

Lovell Weekday Ministry
of First Baptist Church
Conway, SC

Parent Handbook



*"And Jesus grew in wisdom and stature,
and in favor with God and people."
–Luke 2:52*

Effective September 1, 2009
This Handbook supersedes all other editions.

The Philosophy Behind Lovell Weekday Ministry

The Lovell Weekday Ministry of First Baptist Church is organized and operated by the Church as a part of its total program of ministry. Our calling is to provide learning and development experiences consistent with the Christian principles of First Baptist Church, based on the authority of the Bible.

The Church's philosophy undergirding this ministry is built on the theological principle that *God is love* and that individuals are best prepared to discover this basic truth for themselves if they experience loving care in their early years. We believe that Christian teachers can teach God's kind of love by modeling it their own attitudes, activities, behavior, and methods on those of Jesus. We count on parents to share in this philosophy and act in ways that reinforce this most significant understanding of who we are as human beings and how we are to relate to God and each other.

Recognizing that Christ's love embraces all, Lovell Weekday Ministry welcomes children of all races, creeds, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. LWM does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies.

Our Purpose

The purpose of the weekday education program of First Baptist Church is the same as the purpose of the church, namely to *minister* to others in such a way that they experience the love of Christ. That purpose determines our goals, as outlined using the acrostic “MINISTRY.”

Maximum stewardship of the church’s physical resources

Goal: To use our suitable church facilities for the religious education of preschool children during the week, as well as on Sunday.

Involvement with parents and families

Goal: To be partners with parents by offering caring assistance and shared concerns in their heavy parental responsibilities.

Needs being met

Goal: To meet the needs of children and parent of any race or creed.

Involvement of church members in the program

Goal: To involve church members who are willing to volunteer their time and their energies in the mission of weekday education of children and parents.

Spiritual development of children

Goal: To offer a program which differs from other quality preschool programs in its spiritual emphasis, incorporating the daily curriculum basic truths about God, Jesus, the Bible, the church, and the created world.

Teaching the whole child

Goal: To recognize, respect, and develop the individuality and potential of each child.

Reaching out to the community

Goal: To reach out to people outside our membership with Christ-like concern and caring.

Yoking ourselves with Jesus

Goal: To obey the command of Jesus, “Let the little children come unto me.”

Lovell Weekday Ministry Policies

Enrollment:

Children presently enrolled in Lovell Weekday Ministry who pre-register before April 1 have precedence in re-enrollment. Priority placement will be given next to children of church members who register before April 1. After April 1, enrollment is first-come, first-served until enrollment is filled. Those who are members of the church or may have a special emergency family situation may be given preference in filling vacancies which occur after enrollment is filled. At no time will an enrolled child be asked to give his or her place to make room for another not enrolled.

We provide care for children of the following ages:

- 8 weeks through Preschool (5 Yrs.)
- After-school and Summer care for children under 10 years old

Children must have begun an immunization program recommended by their doctor. Our strict policy is: “No Shots = No Day Care.”

A South Carolina “Certificate of Immunization for Daycare Attendance” (DHEC 1112) must be on file for each child and all immunizations **MUST** be kept up to date.

Waiting List Policy:

- Children presently enrolled in Lovell Weekday Ministry who pre-register before April 1 has first priority.
- Priority will be given next to children of active church members who register before April 1.
- After April 1, it is first come first serve until enrollment is filled (without distinction of race or creed).
- Those who are active members of the church or have a family emergency will be given preference in filling vacancies, which occur after enrollment is filled.
- At no time will an enrolled child be asked to give his place to another.

Enrollment Procedures:

A parent must complete the following forms for each child they enroll. All forms are subject to annual renewal and must be kept up-to-date.

- Enrollment Application
- Religious Affiliation
- SC DSS CDCC & GDCH
- SC DSS General Record and statement of Child’s Health
- Parent Agreement
- History of Child/Infant

- SC DHEC Immunization Form

Children must have a SC Certificate of Immunization report recommended by their doctor.

