



Parent Handbook

2023-2024

265 West Cheves Street
Florence, SC 29501
843-664-0056



Dear Parents,

Welcome to Central UMC Preschool, a ministry of Central United Methodist Church. Our program began as a Mother's Morning Out program in the 1970's and, with God's blessings, has grown to a full preschool program that continues to serve the church and community of Florence.

We embrace and share the church's mission to follow Jesus by loving God and neighbor. Our preschool program is designed to provide a Christ-centered, quality learning experience for children ages three months through 4K in a loving, secure environment.

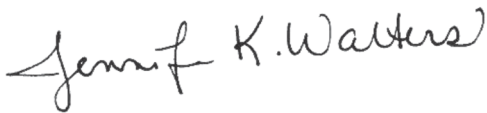
We provide opportunities for your child to learn and grow through kinesthetic learning, age-appropriate instruction, and play. The time spent on these activities is based on the age and development of the child. Our classes, taught by highly qualified teachers, prepare children for kindergarten by providing opportunities for each child to learn and practice skills needed to be successful when they graduate from our preschool and enter kindergarten.

This handbook includes information to help you understand our program, policies, and emergency procedures. Please read it carefully and return the signature portion on the last page for our records.

Our teachers and staff work hard to create an environment full of Christian love, learning, creativity, and fun.

We look forward to growing with you!

In Christ,



Jennifer K. Walters, Director
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School Calendar

Our School Calendar closely follows the Florence One School Calendar. It is a modified year-round schedule that covers 10 full months (43 weeks) of the year. Some dates may vary from Florence One Schools.

School Year (July 31, 2023- May 24, 2024) – Tuition
10 Full Months (Aug- May) - Half Day Families Pay 10 Full Months
43 Weeks Total including 5 full weeks of breaks. Full Day Families Pay 38 weeks.

July 31, 2023- First Day of School 2022-23 School Year

August 8, 2023- Parent Orientation 5:30-6:30

September 4, 2023- Closed for Labor Day

October 2-6, 2023- Closed for Fall Intersession

November 22-24, 2023- Closed for Thanksgiving Break

December 18, 2023-January 1, 2024- Closed for Christmas Break (return 1/2/24)

January 15, 2024- Closed for MLK Day

February 19-23, 2024- Closed for Presidents' Day and Winter Intersession

March 29, 2024- Closed for Good Friday

April 1-5, 2024- Closed for Easter Break

May 23, 2024- 4K Graduation

May 24, 2024- Last Day of School

May 27 -31, 2024- Closed

June 3, 2024- First Day of 2024 Summer Day Camp

Closings

When inclement weather or other unusual circumstances dictate, Central UMC Preschool may need to close or operate on a delayed/altered schedule. Because we deal with fewer variables, Central UMC Preschool will not always operate according to F1S's closings or cancellations. We will operate on our normal published schedule UNLESS you are notified otherwise. When a decision to alter the normal operating schedule has been made by Central UMC Preschool administration (Director, Central Pastoral Staff, and Facilities Manager), parent/guardians will be notified by ClassTag and email. As always, your safety is our main concern! If the area you live in renders it unsafe to travel, it is up to your discretion to stay home.

Delays

Unless otherwise notified, we will operate on our normal schedule when F1Ss operates on a two-hour delay. When a decision to alter the normal operating schedule has been made by the Central UMC Preschool administration (Director, Central Pastoral Staff, and Facilities Manager), parents/guardians will be notified by ClassTag and email. As always, your safety is our main concern! If the area you live in renders it unsafe to travel, it is up to your discretion to stay home.

Hours of Operation

The hours of operation are Monday through Friday from 7:30 a.m. to 5:00 p.m. (07/31/2023 to 05/24/2024).

Preschool Program

Preschool is from 9:00 a.m. to 12:00 p.m. Children who do not attend Early Drop Off should be dropped off no earlier than 8:45 a.m. and be picked up no later than 12:10 p.m. Parents who pick up after 12:10 will be charged for Lunch Bunch.

Early Drop Off

We offer an Early Drop Off service each day from 7:30 a.m. to 9:00 a.m. for \$5.00 per day, per child. If your child arrives before 8:45 a.m., you will be charged for Early Drop Off that day. **Children should not be in the building at all before 7:30 a.m.**

Lunch Bunch & After Care

We offer Lunch Bunch each day from 12:00 p.m. to 2:00 p.m. for \$10.00 per day, per child. **Children who attend LB must bring lunch from home.** After Care is available from 2:00 p.m. to 5:00 p.m. for an additional \$10.00 per day, per child.

Full Day Program Option

For your convenience, and at a savings to you, your child may sign up for Preschool, Early Drop Off, Lunch Bunch and After Care, Monday through Friday, for a weekly fee. Children who are part of the full day program must bring lunch from home. Children may not enter the building before 7:30 a.m.

Late Pick-Up Fees

Please keep in mind that when you are late, employees are detained, including teaching staff, Director or other administration, and security. We will work with you in case of emergency or extenuating circumstances. If your child is picked up after 12:10 p.m., you will be charged for Lunch Bunch (\$10.00 per day, per child). If your child is picked up after 2:10 p.m., you will be charged for After Care (\$10.00 per day, per child). If your child is picked up after 5:10 p.m., you will be charged a late fee of \$10.00.

