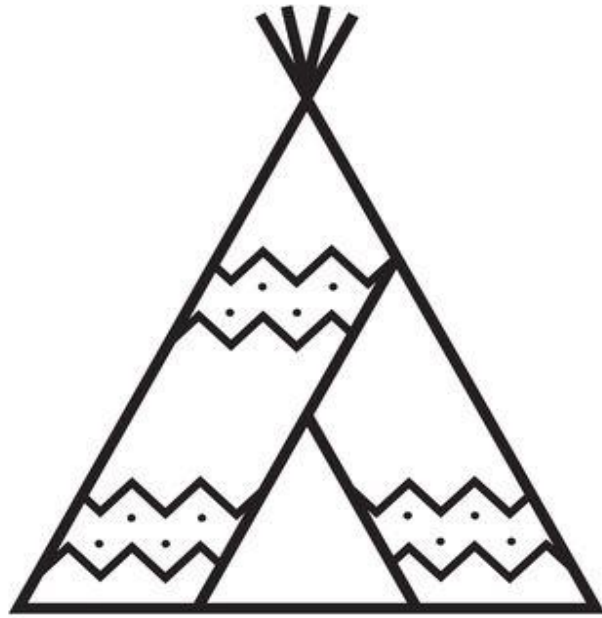


Abundant Life CDC



PARENT HANDBOOK

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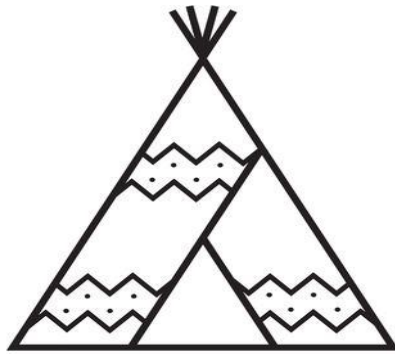
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Mission Statement

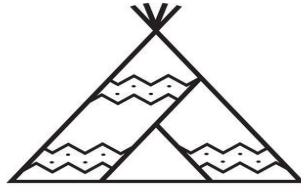
We at Abundant Life CDC strive to provide a safe, loving center focused on developing children to reach their highest potential. Our mission is to help children know Jesus and His love and to impact their lives for *God's Glory*.

Through small class sizes and strong teaching skills, we strive to help develop each child as individuals not only academically and socially, but most important spiritually.

Like arrows in the hands of a warrior are the children born in one's youth. Blessed is the man whose quiver is full of them

Psalm 127:4-5





Welcome To Abundant Life CDC

Please read all of the policies and procedures in our Parent Handbook
We will be happy to answer any of your questions.

- ALCDC will be open from 6:30 AM to 6:00 PM, Monday through Friday, excluding holidays and emergency closings due to weather.
- Payment for tuition is due on Friday or Monday for the following week. A late fee of \$30 will be issued Tuesday by noon.
- NSF Checks must be paid for in cash and must include any charges by the bank.
- A two week written notice is required for all withdrawals. Tuition will be charged for these two weeks if written notice is not given.
- Accurate enrollment information must be submitted for your child at the time of enrollment and any changes to the information must be updated immediately.
- Proper Immunization forms must be submitted.
- A written authorization for any medication must be filled out each week by the parent or guardian.
- Infant parents must label all bottles with the child's name and current date.
- Parents must provide an extra set of clothing for all children daily.
- Parents must label all children's belongings. We are not responsible for lost items.
- Tuition is due each week. There is not a discount when your child does not attend.
- A free vacation week is earned after 6 weeks at the center. It may be used only once in a year and can only be used if your child is not in attendance that week.
- All information of children including name, address, and other information that may identify child is secure and kept confidential.

Tuition Rates

Infants \$200 per week

1-year old \$200 per week

2 years and 3 years \$185 per week

Summer Camp \$TBD per week

Multi-Child Discount 10% off each additional (older) child

Part-time (2 days) - \$120

Part-time (3 days) - \$150

Multi-child discount does not apply towards part time students

Part-time is **only available for children aged 2 and up**

ALCS students are \$65 per week

The full day rate for an after-school student is \$15 per day in addition to the regular weekly rate, not to exceed \$185 for the week.

The annual enrollment fee is \$100 per child due at enrollment and in September every year after initial enrollment date. The enrollment fee is NON-REFUNDABLE.

