

Aldersgate Child Development Center



Parent Handbook
2013-2014

Tuition

September tuition is due August 9th. Tuition will be paid one month in advance and is typically due on the 10th of each month. September's tuition envelope will reflect October's tuition.

** Tuition is non-refundable in the event of withdrawal.

** Registration fees are non-refundable.

** In the event of withdrawal from the K5 class after school is in session, a penalty fee of \$305.00 (the next month's tuition) will be required.

Please Note:

Our fees are figured on a total annual expense and divided into nine equal payments. Tuition is due on or before the tenth of the month. A late fee of \$10.00 may be charged at 2:00 on the 10th of the month, and \$1.00 per day for each day thereafter. A \$25.00 fee is charged for any returned check.

School Hours

Early Stay - 7:30am - 9:00 am

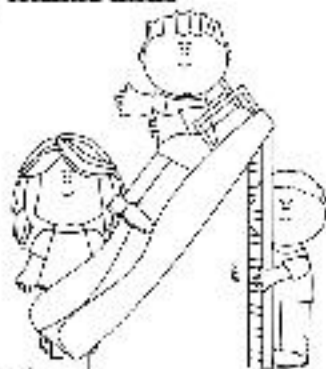
W.E.E. School - 9:00am - 2:00pm

K3 & K4 - 9:00am - 12:00pm

Late Stay Hours (K3 & K4) 12:00 - 2:00pm

Full Day K5 - 9:00am - 2:00pm

Extended Stay - 2:00pm - 4:30pm



Admissions/Registration

*Children will be placed in classes based on their age by September 1st of the current school year. All K4 & K5 children must be potty trained. Total potty training is not always developmentally achievable in young 3 year olds, and to be potty training until well into the K3 year is very normal. K3 classes will not have diaper changing times, but will have one or more scheduled restroom breaks during the day. We will encourage your child to go to the potty during the day, and we will clean all accidents of which we become aware. We do ask that you always have a change of clothes in your child's bag.

*Registration is open to currently enrolled families first, church members next, and then to the public.

*Registration packets will be sent home in advance of registration.

*Every child must have an updated South Carolina Certificate of Immunization before entering our school.

Tuition:

Tuition is due on or before the 10th of each month. Tuition envelopes are reminders only. Please mark your calendars for the 10th of each month. It is the parent's responsibility to turn in tuition on time. A late fee of \$10.00 may be charged at 2:00pm on the 10th of the month, and \$1.00 per day for each day thereafter. A \$25.00 fee may be charged for any returned checks.

Confidentiality

Student's records are open only to the particular student's teacher, the Director, an authorized employee of DSS, or the child's parent or legal guardian.

Health:

Please do not send your child to school if he/she has any of the following: a bad cough, a sore throat, a greenish runny nose, a fever, an upset stomach, a skin rash, or if a doctor has not released him/her from a contagious disease. Cooperation of parents in helping us keep a healthy environment is of great importance! If your child develops any of these symptoms at school, we will notify you so that you can come and pick-up your child.

A child must be fever free for 24 hours without the use of medications before returning to school. A child must have at least 3 doses of an antibiotic before returning to school. Please do not send a child to school if he/she has thrown up or had recurring diarrhea in the last 24 hours.

Lice Policy:

A child must be nit/egg free in order to attend school. If nits or live bugs are found in the hair, the child will be sent home. The child must have an appropriate hair treatment & be free of all nits prior to the return of school.

Medicine Policy:

Due to the short hours of operation, we will not be responsible for the administration of medication of any kind at school. We ask that you please do not put medication in a child's sippy cup.

If a child needs an epipen, the parent must provide a doctor's note explaining the procedures the school is to take if an allergic reaction occurs. The epipen will be kept in the Director's Office.

Emergency Medical Plan:

911 will be called if a child shows signs of shock, severe allergic reaction, loss of consciousness, difficulty breathing, excessive bleeding, or broken bones. A designated teacher or the Director will call 911 while a staff person with the child's emergency information remains with the child until the parent arrives.

Food Allergies:

If a child has a food allergy, the parents are to take the following steps to insure the safety of their child:

1. The parent must provide a doctor's note explaining the procedures that the school is to take if an allergic reaction occurs.
2. The parent must also provide the medication needed if a reaction occurs along with written permission to administer the medication.
3. The parent must also provide a list of food/snacks that are and are not acceptable for the child to eat.
4. The parent must also provide an acceptable snack for the child each day.