Arrival & Dismissal

Arrival

Parents are to enter through the Irby Street entrance at the double doors under the porte-cochère. Do not park in the porte-cochère. Please do not park in designated or handicapped spaces unless you are eligible to do so. **Please do not leave small children or valuables unattended in the car while you pick up or drop off children.**

All families are encouraged to use our morning car line, where students may be dropped off from 8:45 a.m. to 9:00 a.m. with minimal separation stress for the child and parent. Staff members will be outside during this time to assist your child with getting to his or her classroom.

If you are not using the drop off car line, please escort your child to his or her classroom, wish them a happy day, and allow them to enter the classroom. **PLEASE DO NOT ENTER THE CLASSROOMS.** This limits confusion and separation anxiety for your child and keeps other little ones from leaving the room. Please feel free to observe your child and the classroom from the privacy glass windows.

Dismissal

We encourage you to come in and pick up your child to discuss their day with teachers and to further strengthen the parent/teacher bond and communication. Communication at dismissal is less stressful for students who experience stress when separating.

Many families enjoy the convenience of the 12:00 p.m. dismissal carline, and it does have its benefits for moving families through the drive more carefully and quickly. **Dismissal will not begin until 12:00 p.m. If you arrive before 11:50 a.m., please park and come into the building to pick up your child. Please communicate this policy to everyone who picks up your child.**

Our staff will not secure your child into their car seat. You are required to exit your vehicle and secure your child into their security harness before leaving. This is for the safety of your child, as

Release of Children

Children will be released only to parents or persons listed on your child's pick-up list, unless specified in advance by the parent or guardian in writing. **A picture ID will be required.**

Funerals

Occasionally, Central UMC hosts funerals for members and family. To keep the preschool free of unauthorized persons, and out of respect to the church and the grieving family, preschool may be dismissed through the Coit Street door located at 156 South Coit Street. When this happens, we will notify you as soon as possible via ClassTag and email. The notification will inform you of what times/programs are affected by this change. A security guard will be at the Coit Street door to let parents in to pick up their child. This door will remain locked for security during this time unless a security guard is present.

Confidentiality

Records

Student and staff records are kept in locked file cabinets in the Director's Office. Only the Director, Business Manager, Designee, Associate Pastor over the Preschool, or Church Business Administrator can access these records. One of these people is always present during preschool hours of operation. Unless the Director or the Business Manager is in the office, the office is closed, and a security alarm is set.

Pictures/social media

Parents/guardians sign a form at registration that grants or prohibits permission to post each child's image to our website or our Facebook page. Only children with signed permission will be pictured. Also, staff are not allowed to post pictures of children at school to any website or social media (i.e., Facebook, Instagram, Snapchat, etc.).

Tracking Children

Each classroom has a tracking sheet on a clipboard that lists the name of every child in the class. Children must be tracked as they enter the building, move from place to place, and leave the premises. The tracking sheet should accompany the class throughout the day to all activities. If a child is absent, the tracking sheet also reflects this information.

Payment

Tuition and Late Fees

This program is self-supporting and depends upon tuition for day-to-day operation. Please make checks payable to Central UMC Preschool or CUMCP. Please note on your check your child's name and whether payment includes anything other than tuition – such as EDO, Lunch Bunch, After Care or registration. As a not-for-profit ministry, we depend on tuition for daily operations, including payroll, classroom supplies, materials, etc.

Payment

Half Day Students' tuition is divided into 10 monthly installments (August-May), and payment is due on the 5th of each month/late on the 15th. A \$10.00 late fee will be applied to payments not made by the 15th of each month.

Full Day Students' tuition is divided into 38 weekly installments. There are 5 full weeks that we are closed for a break, when Full Day Tuition is not due. They are as follows: Fall Intercession (1 Week), Christmas Break (2 Weeks), Presidents' Day/Winter Intercession (1 Week), and Spring Break (1 Week). For all other partial weeks or closings, the full tuition installment is due each week. Payments are due on Monday of the week of service, and payments not paid by Wednesday of each week will incur a \$10.00 late fee.

Closings

Full tuition is paid during any period the preschool is closed due to inclement weather or other unplanned incidents or occurrences. No credit is given when a child is absent due to illness or vacation. In the event of a mandated closure, tuition will be required to hold your child's spot until the preschool reopens.

During an extended period of closure, the Preschool Board will meet and decide if tuition will be discounted or suspended on a case-by-case basis. As an example, only, the Preschool Board could determine that during an extended (2 week or more) closure, tuition might be discounted at 50% during the time the preschool is closed and would be credited to your child's account when CUMCP reopens. In such cases, the discounted tuition would hold your children's spot. During lengthy closures, teachers in 2K-4K will provide developmentally appropriate activities to help guide parents on home instruction and to continue students' preschool skill building and mastery.

Past Due Balances

As a ministry of the church, we will do everything we can to work with you should you experience financial hardship. If you are unable to pay your bill, please communicate with the Director as soon as possible, so alternative arrangements can be explored. **Alternative arrangements must be approved by the Director in writing before the first of the following month.** If alternative arrangements have not been approved in writing, then any bill past due after 30 days will result in suspension of the child from attending preschool. The full amount, including late fees, must be paid before the child may return to preschool.

