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The Early Learning Center at Richard Winn

Parent Handbook



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Welcome to The Early Learning Center at Richard Winn. We are thrilled to have your child and you in our school family.

Be assured that your child will receive the highest care and education possible at The Early Learning Center at Richard Winn. The children are treated with respect, fairness, and compassion. We try to model for the children Christ like love and behavior, knowing that if we set the example, the children will integrate this approach into their own lives.

Please read this handbook thoroughly. Understanding of policies and procedures helps us all to work together in the best interest of your child.

Thank you for entrusting your precious little one(s) to our care. We look forward to working with you and your child. We encourage your participation and input. Whenever you have a concern, question, or comment, feel free to set up a conference with your child's teacher. My office door is always open to you. You are always welcome at The Early Learning Center at Richard Winn.

Sincerely,

ELC Director



The EARLY LEARNING CENTER *at Richard Winn*

Mission

The purpose of The Early Learning Center (ELC) is to provide excellent care and education for infants & toddlers in a safe, well-disciplined, and nurturing environment.

Our goals are

- To provide affordable, convenient, and dependable childcare services
- To create a childcare setting for social, cognitive, and physical development
- To provide a nurturing environment
- To provide learning experiences for our children
- To provide an educational program, readying children for lifelong learning

Application Procedures and Requirements

Parents seeking enrollment must contact the ELC for availability. To apply for admission, parents must sign and return a contract. A non-refundable registration fee is due at the time of registration. The ELC gives preference in admission to children who have a sibling in the school.

To register a child in the ELC, parents must sign the enrollment contract and return it with the non-refundable registration fee. Open registration for current families is held in March. If a new family completes registration in January or February, renewable/consumable fees are not collected in March of that same calendar year. All accounts must be current. The contract and all its provisions are binding.

Deposit Policy

A one-week deposit of the weekly amount is due at the time of registration for each enrolling student. This deposit will be held in the student's account and used for his or her last week of tuition once a two-week withdrawal notification is given.

Referral Credit

A one-time \$50.00 referral credit will be given for each new student that enrolls. The referral credit will be placed on the student's account and can be applied toward tuition the following month on or after the enrolled date of the new student. The name of the family referring the student must be given at the time of enrollment and listed on the enrollment contract.



Late Charge/Returned Check Fee and/or Non-Payment of Tuition

Weekly tuition and other supplemental programs are due on Monday of each week. If payment is not received by 12:00 PM on Wednesday a late fee of \$20 is applied to the child's account. Monthly tuition is due on the 10th of each month. If payment is not received by 12:00PM on the 11th of the month a late fee of \$40 is applied to the child's account. If tuition or any other amount due to the ELC (such as extra-curricular activities) becomes delinquent for one month the child will not be allowed to continue to attend the ELC until all accounts are paid in full.

A fee of thirty-five dollars (\$35) will be assessed for each check returned for insufficient funds.

Fee Schedule

Non-refundable Registration Fee	\$100.00
Renewable Registration Fee	\$50.00
Yearly Consumable Fee	\$75.00
Infant Tuition	\$155 (weekly)
Toddler Tuition	\$145 (weekly)

- A five percent (5%) discount is given to families who enroll more than one child.
- A ten percent (10%) discount is given to families who pay their fees annually.
- The non-refundable registration fee is required at the time of enrollment. If a new family completes registration in January or February, renewable/consumable fees are not collected in March of that same calendar year.
- Tuition is not prorated if you child is out due to illness or family vacation.
- Families will receive a one-week vacation that they may choose to use at any time during the said program year. This vacation week will not be allowed to roll over for use in the following program year.



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Tracking of children

When your child enters the ELC they are logged in with the date and time of arrival. When your child leaves the ELC they are logged out with the date and time of departure. All teachers also have a manual log in their classrooms to track children. The teachers will manually log the child in and out as they arrive and depart as well as when they move throughout the facility.

Illness, Medicine, and Emergency Procedures

Parents are responsible for obtaining necessary immunizations and physical examinations for their child(ren) and for providing the ELC with the appropriate information/documentation.