Before the child's first day of attendance, all forms must be completed and returned to the Director and the registration fee paid.

All children are enrolled on a two (2) week trial basis, during which time either party may cancel with a two-week notice. At the end of this period, the Director will meet with the parent to discuss the progress of the child's adjustment to his/her new environment. If care is to be postponed until a later date, registration fee payments will be secured for that time, but no refund will be given.

Age:

- We accept children from ages 2 months through 10 years.
- Our program includes age-appropriate activities in a safe, healthy and nurturing environment.

Curriculum:

A child's growth and development is viewed as a process, not an event. Development begins when the child is conceived and continues throughout life. Lovell Weekday Ministry uses the Wee Learn Curriculum to provide a range of activities which are designed to meet the needs of young children at their level of development all along the growth continuum. Our Curriculum also provides guidance and activities in each unit of learning to help every child develop language, pre-reading, pre-writing, and other foundational skills appropriate to his or her stage of development. As physical, mental, social, emotional, and spiritual development are interrelated in a total curriculum of growth for the child as a whole person, our curriculum is developed around themes which provide opportunities for children to learn about God, Jesus, the Bible, the church, self, family, others and the world. Experiences which encourage physical, mental, social, emotional and spiritual development are included under each theme topic.

If you as a parent have questions or comments about your child's curriculum, you are encouraged to make an appointment with your child's teacher. The Lovell Weekday Ministry Office will be able to help you schedule an appointment.

Curriculum is offered to all children age 2 months through 5 years. The Wee Learn Curriculum is developed around themes and provides the following:

- Opportunities for the children to learn about God's world and how to live in it.
- Activities which are designed to meet the needs of the child/children at their level of development along the growth continuum.
- Activities to help children develop language, reading, writing, art, science and math skills appropriate to his or her stage of development.
- Activities which embraces physical, mental, social, emotional, and spiritual development.

Hours of Operation:

Our childcare facility is open from 7:00 A.M. until 5:30 P.M., Monday through Friday.

Prior notice and approval are required for any circumstance requiring dropping your child off later than 10:00 A.M. on any day. Emergencies or doctor's appointments will be considered, of course.

Any parent leaving a child past his or her dismissal time will be charged a late fee as follows:

First 5 minutes	No fee
Next 10 Minutes	\$.50 per minute
Every minute thereafter	\$1.00 per minute

We understand that emergencies can occur that may affect pickup. Please contact the Lovell Weekday Ministry office in such occasions so that we may share this information with your child's teacher.

Preschool Hours:

- 8:00AM-12:00PM (Monday through Friday)
- **Pre-school Students:** Children cannot be dropped off after 10:00. Doctor's appointments and emergencies will be considered.
- **Early arrivals:** Children enrolled in our half-day or mid-day programs may be dropped off at 8:00AM. A fee of \$5.00 per day will be assessed for early arrivals.
- **Pre-school (half-day students)** follows the same schedule as public school. When the Horry County Public Schools are closed, our half-day students do not attend.

Parking:

- There are only two available drives to travel when entering and exiting the building. Please follow the painted arrows on the pavement showing the proper drive to enter and to exit the parking lot.
- Safety is a concern and you must not speed when entering or exiting the area.

Please observe the following:

- **Do not leave children locked in cars unattended.**
- **Do not leave cars running.**
- **Do not park in the spaces that are striped or in front of the exit doors.**

Arrival and Departure Procedure

- A parent must accompany the child/children into the building. Please do not send children in with a sibling.
- Children must be signed in and out each day upon arrival and departure. Prompt departure by parents encourages the child to join in the class and is less disruptive.
- Take your child by the hand when escorting them into and out of the center each day. To avoid any accidents, please remind your child not to run in the building. Take caution as doors are constantly being opened as people enter and exit from the classrooms.