Unless alternative arrangements have been approved in writing, any account past due after 60 days will result in forfeiture of the child's position in the preschool, and the child may not return that school year. (As example only: if a child's bill due on October 1 is not paid by October 10, there will be a \$10 late fee added to the amount due. If the bill is not paid by October 30, or an alternative arrangement approved by the Director in writing by October 30, the child's attendance at preschool is suspended. If the bill is still not paid by November 30, or an alternative arrangement approved by the Director in writing by November 30, then the child's position in the preschool is forfeited for the remainder of that school year.)

Returned Checks

If a check is returned due to insufficient funds, we will need to collect the past due amount in cash or by credit/debit card. There will also be a \$20.00 handling fee on all returned checks.

Tuition & Fees

	Weekly Rate	Monthly Rate	Annual Total
Full Day (Infant-2K)	\$185.00		\$7,030.00
Full Day (Busy Bees-4K)	\$175.00		\$6,650.00
5 Day/Half Day (Infant-2K)		\$300.00	\$3,000.00
5 Day/Half Day (Busy Bees-4K)		\$295.00	\$2,950.00
3 Day/Half Day (Infant-2K)		\$240.00	\$2,400.00
3 Day/Half Day (Busy Bees-3K) *		\$235.00	\$2,350.00
2 Day/Half Day (Infant-2K)		\$200.00	\$2,000.00
2 Day/Half Day (Bees)**		\$195.00	\$1,950.00
Daily Add-Ons			
Early Drop Odd (7:30 a.m. to 9:00 a.m.)		\$10.00/Day/Child	
Lunch Bunch (12:00 p.m. to 2:00 p.m.)		\$20.00/Day/Child	
Aftercare (2:00 p.m. to 5:00 p.m.)		\$20.00/Day/Child	
Registration Fees: \$175.00 for the first child, \$100.00 per child for additional siblings.			
*3 Day Option is not available for 4K **2 Day Option is not available for 3K or 4K To begin 3K or 4K, each child must be able independently and completely toilet trained			

Curriculum & Class Schedules & Related Arts

Curriculum

At Central UMC Preschool, our curriculum is theme based with age-appropriate instruction across all areas of early childhood growth and development. Instruction contains hands-on learning and individualized instruction. Our daily schedule includes kinesthetic learning, story time, craft time, recess, snack time, and free play. The time spent on these activities is based on the age and development of the child. Our students are given the opportunity to master colors, shapes, letters, beginning number relationships, and more. Children also learn to get along with each other by sharing, taking turns, working, and playing together. Music and dance are an important part of our learning experience here at Central UMC Preschool and are incorporated into each class. Our 3K and 4K children work towards achieving expressive language skills, pre-reading and pre-writing skills, number concepts, visual and auditory discrimination, self-help skills, fine motor skills, and gross motor skills.

Class Schedules

A schedule is posted in each class that teachers strive to follow daily to promote consistency. This gives young children the confidence and comfort to thrive, explore and grow. Infants, up to 1 year old, will maintain a schedule that is as close to home as we can accommodate in a group setting, including feeding, naps, and play times.

Related Arts: During related arts activities, students are supervised by their teachers and DSS ratios are always maintained.

Chapel

Children at Central UMC Preschool are educated in a Christian environment. Students in Young 3's - 4K attend chapel each week. Bible stories and verses are incorporated into activities in all classes.

CUMC Bible Buddies

Monthly, members of our Central UMC Pastoral Staff hold an assembly for students ages 3 and up to discuss our monthly memory verse, the meaning, and the application.

Art

In addition to the arts and crafts children make in their classrooms, our Art Teacher works with children in 3K and 4K twice a week to give them an experience of art that is focused on the creative process. Using a broad range of materials, media and techniques, children learn to express themselves creatively and beautifully. Each year, we have an Art Show to display some of their pieces for your enjoyment.

Dance

Twice a month, students in 3K and 4K also enjoy dance class twice a month with a local dance instructor who uses dance to work with students on focus, following directions, physical movement, and FUN!

Literacy

In addition to daily reading with their teachers and literacy skill strengthening in the classroom, students aged 3 and up also participate in monthly reading enrichment visits from the Florence County Library

Child Guidance & Discipline

Central UMC Preschool DOES NOT permit any form of corporal punishment or any strategies that could injure, belittle, shame, intimidate, threaten, or force a child. We do not use the giving or withholding of food as a reward or punishment. We also do not withhold physical activity as punishment, unless the child is placed in time-out during recess following the time guideline explained below.

Our first goal is to promote self-control and acceptable behavior through modeling, positive reinforcement of right behavior, and consistency in the classroom. Our preschool teachers try to prevent discipline by establishing clear, consistent rules and providing redirection.

Infants and Toddlers (6 weeks to 17 months of age)

Teachers and staff will use strategies for infants and toddlers that distract, encourage, and redirect the child from unwanted or dangerous behavior. Children under 18 months should never be put in time out. It is developmentally not appropriate for children of this young age.

Toddlers and Preschoolers (18 months to 5 years of age)

Time-out is our standard form of discipline for children 18 months and older. When behaviors that are ongoing and unsafe occur, teachers will place the student in time-out for no more than 1 minute per year of the child's age. Time-out will be followed by discussion that helps the child clearly understand the reasoning. Teachers will also use positive encouragement and redirection first and continually as a reinforcement to positive behaviors and to discourage attention-seeking, negative behaviors.

