

Parent Handbook



southside *weekday*

Monica Harrison-Giles



weekday director

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Effective as of January 1, 2022

Weekday Children's Ministry of Southside Baptist Church
1356 S Pineland Drive • Florence, South Carolina 29505 • 843.667.0318

Notes

Hours of Operation & Contact Information

Our hours of operation are 7:00 am through 5:45 pm on Monday through Friday.

Monica Harrison-Giles, Director of Southside Weekday, may be contacted by:

Phone at 843.667.0318

Email at weekday@southsidenow.church

Mail or In Person at 1356 S Pineland Drive, Florence, South Carolina 29505

Child Care Environment

- Clean Classrooms
- Hot Lunches
- Planned Age-Appropriate Activities
- Pick Up from Local Schools
- Low Child/Teacher Ratios
- Morning and Afternoon Snacks
- Field Trips (3K and older)

Special School Events

Teacher Appreciation (1st full week of May) **Thanksgiving Feast** (November/3K-4K)

Grandparent Event (September/2K-4K) **Christmas Program** (December/2K-4K)

Open House (August) This is an informal time for 2K-4K parents to visit and tour the facility and a great opportunity to meet the staff and other parents in your child's class.

Holidays

Southside Weekday will be closed in observance of the following:

- **New Year's Day**
- **Martin Luther King, Jr. Day**
(staff work/training day)
- **Good Friday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving** (Thursday & Friday)
- **Christmas Eve & Christmas Day**
- **Training Day** (1 day)

Classrooms by age/grade

NURSERY

Crib 1 6 weeks - 6 months

Crib 2 7 months - 12 months

Toddler 1 13 months - 18 months

Toddler 2 19 months - 24 months

PRESCHOOL & UP

2K 2 years old (we will potty train)

3K 3 years old before Sept. 1st
(must be potty trained)

4K 4 years old before Sept. 1st

After School Care 5K through 6th grade

Nursery Program

6 Weeks - 2 Years Old

Special infant care, located on the Nursery Hall, is provided for children six (6) weeks to two (2) years of age.

You must provide your infant with diapers, baby wipes, several extra changes of clothing, formula, and baby food. Please send all these items in a labeled container. All personal infant items must be labeled (bottles, pacifiers, jars of food, and diaper bags). If you bring your own toys from home, they must be labeled clearly with your child's name. Please check each day to make sure that all of your child's personal items are labeled clearly.

Baby formula, juice, and food served in a bottle must be prepared, ready to feed, labeled and packaged for single use for the appropriate user. Any excess formula, juice or food will be discarded after each feeding. Leftover formula, juice and food will not be used again.

Every baby will be fed according to his or her own schedule in Crib 1. A week before your infant begins, you need to write a very detailed schedule of your baby's routine. This should include feeding times, amounts at each feeding, and how often the baby will be burped during the feeding. Do not send new foods or formula to daycare for infants to try. All new foods and formulas must be tried over the weekend in case of any allergic reactions.

Infants will be placed on their back when sleeping until they have the ability to roll over by themselves.

Crib 2 and Toddlers schedules are determined by the needs of the class. In the Crib 2 room, once your child is on table food, they will be fed lunch from the lunchroom at 11:00 am. Toddlers are fed lunch from the lunchroom at 11:00 am.

Only parents of babies in each Crib room and Toddler room are allowed in these rooms. No older children are allowed to enter these rooms. Visitors are also not allowed in the Crib and Toddler rooms. Please reserve entering the classrooms for emergency reasons only. We ask this to keep congestion low in these areas and to keep accidents from occurring.

Preschool Program

2 - 4 Years Old

Our preschool program, located on the Preschool Hall, is provided for 2 (two) to 4 (four) year olds.

The 2K, 3K, and 4K preschool programs begin at 8:30 am and end at 12:00 pm. All children enrolled in these programs are to be in class no later than 8:45 am. Children who arrive after this time disrupt the class schedule.

Our preschool uses the Abeka® curriculum. This program helps us teach your children Bible stories, memory verses, community awareness, colors, shapes, numbers, nursery rhymes, and many other fun things.

The 2K, 3K, and 4K classes will present a Christmas Celebration, Grandparents' Banquet, and a Fall Open House. The 3K and 4K classes will also present a special Thanksgiving Feast.