The ELC is equipped to care for well children, and only well children are accepted at the ELC. Honest communication between teachers and parents will benefit your child.

A child showing signs of illness will be promptly isolated from other children in the ELC office where a staff member will stay with them until they are picked up. Parents will be contacted and are expected to come promptly. If parents are unavailable, the emergency numbers and/or child's doctor will be contacted, if warranted. In the event of an emergency, an ambulance will be called, and the child will be taken to the nearest hospital. A staff member will accompany the child to the hospital and will stay with them until a parent arrives.

Please do not send a child to the ELC if he/she has any of the following: sore throat, bad cough, fever (100.4 or greater), nausea, vomiting, diarrhea, rash, runny nose that is not clear in color, inflamed eyes, lice/nits, or any other symptoms of a possible communicable disease. **After a fever, your child's temperature must be normal (98.6) for 24 hours before returning to the ELC. (This means without the aid of a fever reducer.)** The 24-hour wait also applies to all other symptoms of communicable disease. When advisable, a release form from the physician will be necessary for a child to return to the ELC.



Guidelines for the Administration of Prescription and Nonprescription Medicines

1. All prescription and nonprescription medicines must be kept in a secured cabinet in the ELC office. There will be a log kept in the ELC office. The log will show the child's name, name of medicine, date and time of administering, and the initials of the person administering the medicine.
2. All medicines must be sent in the original pharmacy bottle labeled with the name and address of the pharmacy, the child's name, the name of the medicine, dosage, and time/date the medicine is to be used. Also, include the doctor's name and any anticipated reactions of the student to the medicine.
3. Written permission from the parent must accompany prescription and nonprescription medicines. The completion of the Permission to Administer Medicine Form must be completed for all medicines (prescription and nonprescription). Parents must notify the school of any changes in medicines. By giving written permission, parents release the ELC from all liability in connection with the administration of medicines.
4. The ELC will not administer medicine for contagious conditions.
5. Only the director will administer medications. Give all medications to the director, who will see that it is stored and administered properly and safely.
6. Emergency medications such as EpiPens or inhalers will be stored in the child's classroom in a cabinet out of reach of children.
7. In the event a child is administered the wrong medication; the parent will be contacted immediately; the child will be closely monitored and will be taken by car or ambulance to the nearest hospital if warranted.



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Absences

Parents are required to inform the school when a child is or will be absent for any reason. Please inform the staff of the nature of your child's illness in case the child has a communicable illness. Parents of the other students will be advised of any communicable illness in which their child may have been exposed. **When advisable, a release form from the physician will be necessary for a child to return to the ELC.**

Accident Insurance

The ELC does not provide accident or health insurance. Parents who wish to do so may acquire such insurance at their own expense.

Release of School from Liability

Parents release the ELC, its officers and employees, from liability for any accident or injury that occurs to a child during center hours.

Special Needs

Children with special learning or emotional needs may need help outside the ELC. The teachers will assist as much as possible, but parents are responsible for special assistance through tutors, their local district, or university programs.

Nondiscrimination

The ELC admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the ELC. It does not discriminate based on race, color, national and ethnic origin in administration of its educational or admissions policies.

Parent Support

Parent support is vital to the ELC. The ELC tries to keep costs as low as possible to make the ELC accessible to a wide range of families.

In addition, each child's family is asked to volunteer at the ELC for a minimum of 10 hours per school year.



Biting Policy

Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As an early learning center, we understand that biting, unfortunately, is a part of a pre-school setting.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When biting does occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Parent Contact" form is filled out documenting the incident.

When biting continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If the child once again inflicts 3 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make day care arrangements.



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If a child bites twice in a 4-hour period, the child will be required to be picked up from the ELC for the remainder of the day.

****This policy is effective August 1, 2018. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from this date forward will be counted towards a child's total biting incidents.**



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How to Resolve a Problem

Occasionally a problem arises concerning your child and the ELC. Your first step is to talk directly to the teacher. Often a conference will clear the air and plans can be developed to resolve the problem. If you still feel the problem is not resolved, you should contact the ELC Director. The Director will be happy to talk with you on the phone or meet for a conference. If you are still not satisfied, you may present your problem to the Head of School.

