

welcome

to

Aldersgate

Child Development Center



A PARENT HANDBOOK

2024 - 2025

Dear Parents,

September 2024

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 exiting 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. We are always available for 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.

Admissions / Registrations

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; 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, and we will clean all accidents of which we become aware. We ask that you always have a change of clothes in your child's bag. Every child must have a current South Carolina certificate of Immunization before entering our school.

Registration is open to currently enrolled families first, then church members and then the public. Registration packets will be sent home in advance of registration.



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, to 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 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 be aware of God, His creation and His love for each of them.



Aldersgate United Methodist Church Mission Statement:

At Aldersgate, we are here to be disciples and make disciples who live in the way of Jesus.

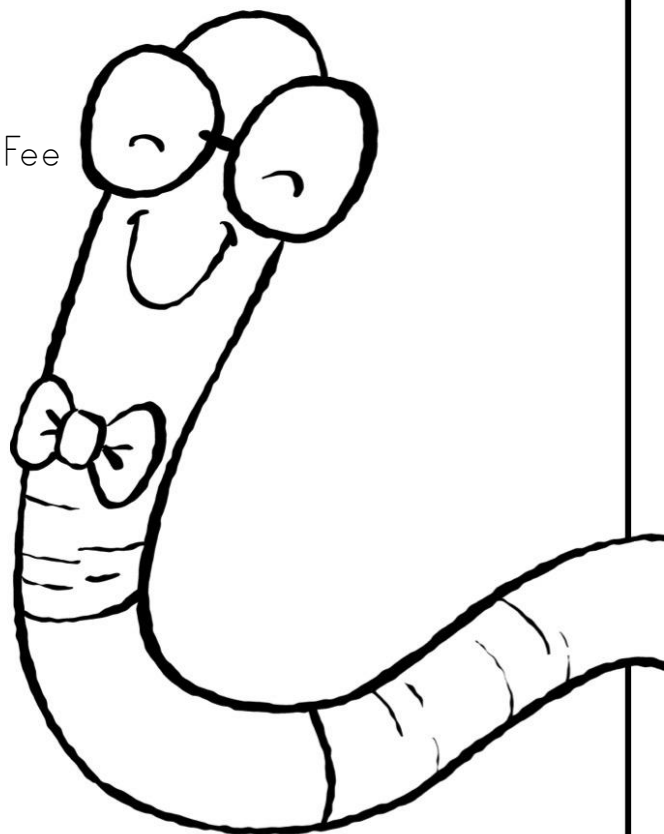
WEE School, 8:30am – 1:45pm (Weekday Early Education)

1 Year & 2 Year Classes – children must enroll for a minimum of 2 days

	Tuition	Registration Fee
2 Days	\$194	\$194
3 Days	\$283	\$283
4 Days	\$368	\$368
5 Days	\$461	\$461

Kindergarten (8:30am – 11:45am)

	Tuition	Registration Fee
K3 Tues/Thur	\$168	\$168
K3 & K4 MWF	\$223	\$223
K3 & K4 5days	\$340	\$340
K5 (8:30am-1:45pm)	\$395	\$395



Late Stay (11:45am – 1:45pm)

Available for K3 & K4 classes

- * \$12 per day, Permanent Reservations Only
- * No credit for absences or cancellations
- * September Late Stay is due at Registration

Tuition: Our fees are figured on a total annual expense and divided into nine equal payments. (The 1st of these is split in half, with one half for August due by July 26th & one half for May due by May 1st). 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 may be charged at 1:45pm on the 10th of the month, and \$1 per day for each day thereafter. A \$25 fee may be charged for any returned checks. Tuition will be paid one month in advance and is typically due on the 10th of each month. September tuition is due by August 15th. 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 begins, a penalty fee of \$395 (next month's tuition) will be required.

School Hours

WEE School (Ones & Twos)	8:30am - 1:45pm
K3 & K4	8:30am - 11:45am
Late Stay (K3 & K4)	11:45am - 1:45pm
K5	8:30am - 1:45pm

To add Late Stay, or to attend on a school day outside of your registered days, we must receive a written and paid request at least 2 school days prior to your need. Compliance with your request is contingent on available staff to ensure compliance with all regulatory teacher/child ratios. The rate for add-on Late Stay is \$20 per day.

