returning to school. We reserve the right to ask for a note from your family doctor, depending on the illness or disease.

**PARENTS PLEASE DO NOT GIVE YOUR CHILD TYLENOL, MOTRIN, ETC.... TO COVER A FEVER OR ANY OTHER SYMPTOMS SO THAT HE/SHE CAN ATTEND SCHOOL.**

## **CARE OF A SICK CHILD/CHILDREN AND NOTIFYING PARENT(S)**

### **THE PRESCHOOL LEARNING CENTER@OGCS DOES NOT PROVIDE CARE FOR MILDLY ILL CHILDREN**

When a child becomes ill, we will make the child comfortable in a quiet place where he or she can rest and will be closely supervised.

Parents will be notified immediately and agree to begin to make plans for alternate care. If your child is seriously ill, you or a designated adult must come for the child **IMMEDIATELY.**

Your child may return when:

1. When the above suggestions are met.
2. He/she is fever or symptom free for at least 24 hours.
3. He/she has been treated by a doctor, and/or a doctor permits him/her to return to the center.
4. Child may return with a signed doctor's note

The center will notify parents when a child has been exposed to an infectious disease.

Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms.

## ***CHILD INCIDENT FORM***

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In the case of an accident/incident a form will be filled out by the Preschool Learning Center's staff. A copy will be retained for your child's records.

A child coming in with injuries may require an incident form, so that both the parent staff is aware that it did not occur at the center. An incident form will also be filled out by staff if your child exhibits behavior that is not acceptable and who does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child's file.

## ***CANCELLATIONS AND CLOSINGS***

Preschool Learning Center will follow cancellation and of closing procedures of Orange Grove Charter School (**Subject to change**).

## ***MORNING AND AFTERNOON SNACKS***

Parents will provide snacks as needed.

## **RELEASING OF CHILDREN**

### ***AUTHORIZING INDIVIDUALS TO PICK UP YOUR CHILD***

In the enrollment packet, you will find a form asking for names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. You must leave a written note in the morning or tell the staff member if such a situation arises. We will not allow your child to leave with an unauthorized person. This is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number and address changes.

### ***ARRIVING AND LEAVING THE CENTER***

It is required that all children be escorted inside the center by the parent or an adult. Parents are required to assist their child with putting away his/her belongings, initial and record the arrival time on the sign-in sheet. (**Siblings under 18 years of age are not allowed to bring a child in or pick up a child**) When picking up your child, please be sure to notify a staff person and record the departure time and initial on the sign-out sheet. It would be appreciated if the center is notified when your child will be absent.

### ***ATTENDANCE***

**PARENTS YOU MUST SIGN YOUR CHILD IN AND OUT DAILY. THIS IS VERY IMPORTANT.**

Your cooperation is greatly appreciated.

## **TRACKING CHILDREN/SECURITY STATEMENT**

Parents will give Staff notice if someone other than who is authorized, will pick-up their child/children. The individual must show proper ID. The staff will keep an in & out daily attendance record on each child during the operating hours of the center. The center doors are always locked during operating hours. Prior to pick-up, any persons other than a parent, are required to be introduced to the Staff and show proper picture ID (Driver's License, State ID, Military). Any visitors to the school, will have to check-in with the main school front office (Orange Grove Charter School), show ID, and receive a visitor sticker to have access to the Preschool Learning Center.

When children enter the building, they are accounted for by placing a mark on the daily attendance sheet. As the children are moving throughout the building (bathroom) and playground, a teacher will account and document (head count, tracking log) for the child's presence at ALL times. Children will be checked off the daily attendance sheet as they are picked up. Children will also be tracked when on a field trip (getting on and off the bus, during the field trip).

The children are tracked when leaving the room or building, taking walks, and going to the playground. The teachers have a tracking sheet/attendance log and emergency contact information (as needed). The teachers check roll and do head counts before leaving classroom or building, and while out of the building. An Emergency Contact Binder with the children's transportation/emergency contact information is taken on any field trips that require leaving the premises. This safety and tracking procedure allows teachers to give account for how many children they have at any given time, whether they are entering or leaving the facility, moving about the building, premises or off premises.