Disruptive and Ongoing, Negative Behaviors

If a child continues to be disruptive, the child will be removed from the classroom and taken to the Director's office for a time-out. **NO PHYSICAL FORM OF PUNISHMENT WILL BE USED AT ANY TIME.**

Inappropriate physical behavior on the child's part (hitting, biting, scratching, etc.) will be documented and the parents notified. Upon repeated occurrences, a parent/director conference will be scheduled to discuss methods of resolving the behavior. The teacher will be included in the conference if necessary.

Diversity and Inclusion

At Central UMC Preschool, we believe that all of humanity are made in the image of God. Each person is also a unique creation of God, and in both our similarities and difference, we are all to be equally and highly valued.

Diversity

Our preschool family is made of children of a variety of backgrounds, cultures, and abilities, and we cherish the spiritual, emotional, educational, and cultural enrichment of diversity. Classrooms include materials that promote diversity and celebrate cultural variety. Teachers include diversity in the curriculum. We encourage families to engage with their child's classroom in sharing cultural experiences.

Inclusion

Studies have shown that inclusion of children with disabilities benefits all students. Inclusion allows children of all abilities to learn together in an educational atmosphere and helps them develop realistic and accurate views of persons with disabilities while developing sensitivity to differences. We also believe inclusion builds a positive attitude towards persons with disabilities.

Our facilities are generally accessible, and children will be educated with typically developing peers and encouraged to participate in the daily routines and activities of the class. Our goal is for all students of our program to reach their fullest potential in a loving, accepting classroom.

CUMCP will make decisions for enrollment of children with disabilities on a case-by-case basis. Assessments will be made at the time of enrollment and remain on-going. Parents/guardians are requested to provide any information relevant to their child's development or diagnosis that would help determine the program's ability to meet their child's needs. We will make a good faith effort to accommodate students with disabilities, and enrollment will be denied, or services terminated, only in cases that necessary care would cause direct threat to the child, other students, or staff, in cases that would require fundamental alterations to the nature of our program, or in cases that would cause an undue burden on the program.

Snacks & Meals

Meals

Central UMC Preschool does not supply meals (breakfast or lunch) as a measure to keep costs down and an opportunity for each family to supply nutritious, individualized meals. We cannot re-heat food, as this is not a continuation of the original cooking process and does not safeguard your child from bacteria. Also, microwaves cause hot spots that put children at a much greater risk of burns or eating food that is only partially heated. Please send meals that do not require reheating or refrigeration. This is the same policy adopted by local elementary and private schools and preschools alike. You may send heated foods in a thermos, or cold packs in your child's lunch box to keep food cool. Please label ALL your child's items with their name.

Snacks

We ask families to sign up to bring snacks in some classrooms. We hope that by doing this, we will be able to provide the children with healthier snacks. Any fruit that is brought must be cut up. Please check with your child's teacher for a list of suggested snacks or any food allergies. Teachers may request special snacks for holiday celebrations. **3K and 4K students should bring their own snack daily.**

Children are encouraged to clean up after themselves as a teaching opportunity and mode of learning life skills. Central UMC Preschool is not responsible for lost items. Please discuss with your child, as do we, the importance of what to keep and what to throw away. Staff always supervise the students and help remind them when possible.

Infants

Up to a year of age, children will be fed in accordance with the schedule and quantities given by parents/guardians as closely as possible in a group setting. Please send food pre-cut (1/4 inch or less) for safety. Infant breast milk, formula, meals, and snacks should be sent daily, labeled with your child's name. Breast milk and formula should also be dated and should not be saved for another day. Baby formula, breast milk, juice and food should be prepared, ready to feed, identified and packaged for single use. Any excess formula, juice or food will be discarded after each feeding.

Food Allergies

Please do not bring any food that contains nuts. **We are a nut-free facility.** If your child has any food allergies, or if there are foods your family does not consume due to religious practice, moral beliefs, or personal preference, please let us know, and be sure to provide a substitute for snacks or special occasions. For any severe allergies, please complete a Food Allergy Emergency Care Plan (F.A.R.E.) form.

Parental Participation

Please check your child's bag and/or folder daily for important information from your child's teacher or administration. **Notes are our primary means of communication, including newsletters, financial statements, behavior notes, and memos.**

We have several opportunities for parents to be involved in our program:

- Substitute Teachers - If you would like to be on the paid sub list, please contact the Director.
- Field Trips - Parents, guardians or anyone listed on your pick-up list may transport or accompany your child on field trips.
- Parent Guild - Parent Guild members help several times a year when we offer treats for the teachers. Members of this committee will also plan and coordinate fundraisers and special programs.
- Parties - Holiday celebrations and End of the Year celebrations.
- Room Parents - Room Parents assist the teacher with planning and coordinating parties and special events.
- Story Time Readers

Birthdays

Parents are welcome to send a special snack for the class on their child's birthday. Please plan with your child's teacher in advance. Please be considerate of any allergies in the classroom. No balloons or characters are permitted. Parents are the only ones that may come for the celebration. No presents will be opened at school. Party invitations sent out at school must include each child in the class and should be for a time other than school hours.

Daily Items to Bring

ALL children need to bring a diaper bag or book bag daily. **All children need a seasonally appropriate change of clothing.** You may leave a change of clothes in the classroom in a labeled Ziploc bag.

Children need to bring a labeled (child's name), leak-proof cup or bottles daily. Please do not send any red or purple juice in your child's cup.