- Do not allow your child to run ahead of you to their classroom or car; keep them close to you at all times. Please note that the parking lot is very busy and we must be on guard at all times to ensure the safety of the children.
- Notify the teacher of your child's arrival before leaving the classroom. Our classrooms are very busy in the mornings and we want to make sure your child is accounted for.
- Leave a number where you or an emergency contact can be reached in the event you are away from your workplace or home.
- We cannot release any child without that person's name being listed on the emergency card for pick up. **NO EXCEPTIONS!**
- If someone other than the parent/guardian picks up a child, please inform your child's teacher in the morning, preferably in writing and make sure they can present a valid ID at pick up.
- Inform any authorized person picking your child up of the dismissal policies for your child's classroom. Signing in or out, checking their cubbies, daily forms, etc.
- Make sure that you can present a valid ID in the event that a substitute is in the classroom.
- For your child's safety, do not allow your child to play on the handicap rail outside the entrance to the building.

Emergency Information:

- It is important that we have current contact information on each child at all times in the event of an emergency.
- Your child will not be released to a person who is not on your emergency contact list, without a written notice.
- Also, please notify the office personnel and your child's teacher in writing of any changes in your address, telephone numbers, or place of employment.

Medical Emergencies:

- In the event of a medical emergency or accident, we shall contact the parents and the child's doctor.
- If we cannot reach either and should emergency treatment be required, we will call for emergency medical assistance.
- In the event of a serious or life threatening emergency, 911 will be called on behalf of LWM so that a medical professional can make appropriate and responsible decisions regarding your child's health care.

Medical Report and Immunizations:

- According to State DSS Regulations, the Center must have a medical report filled out for each child.
- As your child receives additional immunizations, we need to update our records with the date and type of immunizations given, the dosage, and the doctor's signature.

Medication

- Specific written directions must accompany all medication from the parent or guardian.

- We must have a parent's written permission before giving **ANY** medicine, whether it is a prescription drug or over the counter.
- Medicine slips are located on the counter in the hallway across from the Director's office and must be filled out completely before the teacher can administer any medication.
- All non-prescription medication must be labeled with the child's first and last name with a permanent marker.
- All medication will be stored in the office.
- No medication will be administered before 9:00 A.M. or after 4:00 P.M.

Accident Policy:

- All accidents must be reported to the LWM office. An accident form is completed stating the details of each incident. A copy is submitted to the LWM office and a copy is placed in the child's cubby. Parents will be informed of serious accidents, as well as any unusual events that might have occurred with their child during the day. If you do not receive an incident report, please notify the LWM office.

Health:

- We can only accept WELL children!
- We are depending on you to help us maintain this policy.
- If symptoms of illness are observed (fever, vomiting, diarrhea, etc.) during the school day, you will be notified to pick up your child.
- Please do **NOT** bring a child with a fever or any communicable disease.

Fever:

Temperature over 100°

- If your child has a fever, he/she **CANNOT** come back to the daycare until they are **FEVER FREE WITHOUT MEDICATION** for at least 24 hours.

Pink Eye:

- If your child has pink eye, he/she **CANNOT** come back to daycare for **24 hours and must provide a doctor's permission form to return to their class.**

Stomach "bugs" (Virus):

- If your child has a virus, with vomiting and/or has diarrhea he/she **CANNOT** come back to the daycare for 24 hours **AFTER** the symptoms are gone.

Strep Throat:

- If your child has strep throat, he/she **CANNOT** come back to the daycare for **48 hours.**

No Shots = No Day Care:

- South Carolina Certificate of Immunization for Daycare Attendance (DHEC 1112) must be on file for each child and all immunizations **MUST** be kept up to date.