Toys from home are not allowed at school unless the teacher is having Show and Tell. Teachers will notify you in advance if any special events are planned.

If you are planning to enroll your child in another preschool program other than Southside Weekday (such as Montessori), please be aware that you will be able to enroll **only** in our After School program which begins at 2:15 pm. See below for more information on After School Care.

After School Program

4K - 6th Grade

After School care is provided for children 4K (if space is available) and 5K through 6th grade.

We pick up children in mini-buses from the following schools:

- Briggs Elementary
- Carver Elementary
- Delmae Heights Elementary
- Dewey L. Carter Elementary
- Greenwood Elementary
- McLaurin Elementary
- Royal Elementary
- Savannah Grove Elementary

The children will have the opportunity to have free play outside and inside, snack, and homework time. All children (with the exception of the 4 year olds) will be expected to work quietly on homework for 45 minutes to 1 hour each day. If you do not want your child to do homework at the center, you must send a note stating this. Your child will still be expected to be quiet during the homework time. This will be a time for reading or coloring.

If your child will not be riding the mini-bus to After School care, you must notify the center before 1:30 pm. Failure to do so will result in a \$5.00 fee that will be automatically added to your account.

Meals & Snacks

Morning and afternoon snacks are provided daily. A tasty and nutritious lunch is also provided daily for children in Crib 2 and older. Children in Toddler 1 and over must eat breakfast before they come.

Children who arrive after 7:15 am cannot bring any item in to eat unless it is an item to be shared with the class for snack time.

Dress Code

Children must arrive at the center in shoes and appropriate clothing. Sneaker and supportive shoes make running on the playground safer. Durable, comfortable play clothes are a must since play is a major part of our day. Clothing should not restrict participation in the daily activities such as playground times. Label jackets, coats, sweaters, and other items that might be removed during the day. Each child must have a zipper-type storage bag containing extra clothing including socks and underpants in case of an accident. Children in 3K and under must send several changes of clothing. Accidents will happen, so please help us be prepared for them. Please make sure clothes are appropriate for the season and labeled with your child's name. Children will go outside during the winter for fresh air.

Potty training will begin in the 2K class and is an ongoing process. For that reason, we ask that you send several changes of clothing including pants, underclothes, and socks. Our 2K teachers will tell you when they feel your child is ready to begin potty training. If you feel your child is ready before that time, please talk to his/her teacher.

The children will not be taken outside if the heat index is over 90 degrees in summer or the temperature is less than 50 degrees in winter. On very warm days we will go out early in the morning and late in the evening when the temperature is cooler.

Field Trips

Our 3K* & 4K classes go on occasional field trips during the school year. After School classes have weekly field trips during the summer weeks. All field trips will be listed on Southside Weekday's monthly calendar and require a permission slip signed by parents/legal guardians allowing children to participate. Children should wear tennis shoes for safety and comfort on all field trips.

**3K children will only be permitted to go on field trips if they are potty trained.*

If you do not want your child to participate, alternate arrangements must be made for your child's care during the time the class is away. No child is permitted to remain at Southside Weekday while their class is gone on a field trip.

The staff will keep a file of emergency contact information with them on the field trip. Bus transportation is always available, but a car may be used in the case of emergency transportation.

Teacher/child ratios will always be maintained.

Arrival/Departure & Pick Up

Southside Baptist Church is located in a busy area, and we ask that when you drop off and pick up your child that you hold his or her hand. Please make sure that your child is accompanied to and from a vehicle. Do not allow them to run around unattended.

CLOCKING IN & OUT

To assure the safety of each child, you are required to clock your child in and out daily. The clock-in and out keypads are located in the nursery and preschool halls. It is a state law that you sign your child in and out.

PERMISSION TO PICK UP & IDENTIFICATION

If someone other than the individuals listed on your enrollment forms is to pick up your child, you must send permission in writing stating the individual's name and the date. If anyone other than those on your "pick-up list" will be picking up your child, they must stop by the weekday office with photo identification.

If weekday staff doesn't recognize you, you will be asked to present a photo ID for assurance. This is for your child's safety, so please be patient as we familiarize ourselves with you.

If you find yourself in a separation or divorce situation, please talk with your child's teacher and the Director about arrival and departure arrangements. We must also have a copy of all court appointed visitation and custody agreements on file before we can deny any parent access to their child.