Supervision of Children

Children are directly supervised at all times.

Staffing and Ratios

Staffing the center in accordance to ratios is of high importance at the ELC. We want to make sure your child is provided the best quality of care at the ELC, which is why our ratios are lower than what the Department of Social Services (DSS) requires. The ELC chooses a 1:5 ratio for the infant room, a 1:6 ratio for the 1-year old toddler room, and a 1:8 ratio for the 2-year old toddler room.

School Visits

DSS regulations require us to allow preschool parents to have free and full access to their child without prior notice, unless there is a court order limiting parental access, and provided the instructional activities and classroom routines are not disrupted. We encourage you to visit your child at the ELC. Your child will be thrilled and flattered that you have taken time from work or other duties to visit. You will be able to see lessons, participate in some of the work with your child, and see how the class as a whole functions. Although parents are welcome to observe either program at any time, please coordinate observations with the teachers.

Severe Weather/School Closings

When severe weather, most often ice or snow, affects our area, the Head of School, in consultation with the staff and chair of the board of trustees, will make a decision on the opening, delayed opening, or closing of the ELC as early as possible and phone in a delay or cancellation by 6:00 a.m. (at the latest) to WIS TV. Listen and watch for our name to be announced. Please be aware that if weather conditions continue to worsen, we may choose to close the ELC following the announced delayed opening. In this case, a decision to close will be called in by 8:30 a.m. (at the latest) to WIS TV. Since we do not use buses to transport students, we may choose to have the ELC open when the public schools cannot. If we are having the ELC open and you believe that the roads you travel are not safe, please feel free to keep your child at



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home. If it ices (sleet or freezing rain), please assume that we will close the ELC as quickly as all children can be picked up from the ELC. We will call in an announcement to WIS TV and will attempt to reach parents or emergency contact by phone. It is critical that we have your current emergency phone numbers, contacts, and email addresses and that you provide us with any updates during the school year.

Lunch and Snacks

The children bring lunch and snacks to the ELC. We ask that children do not bring candy or soda to the ELC.

Student Records

The ELC maintains a file for each child that includes the application, contract, SC Health Certificate, and anecdotal records. Children's records are kept in locked cabinets in the ELC Director's office.

Drop-off and Pick-up/ Daily Release

Parents must give specific permission and information on the emergency contact card and provide the names and driver's license number of any other individuals who may transport the child to and from school. The parent/adult will be asked to provide a picture ID, preferably a driver's license, to pick up the child. If we do not receive this, we will NOT release the child until proper protocol is followed. If a staff member feels an individual who is picking up a child from the ELC is intoxicated, the staff member will call the police and notify the ELC Director. The child will NOT be allowed to leave with the intoxicated individual and the ELC will notify parents or someone on the child's pick-up list to pick the child up.

Discipline Policy

Corporal punishment is not consistent with the ELC philosophy. Therefore, corporal punishment is NOT used in this facility. However, if a child's behavior is disruptive to his/her classmates and an impediment to his/her success at the ELC, one of several methods of discipline may be employed:

1. The staff member will attempt to talk with the child and help the child understand why his or her behavior is not satisfactory. Often, a discussion is all that is needed to modify a child's behavior.
2. On other occasions, a child may be redirected to another activity, moved to a new location in the room, or asked to stay close to a staff member.



3. If the child is still exhibiting inappropriate behavior, the child will be told he/she needs to stop. A staff member will explain why the behavior is unacceptable and will offer reasonable alternatives. Logical and natural consequences, as well as time outs (temporary loss of privileges), may be used as reasonable alternatives. In the event a time out is issued, a staff member will sit with the child. The child will sit according to their age. One minute per age (ex: one year of age = one minute).
4. In the event that there is an altercation between two children, an incident report will be sent home to the parents of all children involved. Parents will only be able to read the name of their own child on the report. A copy of the report will be given to the ELC Director to keep on file.

Withdrawal of Student

The ELC may require that a child be withdrawn from the school if the child is unable to adapt to the program.