Children who are toilet training should bring pull-ups or disposable diapers and plenty of extra clothes. Please include an extra change of socks and shoes.

All children, toddlers, and infants who are not toilet trained need to have enough diapers and wipes to meet their daily needs. You may bring a pack of each that will be labeled with your child's name and used only for your child. Your child's teacher will let you know when supplies need to be replenished.

Infants and toddlers need to bring enough diapers and wipes for daily use and ample juice or formula. Cups, bottles, and food should be labeled with the child's name.

Please do not bring toys or other items unless they are "lovies" or special security items.

All children are encouraged to wear closed-toe shoes to play on the playground.

Field Trip Procedures

Central UMC Preschool may occasionally take field trips. Students must be at least 36 months old before they can participate in a field trip. Parents sign a permission slip for their child(ren) to accompany Central UMC Preschool on these trips.

Students are transported by staff in a minibus or by their parents or guardian. Your child may only ride with their own parent or guardian, or a person listed on their pickup list.

A transportation file is maintained for field trips. If a minibus is used, this file includes verification that the driver has a current driver's license, FBI, SLED report and Central Registry Check for drivers, Copies of CPR/ First Aid Cards for staff and drivers, emergency plans for accidents, bad weather, and sick children, written directions for each field trip, records for the driver of name, address, and telephone of Central UMC Preschool and the Director, and the names of the children being transported. Tracking sheets are utilized during field trips to document the loading and unloading of children. Correct ratios are kept during transport of students to the field trip location and on location. First Aid kits are available in each vehicle.

Immunizations

All children must be up to date on immunizations. A current, SC DHEC form, provided by your child's healthcare professional, must be on file. If your child's immunization form is over 30 days past the expiration date listed at the top of the DHEC form, your child must be excluded from care until you provide a copy of a new DHEC Immunization form.

Emergency Medical Consent

All parents need to sign an Emergency and Medical Consent Form for their child. In case of sudden illness or accident where prompt medical attention is required, the child's doctor or an ambulance will be called.

Toilet Training

Children enrolled in our 3K and 4K classes must be toilet trained and able to take care of their routine bathroom needs (pull pants up and down unassisted, wipe themselves, wash hands correctly, etc.). **We will do everything we can to provide consistency through the toilet training process for your child, but toilet training is primarily the parents' responsibility.**

Care of Mildly Ill Children

Central UMC Preschool is equipped to care for well children only. We have the right to refuse any child we feel is "under the weather." Fever (100 degrees or more), diarrhea, vomiting, productive cough, and/or heavy or colored nasal congestion are all symptoms that indicate a child should be kept home. Please do not send your child if he/she has had any of these symptoms within the past 24 hours. Please also read the complete list of DHEC exclusions listed below in our Illness Policy. Our staff may not give any medication to a child. See the complete medication policy below for additional information.

Sudden Onset of Illness

Should a child become ill, the parent will be notified. If the parents cannot be reached, we will call the designated person on the contact list.

Communication of Contagious Disease

If your child contracts a contagious disease, please notify the director so we can inform other parents of exposure. Your name and your child's name will be excluded from the notification to maintain your confidentiality. A statement from your healthcare provider denoting the type of illness and the date when the child may return to school may be required for contagious illnesses. Contagious illnesses will be reported to DSS and/or DHEC if there are concerns that it is occurring in epidemic proportions.

The goal of Central UMC Preschool is to prevent the spread of illness. Parental cooperation is essential in this effort. We understand that missing work creates a hardship for most families. However, we are required by DHEC and DSS to exclude students exhibiting symptoms of certain illnesses to avoid health risks to the other children, teachers, and staff.

Illness Policy

To protect the health of all children Central UMC Preschool follows the guidelines of the American Academy of Pediatrics and SC DHEC for exclusion list. Central UMC Preschool requires that a child or staff with the following conditions be excluded from the program until his/her recovery has reached a stage conducive to inclusion in regular activities. Some illnesses require a medical note for the child to return. Children/staff will not be admitted to the preschool with the following conditions. (If the condition begins while at school, a child

must be picked up within the hour.) Please understand the Director or her Designee has the final decision as to whether an employee or child is ready to return.

Below is a list of common illnesses and our preschool's policy. For illnesses not listed, please check the SC DHEC exclusion list at <https://scdhec.gov/health/child-teen-health/school-exclusion>