LATE PICK UP

If you have not picked up your child by 5:45 pm, you will be charged a late pick-up fee equal to \$1.00 per minute past 5:45 pm. This fee is due on the next day of care. If you're running late, it's important to call us at 843.667.0318 and let us know. According to DSS Regulations, no child or staff member may remain in the center more than 10 hours per day.

Because caring for children is our primary goal, we must take the following action if your child is not picked up in a timely manner:

- 5:45 - 6:00 pm Emergency contact(s) listed on your record to pick up your child will be called.
- 6:00 pm The Weekday Director will be notified that your child has not been picked up.
- 6:30 pm The Weekday Director will inform DSS that your child has not been picked up.

Tracking Children

In addition to your child being clocked in and out by you on our computer keypads, class roll books are kept by/with teachers at all times (while changing classrooms, bathroom breaks, playground time, etc.) in order to accurately track classroom attendance throughout the day. Children who are transported by the center (field trips, for example) will be accounted for by class roll upon entering and exiting the vehicle.

Registration

Registration is held in February for the following summer and school year. We open registration for parents in the following order of priority:

- Current Weekday Enrollees
- Southside Baptist Church Members
- Parents on Waiting List
- General Public

Please call the Weekday office to determine dates.

Admission

To enroll a child at Southside Weekday, parents must submit the following:

- Completed enrollment form
- Signed financial agreement *which must be updated annually*
- Registration fees and first week of tuition
- Certificate of Immunization for Daycare Attendance signed by a physician or health official for each child being enrolled. A child may attend daycare for no more than one month after the Date of Next Immunization stated on the certificate.
- Authorization from parents for emergency medical treatment for their child(ren)
- Authorization from parents for Southside Weekday to provide transportation for their child(ren) from school to the weekday center, during field trips, or any emergencies
- Signed disciplinary statement

All documents are kept confidential and are stored in a locked location.

Tuition, Fees & Payment Schedules

All registration and tuition fees are due and payable in advance.

Examples:

Fees for the first week of infant care are due the Monday before the infant begins.

Registration and first week of after school care fees are due the Monday before school begins.

Fees are due according to the following schedule:

Frequency of Payments	Due on
Monthly	1st Monday of each month
Weekly	Monday
Bi-weekly	1st & 3rd Monday of each month
Late Payment Fee	\$5.00 per day
Returned Check Fee	\$50.00 (in addition to late payment fees)

Please note that if your payments fall more than two weeks past due, your child will be dismissed from our program and cannot return until your balance is current.

If your child does not attend, other than on your free week, you will be required to pay fees for the full rate for that week.

Registration Fee	Annually
For All Programs	\$ 70
Weekly Fees	Per Week
Infants: Crib 1 - Toddler 2	\$ 155
Kindergarten: 2K - 4K	\$ 155
After School: 5K - 6th Grade during school year (except holiday weeks)	\$ 72
Holiday Care: 5K - 6th Grade (Christmas & Spring Break weeks)	\$ 102
Summer Care: 5K - 6th Grade	\$ 102
Daily Fees (5K - 6th Grade only)	Per Day
Teacher Work Days: for After School enrollees during school year	\$ 10
Teacher Work Days: Drop-in Care	\$ 30
After School: Drop-in Care (half day only)	\$ 15

Discounts

Discounts are given for families who enroll more than one child in our weekday program:

Second Child \$10 discount per week **Third Child** \$20 discount per week

Free Weeks

Southside Weekday allows parents one (1) free week depending on their child's enrollment status.*

Enrollment Status	# Free Weeks	To Be Used During
Year-Round.....	1 (one).....	January-December (must be enrolled at least 6 months)
Preschool only.....	1 (one).....	School Year (following the FSD1 Calendar)
Summer only.....	0 (zero).....	not applicable

**To be eligible for a free week, your child must not have attended the center at any time during that week and your account must be in good standing. Free weeks do not carry over to the next year.*

Attendance & Holidays

We are always concerned when a child is absent. If your child will not be attending childcare, please call before 9:30 am.

The 2K through 4K programs start at 8:30 am. Children enrolled in the preschool programs must be at school by 8:45 am. Children who arrive after this time are disruptive to the class and miss many exciting activities.

On low attendance days, certain age groups may be combined. If you neglect to call before 9:30 am and arrive after groups have been combined, your child will not be able to attend childcare.