Immunizations:

All children must have an updated South Carolina immunization certificate by the first day of school. Immunizations must also be updated regularly according to the South Carolina Immunization Schedule. For the health and safety of all our children, we do not accept religious exemption statements in place of immunization certificates.

Discipline:

W.E.E. School teachers and Kindergarten teachers are responsible for the discipline in their classroom. Teachers will encourage appropriate behavior by talking to the children and reminding the children of the class rules and the reasons for these rules. Teachers will always speak to the children in a kind, caring, and respectful tone. Occasionally a time-out chair may be used to emphasize the importance of following the class rules. If the behavior continues, the child may be sent to the office, and a note will be sent home for the parents to sign and return. If behavior persists, parents may be called and possibly asked to take their child home for that day. If misbehavior continues to be a daily occurrence, a conference will be set up between Director, classroom teacher, and the parents to discuss the needs of the child and to create a plan for the child. There will be no corporal punishment allowed at Aldersgate CDC.

Snacks/Lunches:

We will provide a morning snack and juice. This may consist of items such as: goldfish, animal crackers, graham crackers, lemonade, apple juice, and/or water. If your child has special dietary needs, PLEASE notify your child's teacher and the director. Lunch is to be completely furnished by the parents for those students staying beyond 12:00 noon. Please provide ALL your child's needs for lunch. We do not provide spoons or juice. We also cannot heat items in a microwave or store items in a refrigerator. Please be sure that all items are finger food or such that your child can feed himself (excluding our ones).

Birthdays:

Parents are welcome to bring cupcakes, cookies, or a special birthday snack for all the children in the class. Parents need to communicate and coordinate this with the classroom teacher. Please do not ask teachers to distribute party invitations unless you invite every child in the class.

Clothing:

Please dress your child in clothing that is durable and comfortable. We will go outside each day, weather permitting, so please dress your child accordingly (including proper footwear).

On cold or rainy days, we will use the gym if available. On those days, please have your child wear tennis shoes to help protect the gym floor. EVERYTHING your child brings to school MUST have his or her NAME on it. If your child is potty training, please have your child wear training pants or pull-ups to school. (Regular children's underwear does not contain accidents.) We only use disposable diapers. Children in the Ones class are required to wear diapers or pull-ups.

Toys:

We have plenty of toys and activities to keep us busy throughout the day. We ask that no toys be brought to school.

W.E.E School

(Weekday Early Education)

1 Year and 2 Year Classes - Children must enroll for a minimum of 2 days.

	Tuition	Registration Fee
2 Days	\$150.00	\$150.00
3 Days	\$220.00	\$220.00
4 Days	\$290.00	\$290.00
5 Days	\$360.00	\$360.00

Kindergarten (9:00am - 12:00pm)

	Tuition	Registration Fee
K3 Tues/Thurs	\$130.00	\$130.00
K3 MWF	\$170.00	\$170.00
K4 MWF	\$170.00	\$170.00
K4 5 Day (M-F)	\$260.00	\$260.00
K5 Full Day (9:00 - 2:00)	\$305.00	\$305.00

Early Stay (7:30 - 9:00 am) for all ages

*\$5.00 per day Permanent Reservations only.

*September Early Stay is due at Registration. No credit for cancellations.

Late Stay (12:00 - 2:00pm) for K3 & K4

*\$10.00 per day Permanent Reservations only.

*September Late Stay is due at Registration. No credit for cancellations.

Extended Stay (2:00 - 4:30pm) for all ages

*\$10.00 per day Permanent Reservations only.

*September Extended Stay is due at Registration. No credit for cancellations.

Educational Goals For The Young Child

- *We want children to learn to work and play independently; to have the opportunity to develop positive relationships with their peers and adults.**
- *We want children to develop a positive sense of self esteem - a belief that they are able to accomplish whatever they set out to do; that they are good and valuable people.**
- *We want children to learn to live compatibly with other people and understand that everyone's needs and beliefs should be respected.**
- *We want children to learn to develop a love of learning, to be able to ask questions, do research and use available resources effectively.**
- *We want children to become familiar with their creative talents - and to feel that this creative side has value and brings a sense of beauty into their life.**
- *We want children to learn that work is not always easy, but often hard; to continue, to follow things through to their end; to feel determined to find answers.**
- *We want children to feel comfortable with emotions, to be capable of managing feelings of anger, sorrow, fear, and joy in a healthy manner.**
- *We want children to feel comfortable and effective with using language as a means of communication in all it's forms.**
- *We want children to be aware of God, His creation, and His love for each of them.**

Mission Statement Aldersgate United Methodist Church

Aldersgate is called to make disciples by embracing all people with God's love and equipping each other for service to God and His world.