## OPEN DOOR POLICY

### *FAMILY INVOLVMENT*

Parent participation at the center is always welcome. Parents are invited to visit the center at any time (**unless court order stipulates otherwise**). Please limit to non-instructional times so it does not disrupt instructional time. On some occasions, such as field trips, parent's help may be requested.

## EMERGENCY MEDICAL PLAN

Parents should be aware, if an accident or emergency occurs while your child is at the Preschool Learning Center, the following procedure will take place:

A person who is trained in CPR/First Aid such as; Director, Teacher or School Nurse will remain with the injured child. A staff member will call 911 (if needed). Another staff member, or school nurse will administer proper First Aid Treatment, and then notify the child's parents. Other staff members will take care of the other children. **If the ambulance arrives before the parents, the staff member who has been looking after the child, will accompany the child in the EMS to the nearest hospital (Roper St. Francis). They will stay with them until the child's legal guardian arrives.** Consent for Medical Treatment Form, along with the child's Medical/ Immunization Records will be taken to the hospital. If the parents cannot be contacted, it may be necessary to use other names provided on the child's emergency card, or pick-up list.

## EVACUATION/EMERGENCY PREPAREDNESS PLAN

Evacuations due to fire or threatening situations that may pose a health or safety hazard, are handled by emergency drills depending on the situation. Evacuations: Staff and Children exit the building through assigned doors, building checked, roll taken, and staff supervises children in designated area until it is safe to return. When the building is safe for re-entry, head counts and roll is taken again. For emergencies like tornados, the staff and children are gathered and organized properly into a very large over-sized bathroom with no windows. They remain there until it's safe to return. All tracking children policies are followed.

## ADMINISTRATION OF MEDICATION

Both nonprescription/prescription medications including ointments/creams can be given to your child if needed. All medication is kept in a locked cabinet or refrigerator, and is **NOT ALLOWED** to be kept in the classroom or a child's bag. Medication is administered by staff personnel only. Parents are required to fill out and sign the proper medication form and provide medication in its original container before it can be given. Only the correct dosage will be given.

All medications:

- Properly labeled (child's name, name of medicine, etc.)
- NOT EXPIRED
- Original container

# DISCIPLINE POLICY

In compliance with state law, the Preschool Learning Center **does not** use corporal punishment of any kind.

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. “Quiet or Thinking Time” or “Thinking Chair” is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their teacher’s expectations match and respect their developing capabilities.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, the Preschool Learning Center will practice the following discipline and behavior management policy.

<b>We Do</b>	<b>We Do NOT</b>
<b>Praise, Reward, and Encourage every child.</b>	<b>Spank, Shake, Bite, Pinch, Push, Pull, Slap or Otherwise physically punish any child.</b>
<b>Reason with and set limits for the children.</b>	<b>Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse any child.</b>
<b>Model appropriate behavior for the children.</b>	<b>Do not embarrass or punish any child when bathroom accidents occur.</b>
<b>Modify the classroom environment to attempt to prevent problems before they occur.</b>	<b>Deny food or rest as a form of punishment.</b>
<b>Listen to every child.</b>	<b>Relate discipline to eating, resting, or sleeping.</b>
<b>Provide every child with age appropriate and logical consequences of their behaviors.</b>	<b>Allow any child to discipline another child.</b>
<b>Treat every child as a person, and respect their individual needs, desires, and feelings.</b>	<b>Criticize, make fun of, or otherwise belittle any child’s parent(s), families, or ethnic group(s).</b>
<b>Make attempts to ignore minor misbehaviors.</b>	
<b>Make attempts to explain things to the children on their levels.</b>	
<b>Use short supervised periods of “quiet time”.</b>	
<b>Try to be consistent in our behavior management program.</b>	

*Conferences* will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of him/her self or the children around him/her, then the Director will consult the school principal. At this point the school principal will determine what actions are necessary to correct the behavior problems.