Registration for Summer Camp is TBD price.

What to Bring...

Infant room

- ❖ Diapers
- ❖ Wipes
- ❖ Extra Clothing
- ❖ Blanket
- ❖ Bottles (Labeled with Child's Name and date if premade or containing breast milk)

One Year Old room

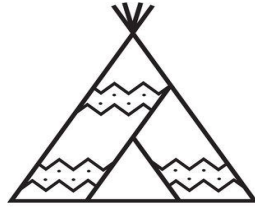
- ❖ Diapers
- ❖ Wipes
- ❖ Extra Clothing
- ❖ Blanket
- ❖ Kinder Mat
- ❖ 2 Sippy Cups (to be taken home and washed daily)

Two Year Old room

- ❖ Diapers/Pull-ups
- ❖ Wipes
- ❖ Extra Clothing
- ❖ Blanket
- ❖ Kinder Mat

Three year old room

- ❖ Extra Clothing
- ❖ Blanket
- ❖ Kinder Mat



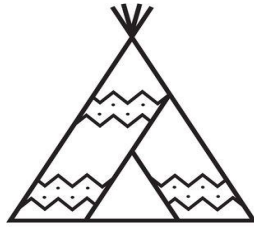
Late Drop off/Pick Up Policy

Parents/Guardians must drop off their children at ALCDC no later than 9:00 a.m. We ask that your child arrives by that time due to the preparation of arts, crafts, lessons, and lunch. In the event of emergencies or appointments, please notify ALCDC in advance for late arrival. In the event that you want to drop your child off past 9:00 am, with the exception of doctor appointments or emergencies, you will risk being turned away if classes have been condensed.

Parents/Guardians must notify the center in the event that you are unable to pick your child up on time (by 6:00pm). A late charge of \$10 per 5 minutes will be added to your account and must be paid within 48 hours in cash. If your child is not picked up by 6:30 p.m., we will contact the Department of Social Services.

Free/ Full access

All our parents are provided with free and full access to your child while enrolled at ALCDC. This access is granted unless otherwise stipulated by a court order, which ALCDC will keep on file. These visit must not disturb instrutlional activites or classroom routines.



Release of Children

It is our goal to make sure that every child remains in a safe and secure place while they are at the center. When your child is picked up from the center, we also want to be sure of the person picking up your child. Please make sure that you have listed on your child's application any and all persons that are allowed to pick up your child. If a staff member does not recognize a person picking up a child, they will ask for a picture ID and verify that with the list you have provided.

Meal Service

As participants in the USDA's Child and Adult Care Food Program, we will provide breakfast at 7:30 a.m., lunch at 11:00 a.m., and an afternoon snack at 2:45 p.m. each day. Your child will be served all meals that they are present for. Menus can be picked up in the folders outside of the office.

NON-DISCRIMINATION POLICY

In accordance with Federal Law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Medicine Authorization

Prescription medication must be brought in the original pharmacy labeled bottle, with the child's name, name of the medication, dosage and time the medicine needs to be given.

Over the counter medication, kept in the original container, may be given if accompanied by written authorization from the parent.

Parent Permission

I, _____ give my permission for staff at Abundant Life CDC to give my child, _____, the medication described below. I understand it is my responsibility to furnish this medication.

Signature _____ Date _____

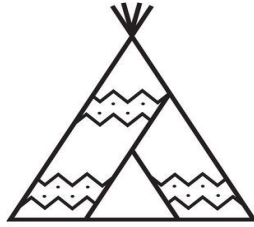
Child's Name _____ Class _____

Name of Medication _____

Dosage _____ Time(s) to be given _____

Center Use Only

| | <i>Date</i> | <i>Amount</i> | <i>Time</i> | <i>Administered by</i> |
|----|-------------|---------------|-------------|------------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |



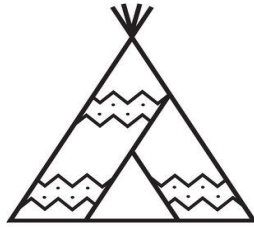
Sickness Policy

Our child care sick policy will help prevent the spread of germs. Parents will need to pick up their child in the event of:

- Fever of 101°F or greater
- Diarrhea, more than 2 loose stools
- Vomiting
- Sore throat or difficulty swallowing
- Headache or stiff neck (change in behavior)
- Lice
- Rash, spots on skin, ringworm, chickenpox
- Severe itching
- Eye discharge or conjunctivitis
- Difficulty breathing, wheezing, or excess coughing
- Staph or MRSA

When the children have any symptoms listed above, they will be separated from their classroom to prevent the spread of any illness. If the child has a sibling the same sick regulations will apply to the sibling as well. They will need to be picked up and can return per our guidelines. Generally, they will go into the CDC Office with the Director. Please make sure you plan for you or someone to pick your child up in the event of sickness. We will contact DSS if your child is not picked up within 45 minutes.