- Fever of 100.4° F; the child must be fever free for 24 hours before returning or have a written excuse from the doctor stating that the child does not have a communicable ~~hs~~
- Diarrhea – Uncontrolled diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and/or with increased stool water not contained by diaper or toilet use. The child may not return until diarrhea free for 24 hours.
- Vomiting – The child may not return until 24 hours after vomiting stops.
- Coronavirus Disease 2019 (COVID-19)- Exclude students or staff with a positive PCR test or another approved test per the DHEC website (testing recommendations will be updated as they become available and may impact exclusion.
 - Criteria for return:
 - 5 days since symptoms started – and –
 - 24 hours since the last fever without using fever-reducing medication – and –
 - Symptoms improved. Some individuals may be recommended for longer time periods before returning.
 - A mask must be worn on days 6 through 10. If a mask is not able to be worn (children 2 and under), a full 10-day isolation must be observed.
 - Quarantine for close contacts must be followed based on the most current DHEC guidelines.
- Chicken Pox – Exclude until all lesions are fading/resolving and no new lesions have appeared for 24 hours. A parent note stating that all lesions are fading/resolving is required for readmittance.
- Hand Foot Mouth Disease (Coxsackievirus) – Exclude while symptoms of fever or excessive drooling are present, which is typically during the first week of illness. A Parent note is required for return once the child is fever free for 24 hours and excessive drooling has resolved.
- Head lice – 24 hours after treatment is begun and nits are no longer present. The child will be checked upon return.
- Impetigo – 24 hours after antibiotic treatment has been initiated and if lesion is draining AND cannot be covered with a watertight dressing.
- Mouth sores – With drooling unless a physician or health official determines the condition as non-infectious. Must have a doctor's excuse to return. Exclusion of children with cold sores is not indicated.
- Pinkeye (purulent conjunctivitis) – Exclude symptomatic students and staff who have fever, severe eye pain, purulent drainage, or are too sick to participate in routine activities. Parent note stating the condition has resolved is required for return.
- Rash or behavior change – The child may not return until a physician determines that the illness is not a communicable disease. Medical note documenting evaluation, non-communicability required to return.
- Ringworm or Pinworm – 24 hours after treatment is begun.
- Roseola – after fever is gone.
- Rotavirus – The child may return after the diarrhea stops for 24 hours.
- Scabies – 24 hours after one treatment with prescription cream. Medical note required to return.
- Streptococcal pharyngitis (strep throat) – 24 hours after initial treatment, and no fever for 24 hours. The child must have a medical note documenting initiation of treatment and parent confirmation of afebrile status.
- Viral or Bacterial Infections – Until treated and released by a healthcare provider with note to return; must have a doctor's excuse.
- Mumps – The child may not attend for 5 days after onset of gland swelling and must have a doctor's excuse upon return.
- Diaper Rash with excessive bleeding. Medical note documenting evaluation and non-communicability.
- Symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty

breathing, or other unusual signs – until medical evaluation indicates inclusion - must have a doctor's excuse.

Medical Emergency Plan

- If a child needs emergency care, staff will call 911 or press an emergency alert button closest to them.
- Immediately they will notify the Director, Business Manager or Designee by radio. If it is safe to move the child, they will be brought to the office.
- If CPR or AED is necessary, the nearest certified person will administer immediately. If multiple certified persons are present, they will take turns administering compressions/breaths to avoid fatigue.
- If emergency transport by ambulance is needed, the Director, Business Manager or the Designee will take the Emergency Consent for Care Form (Pink Card) for that child and accompany the child to the hospital.
- If emergency transport by ambulance is not needed, but the child needs to be taken to the emergency department, the Director, Business Manager, or the Designee will take the Emergency Consent for CareForm (Pink Card) for that child and load them into their car. Car seats will be available for transport.
- While the child is being loaded, the teacher will call the child's parents to notify them that the child is being transported to McLeod Regional Medical Center. The teacher will explain the nature of the emergency, answer questions the parents may have and advise the parent to go to the hospital's emergency department to meet the child.
- The Director, Business Manager or the Designee will remain with the child until their parent arrives.
- Medical conditions under which emergency care and treatment is warranted:
 - Loss of consciousness or semi-consciousness
 - Breathing difficulty
 - Severe bleeding
 - Unequal pupils
 - Seizure
 - Neck or Back Injury
 - Continuous clear drainage from nose/ears after a blow to the head
 - Severe headache
 - Stiff neck or neck pain that causes a child to double over
 - Abdominal pain after a blow to the abdomen
 - Possible broken bones
 - Shock

Administration of Medication

Central UMC Preschool teachers and staff will not administer over the counter or prescription medications, unless a written doctor's note specifies it is required during the hours of preschool. The only exceptions made will be for over-the-counter diaper ointment or sunscreen.

All medication, other than over-the-counter diaper ointment and sunscreen will be kept locked in the Director's office.

The Director or Business Manager will administer all oral, ocular (eye drops), otic (ear drops), nasal, inhalation, nebulization, or transdermal (patch) medications. Central UMC Preschool will administer medication only when a parent or legal guardian has completed a Medication Authorization Form. The form must include the following:

- the child's name,
- date(s) to administer medication.
- name of medication

- dosage
- parent's signature

A Medication Log at the bottom of the Medication Authorization Form will be filled out including the date, name of child, name of medication, time that medication is administered, and name of person administering medication. A copy will be given to the parents.

DSS Policy defines diaper ointment and creams, Neosporin, and other common over-the-counter products as medicines. They must be administered and stored according to the regulations defined below. If the medication is new to the child, the parent must have administered it previously to make sure there is not an adverse reaction. The medication must be sent in the original bottle with a child-proof cap.

If the medication is a prescription medication, the bottle's RX label must be for that child. Appropriate dosage must be noted on the bottle/tube. The dosage given will not be more than the recommended dosage on the label without a signed doctor's note stating dosage.

An authorization specific to sunscreen will be updated annually, giving Central UMC Preschool authorization to apply sunscreen.