*Incidents of aggressive behavior* towards other children or staff will be reported to families in writing. After two incidents, the Director will call the family. After the third incident, a conference will be held with the family, child care staff, and Director. If incidents continue, or when the child's behavior requires a 1:1 staff ratio for that child (to ensure safety of other children):

- The parent may pay the wages of the extra staff person or
- Services may be canceled

## **FIELD TRIP POLICY**

Preschool Learning Center believes that field trips are an important part of the program. Families will be notified in advance of where, when, and any additional cost for field trips. A parent authorization form will need to be signed as well.

On all field trips, our Tracking Children Policy is followed. Children transported by Orange Grove Charter Schools SC CDL fully insured licensed bus drivers.

The children are tracked when leaving the room or building, taking walks, going to the playground, and field trips. The teachers have a tracking sheet/attendance log and emergency contact information (as needed). The teachers check roll and do head counts before leaving classroom or building, and while out of the building. They are also track when entering and leaving the bus on field trips. An Emergency Contact Binder with the children's transportation/emergency contact information is taken on any field trips that require leaving the premises. This safety and tracking procedure allows teachers to give account for how many children they have at any given time, whether they are entering or leaving the facility, moving about the building, on premises or off premises, and on field trips.

## ***INFANTS' AND TODDLERS' ROOM (12 Months to 3 Years)***

We are committed to you and your child, and value your daily input.

In our infant/toddler room our emphasis is on the individual needs of each child. We provide the utmost security, love and nurturance for the children in our care. Planned activities provide ample opportunities for exploration in a stimulating and safe environment. All of materials are selected to provide a variety of natural learning experiences for your infant/toddlers through manipulation and sensory awareness. Language development is emphasized with planned and spontaneous opportunities for communication between the staff and children.

The center will keep a written record of each child's activities during the day in each of the following areas:

- The amount of time the infant has slept
- The diaper changing and any irregularities in the child's bowel movement
- Any achievement towards developmental milestones.

Biting is common among young children and occasionally it happens while the child is at the center. It can occur for the following reasons: teething, cause and effect, attention, imitation, stress, frustration, and independence. We know this can be very uncomfortable for both parties involved.

When a child bites we will do our best to properly treat it. An incident form will be filled out for the biter and an accident form will be filled out for the injured. The biter may also help comfort the injured, by holding the ice pack on the bite mark. This often teaches the biter that biting hurts and is unacceptable behavior.

If it occurs frequently and seems to get out of control, the biting child may be placed in a "cooling off" or thinking area; away from the situation. If the biting occurs at times when the caregiver is busy, the child will be shadowed. This means that the child will be closely monitored by all caregivers.

To prevent the spread of illness, all toys in the Infant/Toddler Room are disinfected after each use. This is in accordance with state guidelines.

When parents have started toilet training at home, we will provide guidance to help establish proper toileting habits.

Families are to furnish the following items for their infant/toddler:

- Infant formula, bottles or sippie cup, baby food/lunch, breakfast, and snacks, whole milk or juice
- Disposable diapers/pull-ups as needed
- Wipes as needed

- Lotion
- Blanket, crib sheet (portable crib sheet, it's a bit smaller than the regular size), a sleep mat for toddlers
- Pacifier (if needed)
- A Rectal Thermometer
- Change of clothing. PLEASE BE SURE TO LABEL YOUR CHILD'S BELONGINGS.