Attendance is often lower on holiday weeks. So we may schedule the appropriate number of workers to meet our needs, we ask that you sign up in advance if your child will be attending during the weeks of Christmas, Spring Break, and July 4th. Because of mandated caregiver/child ratios, your child will not be permitted to attend if you do not sign up in advance for these particular times. If your child is signed up to attend any holiday week, you will be charged the full rate of the week regardless of your child's attendance.

Closings (due to weather, infectious illness, etc.)

Our general policy is to be closed on the first day of inclement weather if Florence District One Schools are closed. We will reopen as weather permits. Updates will be announced on our Facebook page, or you can call the office to determine if we are open.

If FSD1 schools are operating on a delay, but it is determined that the roads are clear enough for staff members to report to work, we will open at our regular time. We will update our Facebook page, or you may call the office to determine if we are open before 9:00 am.

If FSD1 closes schools in the middle of a day, we will remain open as long as staff members can safely travel.

If it is determined that we must close the facility, either due to inclement weather or by DHEC orders due to an infectious illness (such as but not limited to Covid-19), we will contact parents to pick up their children. Parents have one (1) hour after being notified to pick up their children. **Tuition and fees remain the same for the week, even if we are forced to close. Discounts will not be given.**

Emergency Evacuation Plan

In the event of an emergency that does not require an off-site evacuation, such as a tornado warning, the children will be taken to the basement of the Worship and Education Building (F) on our campus. The children will remain there under the care and supervision of our childcare staff until the dangerous conditions subside.

If children are injured during the emergency, we will follow the medical emergency procedures outlined in the following section.

OFF-SITE EVACUATION

In the event that Southside Weekday is exposed to hazardous conditions, and we are ordered to immediately evacuate our facility, we have developed the following evacuation plan.

Emergencies that may require an immediate evacuation are:

- a fire at or near the facility
- a vehicle accident with a hazardous chemical spill
- a chemical explosion
- flash flooding

If we should have to immediately evacuate our childcare facility, we will transport the children in the mini buses and/or cars to Ebenezer Baptist Church Day Care on 524 S. Ebenezer Road, Florence, SC. The phone number of that facility is (843) 664-9699. We will notify all parents of the evacuation and ask that you pick up your child at this location immediately. Please be assured we will provide the best care possible to the children until parents arrive.

Medical Emergency Procedures

Emergency information is kept on file at Southside Weekday. In case of illness or injury, this information will be used to notify you or the person designated by you of your child's status. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.

If your child is injured while at the daycare, first aid will be administered. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency we can make sure your child receives the necessary emergency treatment he or she needs. In all cases, an injury report is completed and a copy is given to the parents as well as the Department of Social Services.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

A staff member will call 911.

A staff member will remain with the child.

A staff member will take other children in the area to another location.

A staff member will call the parent(s) of the child. If the parent(s) cannot be reached, the emergency contact on record will be called.

The Director or other staff member will travel with the child to the nearest hospital (MUSC Carolinas or McLeod Health) and remain with the child until the parent(s) arrive.

*Health Policy**

***Please be aware that a doctor's excuse does not override our health policies.**

Parents will be required to pick up their child if the child has any of the following symptoms:

An illness that prevents the child from participating comfortably in program activities

An illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children

Symptoms of possible severe illness (unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs)

Mouth sores with drooling unless a physician or health official determines the condition is noninfectious

Stools that contain blood or mucus

Conditions or illnesses that a DHEC or a healthcare provider indicated warrant exclusion - This includes children determined to be contributing to the transmission of illness in the facility.

If a child is determined to have:

They may NOT return until:

Streptococcal pharyngitis (strep throat)

24 hours on antibiotic & 24 hours fever-free (without using a fever reducer)

Vomiting illness (2+ episodes)

vomiting resolves for at least 24 hours

Diarrhea (3+ loose stools in 24 hours, increased stool water/decreased form that is not contained by diaper/toilet use)

diarrhea stops for at least 24 hours

Scabies, head lice, & other infestations

24 hours after treatment has been initiated, but they must be nit-free

Ringworm

24 hours after treatment has been initiated

Impetigo

sores have dried and crusted

Purulent conjunctivitis

24 hours after initial treatment

(defined as pink or red conjunctiva with white or yellow eye discharge, often matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye)