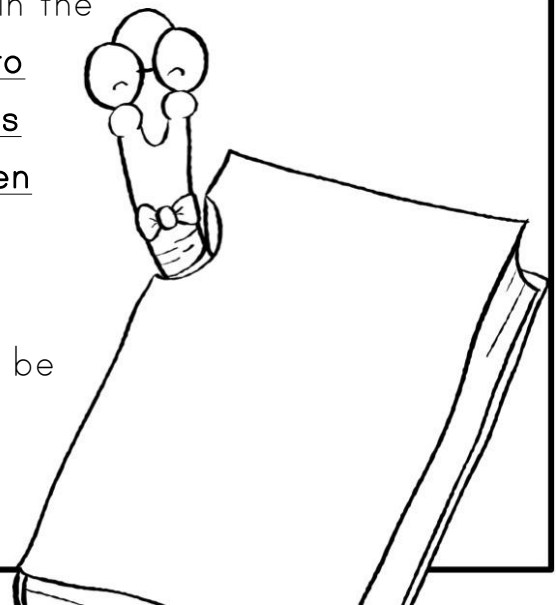
Confidentiality

Student 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 s/he has any of the following: bad cough, sore throat, greenish runny nose, fever, upset stomach, skin rash or if a doctor has not released him/her from a contagious disease. Cooperation of parents in keeping 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 pickup your child. A child must be fever free for 2 days without the use of medications before returning to school. A child must have at least 2 doses of an antibiotic before returning to school. Please do not send a child to school if s/he has thrown up or had recurring diarrhea in the last 24 hours. Keep your child home if s/he is unable to comfortably participate in our activities, if s/he requires more care than our staff can provide or if other children could get sick from being around your child.

Restrooms Preschool and school-aged children will be given privacy in the bathroom.



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.

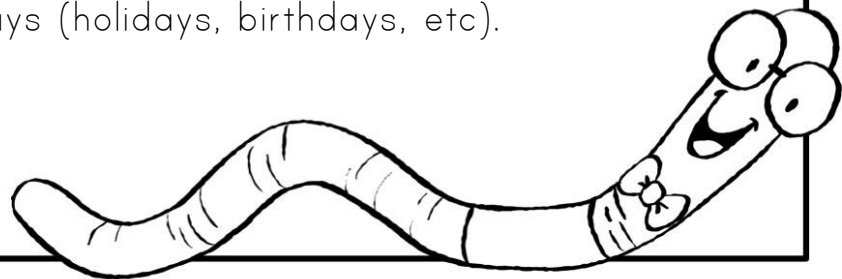
Emergency Medical Plan

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 ensure 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 also must 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, including special treats on special days (holidays, birthdays, etc).



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

WEE School & 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 setup between Director, classroom teacher and 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

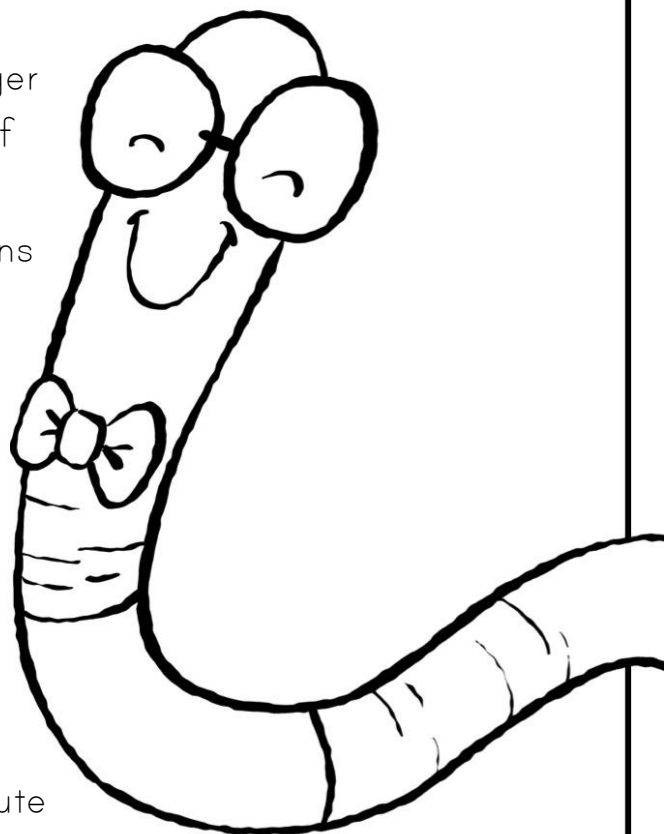
Parents provide snack for each class. If a child needs a school snack, items on hand may consist of goldfish, animal crackers and graham crackers. If your child has special dietary needs, PLEASE notify your child's teachers and the Director. Lunch is to be completely furnished by the parents for those students staying beyond 11:45am. Provide ALL your child's needs for lunch. We do not provide drinks. We also cannot heat items in a microwave or store items in a refrigerator. Please be sure that all items are finger foods or such that your own child can feed himself (including the Ones class). If your child is in the ones class, PLEASE cut food into bite-sized portions for the safety of all our children.