**\*\*Child must be completely Potty Trained before he/she can advance**

**to the Preschool Classroom\*\***

## ***DAILY SCHEDULE INFANT/TODDLER***

<i>TIME</i>	<i>ACTIVITIES</i>
<i>6:30-8:30</i>	<i>Breakfast</i>
<i>8:30-8:45</i>	<i>Free Choice</i>
<i>8:45-9:00</i>	<i>Movement</i>
<i>9:00-9:10</i>	<i>Story Time</i>
<i>9:20-9:30</i>	<i>Small Group</i>
<i>9:30-9:45</i>	<i>Snack</i>
<i>9:45-10:15</i>	<i>Recess</i>
<i>10:15-10:45</i>	<i>Free Choice</i>
<i>11:00-11:30</i>	<i>Lunch</i>
<i>12:00-2:00</i>	<i>Naptime</i>
<i>2:00-2:20</i>	<i>Snack</i>
<i>2:30-3:30</i>	<i>Recess</i>
<i>3:45-5:30</i>	<i>Closing Activities</i>



## ***THREE AND FOUR YEAR OLD ROOM***

We believe that a child who does well from the beginning is more likely to develop a positive attitude and the self-confidence that leads to ongoing success in school. Preschool Learning Center's preschool program for 3 & 4 year olds is a way of allowing our children to build confidence and develop skills for success in school and the future. A critical learning period for all children is the time from birth until they enter Child Development and Kindergarten.

Preschool Learning Center's 3 and 4 year old program is focused on providing young children with an early opportunity to develop their social, emotional, cognitive and physical skills. These skills will enhance self-esteem and set the foundation for successful learning in any environment and will ease the transition into Child Development routines.

A key component of any program is the level of communication between parents and teachers. Talk to the teachers after class or call to ask questions or express concerns about your child's participation in class activities. Consider joining us for field trips, helping with parties, sharing a special talent, and fun activities like our Thanksgiving feast. It's a special time to share new learning experiences with each other and our children.

Our teachers use a theme-based creative curriculum that is designed to facilitate the introduction of new concepts to the children. In addition to our classroom activities there will be various field trips and visitors to our school that help to enhance the program.

We do music activities, interactive and hands on learning, finger plays, movement, stories, and other games. We have a time to stretch our muscles either inside or outside with large motor activities. Naps are also part of the daily routine. (Children will have their own mat labeled with their name for naptime.)

## ***YOUR CHILD'S DEVELOPMENT***

Your child's development is important to us. We want to work with our parents to make this the best experience your child can have. Resources are available to parents to help with promoting healthy development or child rearing. Feel free to discuss any topic of concern with your child's teacher, we are here to help. Parent/teacher conferences are offered as requested.

Daily schedules are posted in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs.

Our daily schedule provides a balance of quiet and active, indoor and outdoor activities and child and teacher initiated activities, focused on Gross, Fine, Cognitive, Language, and Social skills. Our planned activities are age appropriate to the development of the children we serve.

## ***CLOTHING***

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Dress your child in appropriate clothing for play, so that they feel free to participate in all activities. We are not responsible for damaged clothing.

## ***Supply List***

**Families are asked to furnish the following item for their child:**

- Backpack for your child's belongings (average size, no mini backpacks)
- Blanket (SMALL SIZE, should be able to fit in child's backpack)
- Wipes ( 1 packs monthly)
- Kleenex ( 1 pack monthly)
- Extra set of clothing, please be sure to label ALL your child's belongings
- 8 pack Crayola Crayons (large/washable)
- Dry erase markers or Dry erase Crayola Crayons
- A sleep mat
- A pack of Playdough
- There will be a wish list send out throughout the year for additional supplies as needed

❖ Breakfast, lunch, and snack need to be provided from home.

## ***A TYPICAL DAILY SCHEDULE***

### **ARRIVAL**

At Arrival, help your child put his/her coat and other personal belongings in his/her cubby. Then let teacher know if your child needs breakfast or not (breakfast is until 7:40am). If your child does not need breakfast, then help your child select a manipulative and sit at the table.

### **MANIPULATIVE EXPLORATION**

This is a time when children will be exposed to a variety of materials designed to introduce various concepts such as; sorting, math, investigation, problem solving, letter recognition, and fine motor skills. Some will be related to themes and others are used to focus on specific skills development.