To return to Abundant Life Child Development Center, **your child's fever will need to be gone for 24 hours without administration of any fever reducer.** A child can return 24 hours after the treatment of lice provided that they are lice and nit free. A child can return 24 hours after no vomiting or diarrhea and 24 hours after medication given for conjunctivitis, staph, or MRSA.



Student Accident/Incident

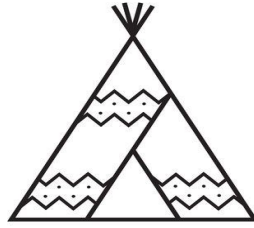
The safety and security of each child, teacher, and parent entering our doors should be our primary concern. Everyone, regardless of job title, should report any unsafe condition of the building or equipment to management immediately. Management will then see to it that the problem is corrected as swiftly as possible.

It is each teacher's responsibility to ensure the safety and wellbeing of all children in her care. Young children act quickly and are very active; teachers must constantly supervise their actions and take preventative action to eliminate any possible accidents.

If a child has a mark, cut, or bruise, the teacher must fill out an Ouch Report and notify management immediately. Management will then notify the parent if necessary. All Ouch Reports must be signed by a member of management, then copied (one copy to remain in child's file) before giving the report to the parent personally with any questions answered the parent may have.

If a child comes into the center with any indications of child abuse or neglect on their body, the teacher must notify management immediately. Management and staff will use discretion to determine whether or not it could be a possible abuse/neglect report. In the instance of a possible suspect of abuse or neglect situation, the Director will contact DSS immediately to file a report. Any suspect of abuse or neglect is to remain confidential information.

Any incident or accident that requires treatment at a hospital, doctor's office, or dental office or if a 911 call was made, it must be reported on the Incident Report and faxed to the local DSS office within 24 hours. This is a DSS requirement in the State of South Carolina.



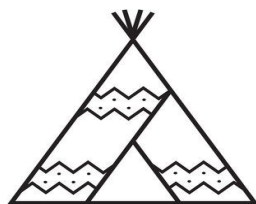
Discipline Policy

It is our goal at Abundant Life CDC to help grow and nurture children in a Christ-like manner. Emotional abuse such as profane, harsh, demeaning, or humiliating words is never permitted in the presence of the children. Threatening, humiliating, ignoring, corrupting, terrorizing, or rejecting a child is prohibited. Withholding or threatening to withhold food, sleep, or toileting is never permitted.

"Time Out" for a child will be used when necessary to correct a child's misbehavior. Time out is one minute per age of that child. Any amount over that time will not be allowed. We strive to have a loving, patient, and compassionate attitude toward our children to help them grow. It is our responsibility to be fair and consistent to help the children learn that misbehavior is not tolerated.

If a teacher cannot correct the child's behavior, or is faced with extreme behavior, they should discuss this with the director for suggestions of how to resolve this issue. If necessary, the director may request a conference with parents to work toward a mutually satisfactory solution. Disenrollment will be a last resort after all other methods are tried.

Corporal punishment is explicitly prohibited on the premises.



Biting Policy

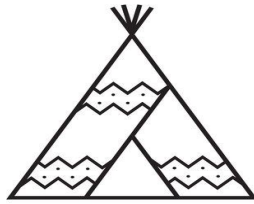
Biting is common in young children whether in group care or cared for at home! Most teachers and providers in this industry understand that children bite, but many new parents are often upset when their child bites or is bitten. Most parents feel that their child is not being watched or cared for carefully when biting occurs.

When biting occurs, confidentiality is very important. Children may identify who bit them, or whom they have bitten, but they are not always correct in their identification! Staff members may never say who bit another child.

When biting first occurs in a classroom, teachers must begin a documentation of the situation and what is happening at the time of the biting. A Bite Report must be completed and given to the parent on the day of the incident with an explanation of what happened. Should the child receiving the bite have the skin broken, a phone call from the director must be made immediately informing the parent of the situation.