Safety

We make every attempt to keep your child safe at Central UMC Preschool. Ways we do this are:

- Children are only released to parents or persons listed on the child's pick-up list, unless notified in advance. Children will not be released to older siblings.
- Car seats are mandatory for ALL Central UMC Preschool children. Seats must be left for field trips and for others who will be picking up your child. Please label them and leave them outside the preschool office.
- Fire Drills will be practiced. Advance notice will be given, so your child can be prepared when possible. Occasionally, a fire alarm goes off, and we will have a spontaneous drill.
- Two teachers are in the classrooms, or the doors are kept open.
- First Aid Kits are in each room.
- An Automatic External Defibrillator (AED) is located near the Preschool office as well as in the gymnasium.
- Our security guard is on campus daily from 7:30 a.m. to 5:00 p.m.

Child Screenings & Assessments

• As partners in your child's development and progress, teachers are always informally assessing children to determine if each child is meeting their developmental milestones in the areas of physical, emotional, cognitive, and speech and language development. If a teacher suspects a child is not meeting their milestones or exhibits behaviors indicative of a delay or developmental concern, they will discuss concerns with the child's parents and the Director. The Director can refer you to your local healthcare provider or other resources that provide screenings and assessments. Some of these services are at little to no cost, and most will come to the preschool to assess or give therapy if needed and for your convenience. Helping young children meet their milestones is one of the best ways to prepare them for future success and school readiness.

- Agencies and Programs that CUMCP currently refers students to for screenings include:
 - BabyNet (any student birth to 3 years of age)
 - Florence One Schools' Child Find Program (any student aged 3 and up)
 - Francis Marion University's Speech and Language Pathology Program Screening
 - PEAR Network (Partners for Early Attuned Relationships) SC Infant Mental Health Association

Should a fire occur at Central United Methodist Church, children will be relocated to Cumberland United Methodist Church, located at 163 S. Coit Street, after the initial evacuation of the building has been completed. Students will walk to Cumberland. They will remain in the care of our childcare staff while parents/guardians are contacted. When parents are contacted, they will be made aware of the situation and arrangements will be made for pick-up of their child or authorize that care be provided for the remainder of the day. The Director and staff members will reference the authorized pick-up list to ensure that children are dismissed to appropriate individuals. Picture identification will be checked to verify the correct identity of individuals.

If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to McLeod Regional by bus where they will be examined by a health care professional and the parents/guardians will be notified. A copy of our approved Fire Evacuation Floor Plan is posted in every room.

Fire Drills will be conducted each month. Children will be involved with the drill in a way that will not frighten them.

Fire Evacuations

If a fire occurs:

1. Staff will evacuate everyone in immediate danger.
2. Staff will pull the nearest fire alarm.
3. Florence Fire Department will automatically be contacted if the fire alarm sounds.
4. Staff will use the portable fire extinguisher if it is safe to do so.
5. Staff will evacuate ALL children and ALL adults through the nearest exit away from the fire to our designated safe space using the following procedures:
 - Children in 1- and 2-year-old rooms will go out the direct exit in their class and report to the far-left side of the parking lot in a safe space location.
 - Infant Room children will be evacuated using our fire safe cribs and 6 -child stroller.
 - Using the fire evacuation poster located in each classroom, staff and children will exit the building and go to the safe space location.
 - Staff will count children before leaving the classroom and recount children once they have reached the safe space location using the Tracking Sheet.
 - Staff will take their Tracking Sheet, Attendance Roster Clipboard and Evacuation Kit.

Natural Disaster

In the case of severe weather or tornadoes, staff and children will seek safety inside the church.

- If children are at recess, staff and children will return to the nearest interior classroom to seek shelter.
- Staff will escort students to the interior classroom located across from their rooms.
- Staff and children will stay away from windows or areas with glass, i.e., display or trophy cases, large mirrors.
- Staff will count children before leaving the classroom and recount children once they reach the safe space location.
- Tracking Sheet, Attendance Roster Clipboard and Evacuation Kit will be taken with students and staff.
- Conditions will be monitored during potentially hazardous weather using the NOAA weather application which sends automatic alerts if a weather cell has been detected. The Facilities Manager, Dan Rogers, also monitors the NOAA weather radio.

Should a natural disaster occur at Central United Methodist Church children will be relocated to Cumberland United Methodist Church after the initial evacuation of the building has been completed. Students will be escorted on foot or by bus to Cumberland where they will remain in the care of our childcare staff while parents/guardians are contacted. When parents are contacted, they will be made aware of the situation and arrangements will be made for pick-up of their child or authorize that care be provided for the remainder of the day. The director and staff members will reference pick up lists to ensure that children are dismissed to appropriate individuals. Picture identification will be checked to verify correct identity of individuals.

If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to McLeod Regional by bus where they will be examined by a health care professional and the parents/guardians will be notified.

Bomb Threats and Chemical Spills

If Central UMC or Central UMC Preschool should receive a bomb threat, emergency personnel will be immediately contacted by church staff.

1. The decision to evacuate will be determined by the Florence Police Department, or the senior staff person present.
2. We will evacuate ALL children and ALL adults through the nearest exit to our designated safe space using the following procedures.
 - Children in 1- and 2-year-old rooms will go out the direct exit in their class and report to the far-left side of the parking lot in a safe space location. Infant Room children will be evacuated using our fire safe cribs and 6-child stroller.
 - Using the evacuation poster located in each classroom, staff and children will exit the building and go to the safe space location. Staff will count children before leaving the classroom and recount children once they have reached the safe space location using the Tracking Sheet.
 - Staff will take their Tracking Sheet, Attendance Roster Clipboard and Evacuation Kit.
3. Teachers will verify all students are safely evacuated and give the Director notification of all clear.