## **FREE PLAY**

Children will have time to play on their own or with each other before transitioning to circle time.

## **CIRCLE TIME/MORNING MEETING**

This is a teacher directed activity time when all of the children come together as a group. We talk about our unit topic, stories, sing songs, and we talk about the weather. We review the calendar and days of the week (work on counting). This is when we focus on good listening, verbal expression, comprehension, and association skills. We are also learning how to be considerate of each other by talking turns and listening to each other's ideas.

## **CREATIVE PLAY**

This is a time when the children can explore the various activity centers. Centers include Block Building, Home Living Play, Science, Discovery, Art, Reading Area, Writing Table, and Cognitive Play. (See Centers for details on each area) Included in these areas of exploration are the Sand & Water table and the Art Easel. Creative art projects are encouraged allowing the children to express themselves through art. Some projects involve free play such as collage creation, and others are a little more teacher directed so we can work on following directions and understanding processes. The children have access to computers, which helps assist with letters and numbers recognition. It also helps develop hand eye coordination and encourages creative reasoning and problem solving skills.

## **ART**

This is when we will do a project that is pertaining to our unit topic. We work on listening skills, following directions, creative expression and hand-eye coordination.

## **OUTDOOR PLAY**

This center's around large motor growth. Large motor activities are important to the development of 3 and 4 year olds. We work on catching, throwing, hopping, skipping, balance, hand-eye coordination, and other skills.

## **TABLE TIME ACTIVITIES**

These are teacher directed activities.

## **SNACK TIME**

This is not only a time for a short break and a nutritious snack. It is also a time when we learn about good food, socialize with our friends, and practicing our manners. We also work on learning to set the table, pour our own drinks, and sometimes even help to prepare the days snack.

# DAILY SCHEDULE THREE & FOURS

<b>TIME</b>	<b>ACTIVITY</b>
6:30-7:40	Breakfast
7:40-7:50	Morning News
7:50-8:20	Choice Time
8:20-8:30	Movement
8:30-8:45	Morning Meeting
8:45-9:15	Whole Group
9:15-10:15	Small Group/ Centers
10:15-11:00	Recess
11:00-11:10	Storytime
11:10-11:40	Lunch
12:00-2:00	Rest Time
2:00-2:30	Snack
2:30-3:00	Free Choice/ Reading/ Puzzles
3:00-4:30	Recess
4:30-6:00	Closing Activities

## ***MANDATORY REPORTING OF CHILD ABUSE***

Under South Carolina State Law, employees of a licensed Child Care Center are mandatory reporters of Child Abuse and must report it immediately to the Department of Social Services. In the course of working with a child, if the employee has reason to believe the child has suffered a non-accidental injury as a result of abuse or willful neglect, it will be reported.

### Child Abuse

1. The center shall immediately report suspected child abuse or child neglect to the Department's Office of Child Protective and Preventive Services, or to local law enforcement in accordance with South Carolina Code Annotated Section 20-7-510.
2. The director and staff shall cooperate with Department staff during an investigation of child abuse or neglect. Cooperation shall include the following:
  - Participate in informational conferences with Child Protective and Preventive Services staff
  - Release records as appropriate, of children and staff upon request
  - Allow access to the center premises for inspection and investigation of the child abuse allegation by the Department and other officials as permitted by statute.

## ***REPORTING OF INCIDENTS***

1. The center shall report the following incidents to the parents/ guardians immediately and provide written notification to the Department within 48 hours after the occurrence:
  - Accidents or injuries involving any child occurring at the center requiring professional medical treatment, and
  - Child or staff occurrences of communicable diseases that the Department of Health and Environmental Control (DHEC) requires to be reported in its School Exclusion List.
2. The following incidents shall be reported to the Department immediately:
  - A death of a child or staff person that occurs at the center
  - A child who is missing from the premises or who is left unattended in a vehicle operated by the child care center
  - Major structural damage to center
  - Natural or man-made disasters, including extreme weather conditions, which cause the center to be closed for more than one day scheduled operation
  - An occurrence requiring the services of a fire or police department, which affects the health and safety of children
  - Charges or convictions of crimes against the owner, director, or any staff person
  - Reports of alleged child abuse involving the owner director, or any staff person
  - A follow-up report shall be submitted to the Department as soon as an investigation of the facility is completed and corrective action is taken, Parents should be notified at the time of pick-up or on the next day the child is in care.