Birthdays

Parents are welcome to send a special birthday snack for all the children in the class. We ask for small sweets alongside a healthy option. Parents need to communicate and coordinate this with the classroom teacher in advance. We will not distribute any party invitations unless there are enough for every child in the class.

Clothing

Please dress your child in clothing that is durable and comfortable. We go outside each day, weather permitting, so dress your child accordingly including proper footwear (no flipflops or crocs). On cold or rainy days, we will use the gym if available. On those days, children should wear tennis shoes to protect the gym floor. EVERYTHING that your child brings to school should have his/her name on it. If your child is potty training, have your child wear training pants or pullups 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 pullups.



Toys

No toys may be brought to school.

Pictures

If possible we will plan school pictures during the school year. Children in K3, K4 & K5 will have a class picture 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.

Bad Weather

We typically follow Greenville County Public Schools for closures, but this year we may close for weather conditions in our area when public schools are still in session. If public schools are delayed for students in any way, we will follow our delay schedule:

We will begin school at 9:30am on a one-hour delay.

We will begin school at 10:00am 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. To be notified of any closings, signup for Remind notices from our Director. Closure notices may also be sent via email.

The Aldersgate CDC will continue to follow the Greenville County School District's calendar for holidays and inclement weather. However, the District does not offer make-up days because they will utilize e-learning during school closures. Since Aldersgate CDC does not have an e-learning platform, we have built in 3 make-up days to our school calendar. We will be closed on these 3 make-up days unless we need to use them for days missed due to weather or other unforeseen closures.

Emergency Evacuation Procedure

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

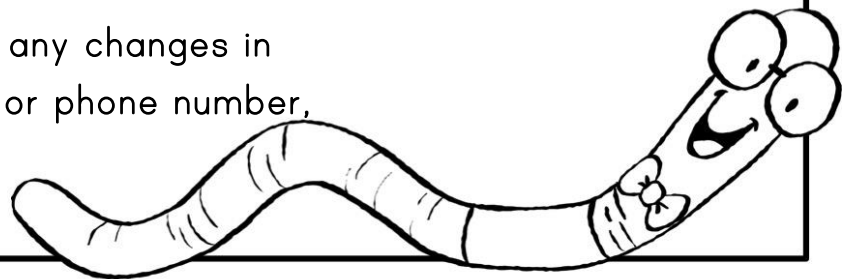
- *Students will be led by their teacher through the outside classroom doors, around the church building and across the street to Lake Forest Elementary School. The elementary school's gym or vacant classroom will be used for Aldersgate students until all parents have been contacted and all children have been picked up from Lake Forest Elementary.
- *Teachers and the Director will bring student records with all contact information as well as cell phones to contact parents.
- *The Director's file also contains permission from parents to provide medical treatment for any child if parents cannot be reached.

Dropoff / Pickup

Park in the side parking lots (closest to the church office or closest to the gym) to walk your child to his/her entry door (K5 enters through the main entry door formerly our carpool door & all others enter through classroom doors)

- *If you arrive after 8:45am or before 1:30pm, ring the doorbell at our main entrance and wait for someone to greet you there. Do not disturb classrooms during the school day.
- *Teachers will remain at their classroom doors for dropoff between 8:30-8:45am.
- *K3 & K4 teachers will open their doors for morning pickup promptly at 11:45am.
- *All class doors will open for pickup between 1:30-1:45pm. Children should be picked up promptly at 11:45am or between 1:30-1:45pm.
- *Children will only be released to the parent/guardian on record and/or authorized persons listed on record for each child.