Clothing

Clothing should be comfortable and suitable for active learning and play.

1. Each child should have a change of indoor clothing to be left at the center. Please include underwear (if potty-trained), socks, pants, and a shirt in a Ziplock bag for storage with the child's name on it. Please remember to replace these as seasons change and when clothing has become soiled.
2. Please label each item of clothing with the child's name of three initials.
3. Please allow your child to wear clothing that may be dirty.
4. Please send an oversized shirt for your child to wear on top of his/her clothes for messy projects.
5. The children will spend some time outdoors daily, weather permitting. Please dress your child appropriately.
6. Have your child wear comfortable shoes for physical activities. Flip-flops are NOT allowed at the center. Closed toe shoes only.



Curriculum

The ELC used the Frogstreet curriculum and the South Carolina State Standards. The infant curriculum is designed to build strong foundations for little ones ages 0-18 months. The toddler program focuses on enhancing the simple joy of childhood while equipping caregivers with the ability to nurture curiosity through exploration for children ages 18-36 months. Daily lesson plans that incorporate all different learning styles make the learning process fun and enjoyable. This is a unique curriculum that is rich in science and math, supports lifelong learning through exploration and discover, problem solving, memory, imitation and creativity. The program will also foster essential growth, meet the needs of all learners, and embrace the joy of learning each day.

Infant Care

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change, and the eating times will be adjusted toward the group schedule. During lunch, infants will be served cereals and jarred foods that will be provided by the parent. As your infant grows and becomes more comfortable with eating, he or she will be using their fingers for eating "finger-foods" and begin working on using infant utensils. As infants gradually move to new stages of food (cereals, jarred foods, table foods, etc.) parents will inform the teachers in the classroom as to what their child can eat. It is recommended that infants try new foods at home first. If your infant or toddler should have a food allergy or a food intolerance, please notify your child's teacher immediately. Parents of bottle-fed babies will need to provide 2-3 labeled plastic bottles, nipples, and lids. Glass bottles are not to be brought to the center. If you are breastfeeding your child, all breast milk must be dated and have your child's name on it. Contents remaining in any bottle must be discarded within one hour. Only breast milk, formula, or water will be placed in your child's bottle. No bottles will be served with cereal or any other food product in them. The only items served from a bottle include water, breastmilk, and formula. This is a licensing standard. Parents are welcome to come and bottle feed or breastfeed their infants at any time and use the office for privacy. Breastfeeding mothers are welcome to use the room to pump as well. We ask that you provide infant drinking water to make the formula for the infants. Bottles are not heated in the microwave, as they will produce "hot spots" in the formula or breast milk. Bottles can be warmed by running them under warm water from the sink.

"Shoe-Free" Infant Environment for the Infant Room

The ELC wants to provide a clean, safe, and healthy environment. In the infant room, we practice a "shoe-free" policy. We ask that adults entering the infant room to please remove their shoes prior to entering. We take this action to prevent outside contaminants from being brought into the room and spread onto the floor, particularly during cold weather with the snow and salt.



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Safe Sleeping Practices

It is our practice for infants to always be placed on their backs to sleep in a crib. The infants are provided with a firm, tight fitting mattress in the crib that meets current safety standards. There will be pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children are never sharing a crib at the same time. Parents will provide two sets of sheets for their child's crib. The above practices are required by the South Carolina Department of Social Services.

Parent Conferences

Parent conferences are scheduled at any time parents or teachers find it necessary. Should there be any concerns that arise based on any teacher observation or assessment, a proper referral will be made with the expectation of working cooperatively with the parents to assist in their child's healthy development. Parent conferences typically take around 30 minutes. Daily and monthly reports will be sent home.

Confidentiality

ALL CENTER RECORDS ARE PRIVATE AND SECURE.

They will not be made available to any other parties or exposed in any way that might make them available to others.

Transpiration and Field Trips

Currently, the ELC does not provide transportation, therefore, the children of the ELC will not partake in activities that require transportation.

Healthcare for Children

The ELC requires all children who are enrolled in the center to have health insurance. A copy of the child's insurance information will be kept on file in the office.