Special Events:

There are many special times in a child's life, including birthday celebrations, that may be appropriate to be observed with your child's class. Please inquire with your child's

teacher and the LWM office. If the event and timing of the event are appropriate to a particular school day, plans to proceed must be made at least one week in advance. All parties will be celebrated during pre-school hours. Because of the different food allergies we ask that you please note the following restrictions regarding special events:

- **HOMEMADE BAKED ITEMS ARE NOT PERMITTED.** They must be from an approved, licensed and inspected kitchen (store or bakery).
- Party Favors are allowed, however; they must be age-appropriate. **No balloons!**
- You are welcome to pass out invitations for any off-site parties; however, only in the case where *all children in the class are being invited.*

Field Trip:

- Children (Pre-K-3 and Pre-K-4) will be transported on the First Baptist bus unless otherwise notified. Buses are inspected regularly and maintain strict safety standards.
- An LWM staff member will count and verify that all children are safely on the bus.
- Children shall be loaded and unloaded from curbside, or in a safe, off-street area, out of the flow of traffic so they are protected from all traffic hazards.
- Each child shall be restrained by an appropriate individual seat belt. **ONLY one (1) person will occupy each seat belt.**
- A first aid kit is located on each vehicle. Emergency and medical information is required on each child that is being transported. At least one staff member will be certified in CPR/First-aid training.
- Children are never left on a vehicle unattended by an adult.
- All children are accounted for before departure and arrival. The number of children being transported will be counted at each point of transition.
- All parents must sign a permission form for their child/children to participate in these off-site events.
- Parents will be notified in advance of each field trip.
- Parents will be allowed to ride the First Baptist bus, if space is available.

All parents must have a current State/FBI Fingerprint Screening in order to participate as a volunteer or chaperone.

Discipline:

- “Discipline” means teaching. Our policy is to guide through a program structured to meet the child’s developmental needs, implemented by reasonable persuasion. Discipline is training that develops self-control, character, and social competence.
- Our main objective is to provide consistent praise, positive reinforcement and encouragement as a means to manage classroom behavior.
- When disrupting classroom situations occur, redirecting the child is first attempted.
- A limited “age-minute” time out is implemented to give the child time to re-think his/her behavior if necessary.
- Then the child is allowed to re-enter the classroom activities.

- If this is not successful, a conference with the teachers and parents will be arranged to discuss positive methods to promote more appropriate behavior, which will be used at home and school.
- When all options have been exhausted the child may be terminated from the program.
- No physical punishment is allowed at the center.

Lovell uses POSITIVE behavior supports for discipline.

- “We are obedient and respectful.”
- “We are patient and we use our manners.”

Biting Policy:

- When a child is bitten, both parents are notified.
- An incident report must be completed and signed by the Director or Assistant Director.
- A copy of the incident report will be placed in your child’s records.
- If aggressive biting continues, the child may be removed from the program.

Parent Conferences:

- Parent/Teacher conferences will be held as needed.
- Conferences may be requested by the parent as well as by the teacher or director.

Hand-washing Policy:

Our hand washing policy requires hands must be washed frequently:

- Upon arrival to the classroom
- Before food preparation, handling or serving
- After each bathroom visit (no matter the reason) or changing diapers
- After removing latex or plastic gloves
- Before all meals or any food service activity (table setting,)
- After wiping runny nose, eyes, or any body fluids
- Coming from outside

Rest:

- Your child will have a daily rest period. The children are not required to fall asleep; however, no child is excluded from rest time.
- Infants nap at varying times and their personal schedules take precedence.
- Parents will provide a ½ inch thickness kinder-mat, king size pillowcase, small crib size pillow and blanket for ages one year and up. All items must be labeled with the child’s full name.

Outdoor Play:

- We provide planned activities to stimulate the physical development of the children.
- Please dress your child accordingly. The children go outside as long as the chill factor is above 40 degrees or heat factor is below 100 degrees. The children **MUST** wear shoes that have closed toes and a back for outside play.