Please advise the school immediately of any changes in family status, or any change of address or phone number, either home or business.

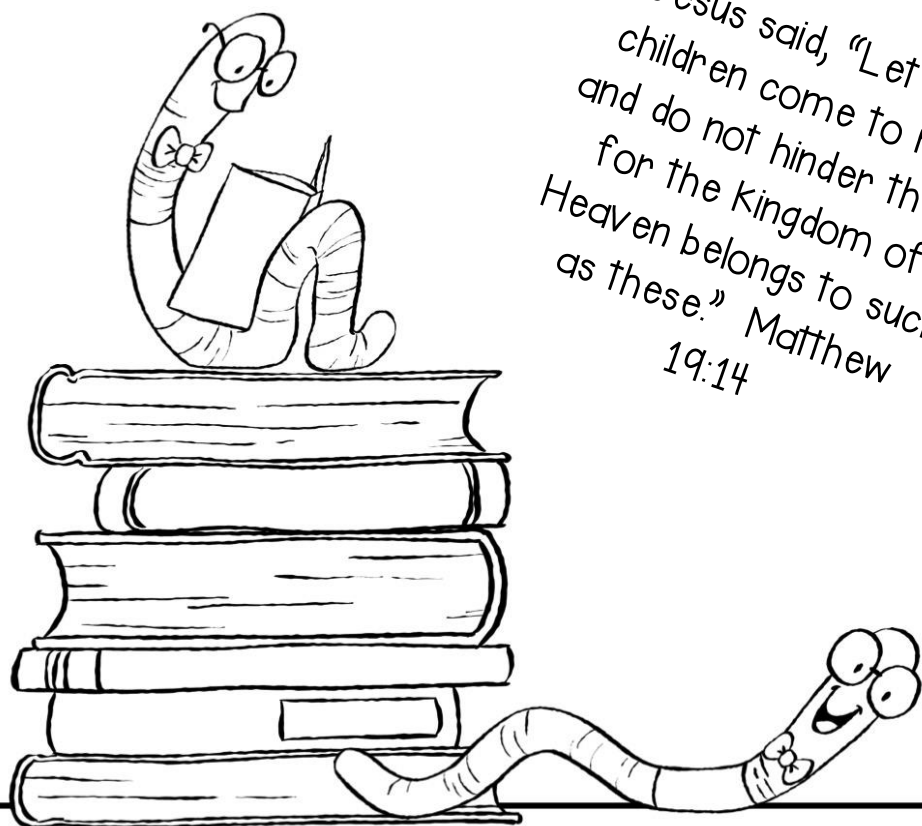


Parking Lot Safety

Please drive slowly at all times in our parking lot. Our students are in and out many times during the school day. Parking is NEVER allowed in our drive through areas. While we are holding dropoff and pickup at our classroom doors, driving through the drive-through areas will NOT be allowed. The drive-thru carline areas will be blocked off each day. Parents should enter and exit the parking lot on one side of the building only. Parking must be in designated parking areas - NO EXCEPTIONS!

Late Fees

PLEASE pickup your child on time each day. It upsets children when they are the only ones left at school. Our teachers also need to leave to pickup their own children from school on time. A \$10 fee will be charged to your account if you are late picking up your child, plus a fee of \$1 per minute thereafter. Late fees will begin to accrue at 11:50am for K3 & K4 and at 1:50pm for Late Stay and all other families. This late pickup fee is due by the following school day or a late payment fee may be applied. For the 4th & 5th infractions, the total fee will be doubled. For the 6th & 7th infractions, the total fee will be tripled.



Jesus said, "Let the children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these." Matthew 19:14

Drop-off and Pick Up Policies

- ❖ A designated staff member will greet you and your child at drop-off and pick up.
- ❖ Each family will be responsible for assessing their own child/children each day before arriving to determine if health prevents or attendance at school. (see attached Daily Health Checks on page 14)
- ❖ If your child isn't well enough to participate in class activities, he or she is not well enough to attend school.
- ❖ All children will wash hands upon entering the classroom.
- ❖ Upon drop off or pick up, please reasonably limit conversations with teachers and staff. The CDC will communicate information through newsletters, emails, and/or phone calls. Parents requiring further communications should email the teacher to schedule a conference time.