## *Center Payment Procedures Policy*

- Our billing period is from Monday to Friday. Billing is completed on Monday for the previous week. Payment is expected in full by Tuesday following week. There will be a \$10.00 late fee added to your account if payment is not received by Tuesday. If accounts are 2 weeks in arrears children will not be allowed to return to school until account balance is paid.
- A \$35.00 charge is assessed for non-sufficient fund checks. After 3 such occurrences, payments must be made by cash, money order or cashier's check. Payment for services can be made by cash, checks or money order made payable to OGECS.
- Additional services such as late arrival picking up non-sufficient fund check charges are billed separately and due upon receipt. There is an additional charge of \$1.00 per minute for late pick-up after the center is closed, and is paid directly to the teacher on duty.
- Voluntary cancellation of service by you ***REQUIRES A 2 WEEK ADVANCE WRITTEN NOTICE***
- All general policies stated above pertain to ALL the rate schedules and services. When a child is registered you assume all responsibility for cost incurred.

## *APPEALS*

Families shall have the right of written appeal with regard to settlement of controversy or disagreement with decision of the Director or center. The Director will be given a copy of the written appeal and will set up a meeting with our School's Principals. The decision of our School's Principals will be final.

# PARENT CONTRACT

There will be a Non-refundable Registration Fee of \$50.00. Our billing period is from Monday to Friday. Billing will be completed on Monday for the previous week. Payment is expected in full by Tuesday the following week of services.

**A late fee of \$10.00 will be charged to your account if not paid by Tuesday.**

If an account is two weeks in arrears, children may *NOT* return to school until past due balance is received.

**I have read and understand all policies and procedures outlined in OGCS Preschool Learning Center's Parent Handbook.**

**Signature of Parent(s)/Guardian(s):** \_\_\_\_\_.

Our start date for Child Care Services will be: \_\_\_\_\_.

I understand that a two weeks written notice is needed to end my Child Care Services.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date



**DISCIPLINE POLICY**

In compliance with state law, the Preschool Learning Center **does not** use corporal punishment of any kind.

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. “Quiet or Thinking Time” or “Thinking Chair” is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their teacher’s expectations match and respect their developing capabilities.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

**I have read and understand all discipline policies and procedures of the Preschool Learning Center at Orange Grove outlined in the Parent Handbook.**

**Signature of Parent(s)/Guardian(s):** \_\_\_\_\_

Date: \_\_\_\_\_





# OGECs PRESCHOOL LEARNING CENTER ENROLLMENT APPLICATION

Date of Registration \_\_\_\_\_

Date of Termination Status \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Child's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M F

Circle days to attend: AM Monday Tuesday Wednesday Thursday Friday

PM Monday Tuesday Wednesday Thursday Friday

Enrolling Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone # \_\_\_\_\_ Extension # \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Work Hours \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone # \_\_\_\_\_ Extension # \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Work Hours \_\_\_\_\_

*Parents Marital Status: Married Divorce Single Primary Residence Both Mother Father Guardian*

*If divorced, who has legal custody?*



## ***AUTHORIZED PERSON***

It is important that the registering parent notify the Director about persons authorized to pick up the child. Please notify the director or teacher of any changes in this information. Orange Grove assumes no liability if not properly advised. Anyone picking up your child must show proper identification before the child will be released. In case of divorced parents, it is important that the registering parent indicate on the enrollment application who has legal custody and who may pick the child up. In the case of sole custody, the parent with custody is required to provide the school with a copy of the divorce decree. This confidential document will be placed in the child's file.