Potty Training:

- We do potty train children; however, this can only be done with the parent's cooperation. We ask that you recognize that this process is apart of your child's physical growth and can only begin when the child shows signs of interest, has the ability to help remove his/her clothes and can communicate with the teacher. Rewards for success shall be emphasized rather than penalties for failure. Children will need pull-ups and clothes that are easy to pull down. When the child begins Pre-K-2, the child will progress to underwear, not pull-ups.
- Children cannot attend the facility at age 3, if they are not fully potty trained. **NO EXCEPTIONS!**

Sick Days/Absences

- We do not reduce weekly tuition or credit days for absences from sickness or other reasons. LWM is a non-profit organization and is able to operate only because of your timely tuition payments.

Vacation is offered to the families after a probationary period of one year.

- Parents of full time (12 month) childcare children will be allowed to use two weeks vacation time per year at a fee of \$10.00 per week.
- Vacation time will be accumulated in weeks allotments only (Not broken into separate days across several weeks).
- 9 month (Preschool & School Year Only) and 1st year students will have 1 week of vacation.
- 12 month (Full Time) and 2nd year students will have 2 weeks of vacation.

Holidays:

The following holidays will be observed:

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- If Christmas Eve or Christmas Day falls on Saturday, Lovell Weekday Ministry will close on Friday.
- If either falls on a Sunday, Lovell Weekday Ministry will be closed on Monday.
- New Year's Day
- Good Friday or the Monday after Easter (depending on the day public school observes)
- Memorial Day
- July 4th
- Although LWM will be closed on these holidays, the fees for the week will remain the same, since our employees are paid for these days.

Personal Belongings:

- Coats, hats, sweaters, or any other personal belongings should be marked clearly with your child's name.
- Please keep a change of clothes in your child's classroom at all times. Check frequently to assure all clothing items are available.
- Be sure to change the clothes with the change of seasons.
- Please let us know if you lose an item, and we will do our best to find it; however, we are **NOT** responsible for any lost items.
- All mat covers, blankets, pillowcases will be sent home weekly to be cleaned.
- Parents will supply all diapers, ointments, and formula (pre-made only). Please have all personal items clearly labeled with the child's first and last name

Shoes

- We insist on tennis shoes or some other soft-soled shoes for your child's safety, preferably with Velcro straps.
- No cowboy boots, flip-flops or sandals without straps on the back are allowed.

Toys:

- Each classroom is supplied with educational resources and toys. Children are not allowed to bring toys from home. Also, any valuable articles should be left at home.
- Security toys such as blankets, dolls, rabbits, etc are an exception.
- Parents, please be aware of small items that could cause choking hazards.
- Toys that are not age appropriate will not be allowed in the classroom.
- The Pre-K-2 through Pre-K-4 classes will participate in Show & Tell. The children will be assigned a day to bring an educational item to class for Show & Tell. (The children will talk about what the item is, who gave them the item and so on. Then they will pass it around in the group for each child to see and touch.

Staffing:

- Staff members are fingerprinted through State/Sled, FBI, & Central Registry of Child Abuse & Neglect Agencies.
- Staff members participate in a continuous program of in-service education and studies for professional advancement in order to remain current to ever changing needs of today's families.
- All of our teachers strive to create a warm, loving, and happy environment where your child will feel free to be him/herself.

Child Neglect and Abuse:

By South Carolina licensing laws, caregivers are required to report suspected cases of child abuse and neglect. This includes proper use of car safety restraints. If such cases arise, we will notify the Protective Services Unit of the Department of Social Services Unit of the Department of Social Services and the Conway Police Department. Let's work together to keep our children healthy and happy.

Grievance Procedures:

If a parent has a concern or a complaint, he/she is encouraged to express those dealings with the Director. All concerns and complaints will be shared with the LWM Committee and considerations will be taken in resolving the problem.

Withdrawal:

- Parents who plan to discontinue Lovell Weekday Ministry services for their child (or children) are responsible to the Lovell Weekday Ministry for tuition up to the time of **NOTIFICATION**.
- It is requested that the Lovell Weekday Ministry be given two (2) weeks notice so that other families desiring child care services can be notified of such a vacancy.