Sick Policy

- ❖ Sick children will be isolated and expected to be picked up **within 30 minutes**. Parents should have an emergency pick-up plan in place, including a car seat if applicable.
- ❖ Children with a fever of 100 degrees or higher, or exhibiting flu-like symptoms, may not attend the CDC. Children may return to the CDC only when they have been fever and symptom free, without fever reducing medications, for 2 days.

Tuition, Changes, and Non-Compliance

- ❖ Aldersgate Child Development Center will continue to follow federal and state guidelines regarding mandated closures. Tuition requirements are generally the same. Tuition will not be refunded in the event that a child or class is quarantined due to illness. However, tuition will be suspended during a federal or state mandated school closure.
- ❖ Any and all changes to these policies and procedures will be delivered in a written summary-- to include email. Parents, students, and staff agree to be bound by any future changes sent by the CDC.
- ❖ These policies and procedures are being implemented to promote safety and health of our children, families, teachers, and staff. Failure to comply with these policies and procedures can increase the risks for others at the CDC. At the discretion of the CDC, singular and/or multiple acts of noncompliance may result in dismissal from the program and loss of tuition.
- ❖ In the sole and exclusive determination of the Child Development Center, the following circumstances will subject a child's enrollment to immediate termination:
 - a. Failure of parents, guardians and/or children to comply with the Child Development Center's policies and procedures;
 - b. Direct and/or indirect harassment of the Child Development Center staff and director;
 - c. The director and /or staff determine that the child cannot effectively benefit at the Child Development Center;
 - d. Non payment of tuition;
 - e. Habitual tardiness in dropping off and/or picking up children;
 - f. Threatening to, attempting to, and/or committing criminal acts on the Child Development Center premises;
 - g. Failure to follow the chain of command with questions and concerns (teacher, Director, Child Development Center Chairperson, Director of Ministries, and Senior Pastor);
 - h. Excessive harm to other students and/or staff
- ❖ If a student is removed, the family forfeits all funds presently in possession of the Child Development Center to include, but are not limited to, tuition, deposits, etc.

All of our policies may change throughout the school year and these policies supersede any other Aldersgate CDC policies.

Daily Health Checks

- ❖ This policy outlines practices and procedures to ensure the health and safety of all the children and staff in our school. This policy sets forth the need for and description of a daily health care check prior to entering our building and whenever a change in health occurs while at our school.
- ❖ The daily health check is a quick way for parents to check a child's well-being or for staff to detect a change in a child's health while at school. It will be determined by our staff whether or not each child may enter our school each day and whether or not a child remains in our care for each day. This daily health check should be performed by parents daily before arriving to drop your child off in our care.
- ❖ Children should be excluded from school if:
 - He or she cannot participate in the activities planned for the day in his/her classroom
 - He or she requires more care than our staff can provide without compromising the care needs of other children in the classroom
 - The child will pose an increased risk to other children and adults in the classroom

See Aldersgate CDC's policy on excluding ill children as stated in our Parent Handbook. Also perform the following steps to determine exclusion from school:

1. Survey the child & listen to him/her talk. Is the child complaining of anything? Is the child hoarse, wheezing or making other unusual sounds? If yes, exclude from school.
2. Perform a health check:
 - a. Breathing – is the child coughing? Breathing fast or having difficulty breathing? Making any unusual sounds? If yes, exclude from school.
 - b. Skin – does the child look pale or flushed? Do you see rash, sores, swelling or bruising? Is the child scratching his/her scalp? If yes, exclude from school.
 - c. Eyes, Nose, Ears, Mouth – do the child's eyes look red, crusty, watery or other than normal? Is there a runny nose? Is the child pulling at his/her ears? If yes, exclude from school.

If our staff notices any of these symptoms in a child during the school day, the child will be removed from the classroom and **parents will be required to pick the child up within 30 minutes**. Any changes to this policy will be shared with staff and parents.