Rash with fever or behavior change

a physician has determined the illness is not a communicable disease

Measles

four (4) days after the onset of rash

Mumps

nine (9) days after the onset of parotid gland swelling

Rubella

seven (7) days after the onset of rash

Chicken pox

all lesions have dried and crusted (usually 6 days after the onset of blisters or rash)

Shingles

all lesions are crusted

Whooping cough

completion of five (5) days of antibiotic therapy

Hepatitis A virus infection

one (1) week after the onset of illness or jaundice

Tuberculosis

treating physician states that the child is noninfectious

Fever (see below for details)

fever-free for 24 hours without a fever reducer.

Method of Reading	Infants ≤ 4 months of age	Children > 4 months of age
Rectal	101.0°F or greater	102.0°F or greater
Axillary (under arm)	100.0°F or greater	100.0°F or greater
Oral	101.0°F or greater	

Medications

Medications or special medical procedures shall be administered to a child only when there is a written, signed, and dated request form from the parent(s) or guardian. Forms are located in each child's classroom. Prescription drugs and other medications required for a child shall be in the original container and clearly labeled with the child's name and dosage schedule and shall include written direction for administering the medication that has been submitted by the parent(s) or guardian.

If in any case a child is given more medication than the prescribed dosage, the parent(s) will be notified immediately.

Children will not be given fever reducers at the center unless they have received immunizations shots within the last 24 hours. We will only give Tylenol (acetaminophen) or Motrin (ibuprofen) as pain relievers and not as fever reducers.

Discipline

Our program includes Christian discipline, which means training children to behave appropriately. Children will be given rules and will be expected to follow them.

These rules may consist of, but are not limited to:

- stop, look, and listen
- quiet inside voices
- no running indoors
- keeping hands to ourselves
- teeth are for eating (not biting)

When a child violates rules that have been carefully explained to him or her, the following corrections or consequences will occur:

Inappropriate behavior will be addressed by explaining appropriate behavior.

Time for self will be given after the child is quiet. The child will remain in "Time Out" for one (1) minute per year of age. Once a child has gone to "time out" three (3) times, he or she will be taken to the Director's office and a discipline form will be sent home.

Children who have been taken to the Director's office repeatedly will receive a written discipline form from the Director.

Parents will be required to meet with the Director as well as their child's teacher if their child has received four (4) or more discipline reports from the Director to discuss the child's behavior and determine ways to correct the behavior.

If these actions do not correct the behavior, the Weekday Ministry Committee will be informed of the situation and will determine any additional disciplinary measures.

Biting

As much as we dislike and discourage biting, it is a normal developmental stage for young children under three (3) years of age. We will strive to prevent biting episodes, but please understand that children will be bitten.

Our policy on biting is as follows:

A young child who becomes a repeat biter will not be required to go home, but parents will be notified immediately if their child bites and breaks the skin of another child. If a young child becomes a repeat biter and breaks the skin of other children repeatedly, it may be necessary for the Director to ask for a conference with the child's parents. We reserve the right to dismiss a repeat biter from the program, if necessary.

Biting will not be tolerated from children three (3) years old and older. If a child three (3) years old or older becomes a biter, he or she will be dropped from the program.

If a child is bitten and the skin is broken or deep marks are visible, staff members must notify parents by a phone call.

Miscellaneous Information & Requests

It is exciting to see relationships build between the children and other families; however, we ask that you discuss relationships, social plans, and/or others issues outside and not in the hallways.

If you choose to withdraw your child from Southside Weekday, you must submit it in writing stating the date of your child's last day. We ask that you give a two (2) week notice.

Southside Weekday will host a fall open house for preschool parents. This is an informal time that you can visit and tour the facility. It is a great opportunity to meet the staff and other parents in your child's class.

Southside Weekday will host a Christmas Celebration. This celebration includes a program presented by the preschool classes. After the program, refreshments are served as we socialize with each other and celebrate the birth of Jesus.

If you need to set up a conference time with your child's teacher, please contact the Director. If you have concerns about your child's care or progress, it is our hope that a solution can be agreed upon between the parent and the teacher. If this is not an option, complaints and suggestions should be directed to the Director. The well-being of your child is our first priority. We appreciate your input and will strive to provide your child with the best care possible.