Should a bomb threat occur at Central United Methodist Church children will be relocated to Cumberland United Methodist Church after the initial evacuation of the building has been completed. Students will remain in the care of our childcare staff while parents/guardians are contacted. When parents are contacted, they will be made aware of the situation and arrangements will be made for the pick-up of their child or authorize that care be provided for the remainder of the day. The director and staff members will reference pick up lists to ensure that children are dismissed to appropriate individuals. Picture identification will be checked to verify the correct identity of individuals.

If children are exposed to toxic fumes or injured during an emergency or evacuation, they will be transported to McLeod Regional by bus to be examined by a health care professional, and the parents/guardians will be notified.

Buses that would be used in the event of an emergency evacuation will always have at least ½ tank of gas. Dan Rogers monitors this.

Registration is held in February for the upcoming summer and fall sessions. **Each child must register for each session. Our registration is now done online, and you will be given the dates in advance.**

School Year: There is a **NON-REFUNDABLE** \$175.00 registration fee for the first child and a \$100.00 registration fee for each additional child. Each child is registered for either two days (Tuesday & Thursday), three days (Monday, Wednesday, Friday), or five days (Monday - Friday).

Summer Day Camp: There is a **NON-REFUNDABLE** \$75.00 registration fee for the first child and a \$25.00 registration fee for each additional child. Each child is registered for three days (Tuesday, Wednesday, Thursday).

Registration is limited and a waiting list is maintained. The order of admittance is as follows:

- Children already enrolled in the program (& siblings of children already enrolled in the program)
- Church members
- Applications from the public

Documents

As required by DSS, the Director will need certain documents on file for each child. Per DSS regulations, some documents could require us to exclude your child from care, until they have been updated. Please make sure we always have a copy of the following on file:

Immunization Record

Your child must have a current immunization form from your healthcare provider on file. The record must be on a DHEC Form, must be current and may be faxed to us at (843) 662-6120.

Parent Handbook Signature Page

Annually, you will be provided with a copy of this handbook that gives you detailed information about our policies, including health, discipline, and emergency procedures. You may keep the documents for your records and information, but please return the signed portion for our records.

DSS Form 2900

This form is included with your registration documents. If at any time your child's information (phone numbers, address, allergies, pick up persons, etc.) changes, we need this form updated for our records.

Pink Emergency Card

If an accident or event happened and your child should need immediate medical attention, this form gives us the information we need and the authority to get your child help! This card would accompany your child to the emergency room and give the Director, or Designee, the immediate contact information needed to contact you as quickly as possible, and the consent needed to get your child treated by professionals until you can get there.

Transportation Form/Field Trip Form

This form gives us your permission to transport your child for emergencies and for field trips; however, we would never transport your child without prior knowledge, arrangement, and specific permission, unless there was an emergency that required immediate medical attention.

Media Form

We will keep a media form on file for each child. This form's purpose is to gain or deny your permission to post your child's picture on our website or Facebook page. Central UMC Preschool will only post a picture of your child with your permission. Pictures are not shared by the administration without your consent.

General Registration Documents

When enrolling for the school year and for the summer programs, you will receive register or re-register online. These documents include the information we need to register your child and the information for emergencies, people allowed to pick up your child and general information we collect for reporting internally. Your information will not be shared with any third parties.

Sunscreen Form

Although DSS does consider sunscreen a medication, and parental consent is required for application, they strongly encourage sunscreen and allow this form to be completed annually for the application of sunscreen.

Medication Form

Medications are only given to children when accompanied by a note from the child's doctor and a signed Medication Authorization form from the parent. There are certain instances, diaper rash cream, over-the-counter topical creams, etc., that do not require a doctor's note, but they still require a form from the parent authorizing the caregiver to apply the medication. We will not administer ANY medication without your written consent, including over-the-counter medications, creams, ointments, etc.

Termination of Service

Parents are required to give written notification one month in advance to withdraw their child from the program. You may submit withdrawal in writing by letter or by emailing the Director of Preschool. If advance notice is not given, tuition for the final month of service will be due.

Services may be terminated by the Director of Preschool in any of the following cases:

- Failure to comply with the tuition and late fees policy listed on page 5 in the payment section.
- Failure to keep DSS required records for your child updated (immunizations, emergency contact information, requested forms, etc.).
- Failure to comply with the Illness Policy listed in this handbook.
- Late pick-ups that become excessive or habitual.
- Threatening, abusive, discriminatory, or inappropriate verbal or physical behavior by parents, guardians, or any other family member towards children, other parents or family members, or our staff.
- Failure to cooperate with behavioral or developmental intervention efforts.
- Student behaviors that endanger themselves or other students.
- Requests for special accommodations that are in violation of DSS regulations or that Preschool staff cannot meet without alteration to the program.

Please cut this page out.
The form below must be signed and returned to the Preschool office.

Child (or children's) name(s):

My signature verifies that I have received a copy of the Central UMC Preschool Handbook. It includes the Facilities Agreement that outlines the policies and procedures, including emergency plans. I have read the handbook and will discuss any questions that I have with the Director. I understand that the Preschool Board or the Director has the right to amend the handbook as needed and that I will be notified if any changes are made.

Parent Signature

Date