Pictures:

School pictures will be made of each child during the school year. K3, K4, & K5 classes will have class pictures made as well as individual pictures. Purchase is optional, but this is a fundraiser for the school.

Field Trips

For a child to attend a field trip with Aldersgate CDC, the child's parent or legal guardian must sign a Field Trip Permission Form. For any adult to drive on a field trip, the school must have a copy of that person's Driver's License, registration & car insurance on file.

Bad Weather:

When Greenville County Schools are closed due to weather conditions, we too will be closed.

We will begin school at 10:00am on a regular one hour delay.

We will begin school at 10:30am on a two hour delay.

In the event public schools close during the day, we will close at the same time as the elementary schools. If you have any questions, please call the school. A message will be on the school answering machine as a reminder during the bad weather.

Emergency Evacuation Procedure:

In the event of an emergency situation that requires all students and teachers to leave the building and grounds of Aldersgate United Methodist Church, the following procedures will be followed:

*Students will be led by their teacher through the outside classroom doors, around the church building and across the street to Lake Forest Elementary School. The elementary school's gym or vacant classroom would be used for Aldersgate students until all parents have been contacted and all children have been picked up from Lake Forest Elementary.

*Teachers will bring student records with all contact information as well as cell phones to contact parents.

*Director will also bring student records and cell phone to assist with phone calls to parents and/or emergency contacts.

*Director's file also contains permission from parents to provide medical treatment for any child if parents cannot be reached.

*Please advise the school immediately of any changes in family status, or any change of address or phone number, either home or business.
Aldersgate Child Development Center reserves the right to request the withdrawal of a child at any time when deemed necessary by the director with approval from the Child Development Center Board of Directors.*

Drop-Off/Pick-Up

Early & Extended Stay: Children will be brought indoors by an adult each morning and picked up in the same manner.

W.E.E. School: Children will be brought indoors by an adult each morning and picked up in the same manner. **PLEASE PARK** to bring children in and **DO NOT BLOCK THE CARPOOL LINES**. Children should be picked up between 1:45 and 2:00pm. We close promptly at 2:00pm.

K3, K4, & K5: Students will be dropped off at the CDC doors closest to Edwards Road. Teachers will remain at outside doors from 8:45 - 9:05 am. At 9:05am, they will return to the classroom. For pick-up, parents will drive through the carpool line as they did for drop-off. Children should be picked up promptly at 12:00 noon or between 1:45 and 2:00pm for late stay and full day K5.

**Children will only be released to the parent/guardian on record and/or authorized persons listed on record for the child in question.*

Parking Lot Safety:

Please drive slowly at all times in our parking lot. Our students are in and out many times during the day. Parking is **NEVER** allowed in our drive through areas. Parking must be in our designated parking spaces - **NO EXCEPTIONS!**

Late Fees:

PLEASE pick up your child on time each day. It upsets your child when he/she is the only child left at school. Our teachers also need to leave to pick-up their own children from school. A \$6.00 fee may be charged to your account if you are late picking up your child, plus a fee of \$1.00 for each additional minute thereafter. Late fees will begin to accrue at 12:05 for K3 & K4, 2:05 for Late Stay families and 4:30 pm for Extended Stay families.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of Heaven belongs to such as these."

Matthew 19:14



Dear Parents,

September 2013

Welcome to Aldersgate Child Development Center! We are so happy to have you and your child(ren) here at our school. At Aldersgate, your child is our priority and we will do our best to care for and nurture your child in a Christian environment. Your child will be exposed to many fun and exciting opportunities to develop his/her whole self in our program.

Communication between teachers and parents is the key to a successful program. You will receive monthly newsletters from your child's teacher, as well as other important correspondence through the year. We hope that you will take an active part in your child's education. We value parent involvement. Our doors are always open and we are always available for any questions or concerns.

Thank you for sharing your child with us at Aldersgate. We are so excited to share in the emotional, social, and cognitive growth of your child this year.

Sincerely,
Jennifer Nelson, Director
& Aldersgate CDC Staff



Mission Statement: Aldersgate Child Development Center promotes social, physical, intellectual & spiritual growth for our children by providing a loving, Christian environment, implementing play-based, hands-on learning and maintaining a close partnership between teachers and parents.