Termination of Services:

- Children whose continued aggression or uncooperative spirit endangers others in the center or whose recurring disruption prevents or impedes effective teaching and learning may be dismissed at the director's discretion. Parents must disclose at the time of enrollment special needs, conditions, handicaps, and health concerns, which may affect the center.
- If a parent fails to bring in a current SC Immunization record.
- If fees are more than two weeks past due.
- If a parent continuously picks up their child late from the facility.
- If a parent fails to abide by the policies of the facility.

Meals:

- We provide a hot food program, serving two snacks and a hot lunch daily.
- Children may bring items for snack, but please be sure it's a nutritional item. Foods that are restricted from our menu because of a choking hazard will not be allowed in the classroom.
- We strongly discourage foods that are not suitable for young children; this would include soda, candy, sweet cakes, etc., contain high levels of sugar, (especially in the A.M.).
- There are some children that have food allergies to items such as peanut butter, whey, and dairy products. We recommend you consult the teacher before bringing any food items into the classroom. Teachers will use their discretion on shared items. We do not provide breakfast; however, we do serve a variety of healthy snack items. We begin serving snack at 8:30 and end at 9:30.
- We serve 100% fruit juice in the A.M., milk at lunch, and lemonade or water at the P.M. snack time.
- Children old enough to feed themselves may bring their breakfast before **8:00 A.M.**
- Breakfast brought in **after 8:00 A.M.** must be held over until snack time.
- **Bottle Feeding:** All bottles given to infants must be fully prepared by the parents and in individual bottles that are labeled with the child's full name and date. This includes formula, milk, and juices. Regulations prohibit the facility staff from preparing any drink for your child as long as he/she is on the bottle.

Inclement Weather:

- In case of serious weather events, such as a hurricane, snow, ice, etc., please listen to a local radio station to determine if Lovell Weekday Ministry will be open.
- If public school closes, we will close.
- In the event public school is closed and teachers have to report, the Lovell Staff will report for duty; however, only full time students will be able to attend, half-day students will not attend.

These are the (3) schedule openings for inclement weather:

- A Regular Opening (7:00AM)
- A Delayed Opening (3) hour delay
- A Closed School (School is closed for all students and staff)

In the event of an emergency, Lovell Weekday Ministry will contact all parents by phone.

School closing messages will be announced on the following as “Lovell Weekday Ministry”:

- WPDE (Channel 15)
- WBTW (Channel 13)
- OR check the church website: www.firstbaptistconway.us
- Please be assured that in the event of any emergency, your child will be protected and cared for while we attempt to reach you.

There is no tuition refund for closings due to inclement weather.

It Looks Like Play, but We Are Learning...

- ...To work and play together.
- ...To respect the rights of others.
- ...To listen as well as speak.
- ...To express ourselves creatively.
- ...To grow in self-control.
- ...To grow from dependence to independence.
- ...To listen to directions and to follow them.
- ...To develop good working habits.
- ...To finish what we start.
- ...To clean up after work time.
- ...To participate in-group activities.
- ...To enjoy using a variety of materials.
- ...To share toys, equipment and experiences.
- ...To dramatize stories and experiences.
- ...To develop an interest in books.
- ...To develop an interest in the world around us.
- ...To improve muscular coordination.
- ...To stay with plans for increasingly longer periods of time.
- ...To develop new interests and extend old ones.
- ...To understand new words and be able to use them.
-To be happy.

Exhibit A

**ACKNOWLEDGEMENT OF RECEIPT
OF THE PARENT MANUAL**

I hereby acknowledge that I have received a copy of the Parent Handbook of Lovell Weekday Ministry of First Baptist Church of Conway, SC, adopted September 1, 2009.

I acknowledge that Lovell Weekday Ministry of the First Baptist Church governing Team has the sole authority to amend the Handbook. If any amendment is made to the Handbook, I understand that I will be notified of such amendment.

Date Signed _____ Parent's Signature _____