May the non-custodial parent pick up the child?    Yes    No

The child will be released only to the people on this application and the following persons:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Enrolling Parent/Guardian Signature: \_\_\_\_\_



# EMERGENCY FORM

Child's Name: \_\_\_\_\_

Child's Physician:  
\_\_\_\_\_

Any allergies or special needs:  
\_\_\_\_\_

Parent (s) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Mother's Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Father's Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Guardian's Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Emergency contact other parents:  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Hospital of Choice  
\_\_\_\_\_

\*If immediate emergency care is required, your child will be transported to the nearest hospital (St. Francis Roper) as stated in the Emergency Medical Plan.



# Parent Authorization

Please fill out application completely and legibly.

## AUTHORIZATION FOR EMERGENCY MEDICAL AND FIRST AID TREATMENT

I hereby authorize the staff and director, representing Preschool Learning Center consent to provide all necessary emergency medical and First Aid care for my child, \_\_\_\_\_ while he/she is in Preschool Learning Center's custody.

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_.

Who is personally known to me or has produced \_\_\_\_\_ for identification. Who DID/DID not take an oath.

**Notary Public**

**My commission expires on:** \_\_\_\_\_

**Signature of Notary Public:** \_\_\_\_\_

**Notary Public Name ((Print):** \_\_\_\_\_

**My commission number is:** \_\_\_\_\_



## ADMINISTRATION OF MEDICATION

Parents will need to give written instructions by filling out a Medication Permission Form. All non-prescribed medication can be administered by the parent. This form needs to be filled out before the child will be given any medication at the center. All medication brought to the center should be in its original container, **not expired** and also labeled properly:

- With the child's name
- Name of medication
- Doses to be administered
- Over the counter medication can only be given a total of 5 consecutive days at the center.

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PRESCHOOL LEARNING CENTER @ ORANGE GROVE ELEMENTARY CHARTER SCHOOL

### MEDICATION AUTHORIZATION ACKNOWLEDGEMENT OF REVIEW

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



# SCHOOL PERMISSIONS

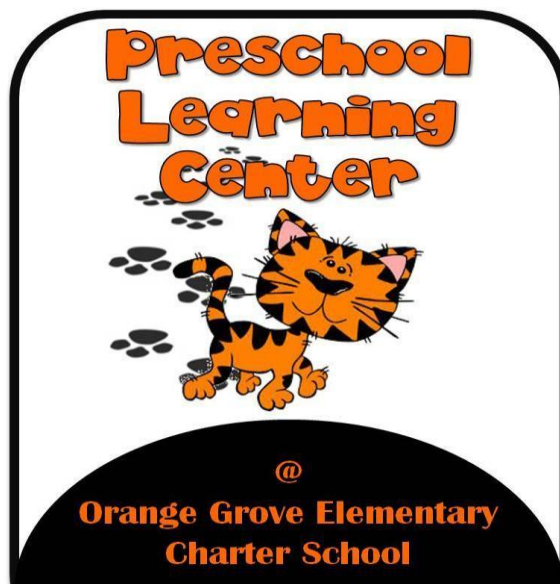
- Permission (**IS / IS NOT**) given for photography for publicity purposes.

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

- I give permission for my child \_\_\_\_\_, to be transported by  
Preschool Learning Center.

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

**PRESCHOOL LEARNING CENTER @ OGECS WOULD APPRECIATE THE RETURN OF THIS  
COMPLETED FORM TO THE PROGRAM DIRECTOR PRIOR TO CHILD'S ATTENDANCE.**



**THE ABOVE WRITTEN POLICIES ARE PROVIDED TO YOU TO AVOID ANY MISUNDERSTANDINGS OF  
PROCEDURES. IF YOU DO NOT UNDERSTAND ANY POLICY OR PROCEDURE, PLEASE FEEL FREE TO ASK  
QUESTIONS.**

*Patricia A. Noisette*  
Director of Child Care Services