Tracking the biting in a bite log will help the director and staff member determine the pattern, frequency and repetitiveness of the biter/victim.

All efforts will be made to rectify the biting situation; however, the safety, health, and parent satisfaction must also be taken into consideration. Children will be disenrolled if they continue to bite after we have exhausted all efforts to remedy the situation.



No Tobacco, Alcohol, Drugs Policy

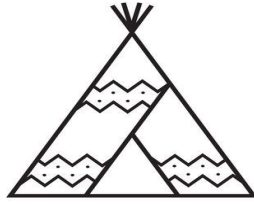
Abundant Life Church, School, and CDC strive to provide employees, children and parents with a healthy and safe atmosphere to work and play. Tobacco, Alcohol, or Drugs will not be permitted by visitors, employees, employers, or anyone else on the premises at any time. Violations of this policy will result in termination of employment or enrollment.

Transportation and Field Trip Agreement

At all times while transporting students and during Field Trips, ALCDC will maintain proper ratios and will be directly responsible for the safety and well-being of the children in attendance during a field trip activity. All children must be three years old and older to be transported on the bus to any field trip or to be picked up from school.

Children must remain seated at all times. Hitting, pinching, biting, or rough housing will not be permitted. Any action that distracts the driver from driving safely will not be allowed.

Children from the daycare that repeatedly fail to listen to their teacher/driver on the bus will not be permitted to attend the next field trip.



Swimming Policy

We offer swimming activities only during summer time. The safety and wellbeing of all our children is our primary concern. Our ratios are posted in every room with Swimming ratios. We will maintain accurate ratios during any swimming activities. Swimming activities will be prescheduled so you are aware beforehand of day and time. If your child cannot swim, please mark so on the form in packet. Each class participates in some type of water day play. The smaller children have a splash pad and small pool. We have purchased a water slide for our 2-to-3-year-old, and we have a larger one set up for summer camp ages 4 to 11-year old's for water play.

The swimming form located in the enrollment packet must be signed prior to any swimming activities in order for your child to participate.

Closings Policy

Weather

In the event that the center will need to close because of weather, you will be notified via WYFF (channel 4), our Facebook page, and our Remind App. The majority of the time we will follow Greenville County School, but in any event follow our Facebook and Remind app for all up to date reminders and closings. If a 2-hour delay is announced, that means our center will open at 10 a.m. unless otherwise noted.

Emergencies

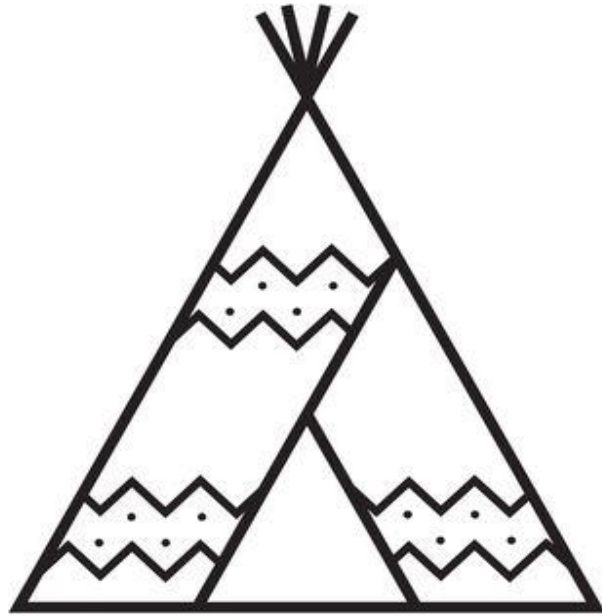
An emergency backup plan is in place at our center in the event of evacuation. If we are evacuated from our center, we will take the children to Berea Friendship that is located about a quarter mile from our center. You will be notified as soon as possible in the event that we have had to evacuate.

Holidays

We will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, and Christmas Day.

When we are closed for any of the previously mentioned reasons, weekly rates remain the same. Tuition payments will be due Friday or Monday for the following week. If we are closed on those days, tuition will need to be paid upon our reopening of the center.

Abundant Life CDC



Contact Information

Director - Amanda Whitman

(864) 246-3111 - Daycare

630 Farr's Bridge Rd

Greenville, SC 29611