

Whitefield Child Development Center Parent Guidebook

(Effective Date: March 31, 2025)



Whitefield Baptist Child Development Center (CDC)

Parent Guidebook

Dear Parents,

Welcome to the Whitefield Child Development Center. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as they grow and develop.

As parents, you play a vital role in our ministry to your child. This guidebook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to ask questions and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this Child Development Center as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

This guidebook has been prepared so that you may know the policies and better understand the program as we work together to help your child through many successful years in our Child Development Center.

If you currently do not have a church home, we would like to invite your family to visit our church at any time. We welcome visitors and new members and would be very happy if you made Whitefield Baptist Church your new church home.

In His Service,

Rev. Joey Farrington, Associate Pastor/Student Minister

Rev. Ken Wright, Associate Pastor of Senior Adults & Pastoral Care

Teresa Alvarez, Director, Child Development Center

Morgan McConnell, Assistant Director, Child Development Center

CDC Board of Directors

Debbie Knight (Chairman)

Rachel Burton (Secretary)

Sheila Wright

Gary Rogers

Ansley Farrington

Jerry Edens

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OUR MISSION STATEMENT

The purpose of the Whitefield Child Development Center is to support the home and extend the ministry of Whitefield Baptist Church by providing loving care and biblically based age-appropriate education for preschoolers.

STANDARDS

The Whitefield Child Development Center operates under standards of SC Department of Social Services (DSS) and is inspected regularly by DSS, the Department of Public Health (DPH), and the DSS Fire Marshall.

EDUCATIONAL PHILOSOPHY OF THE PROGRAM

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of our staff. Christian values are taught in the curriculum and are interwoven throughout each day's activities in an appropriate manner. Chapel is scheduled each week for students in the two, three, and four year old classes during the school year. After Christmas, the Older Toddler class participates in chapel. Children are introduced to a language arts program that is based on systematic phonics instruction. Learning centers are used to encourage discovery and creativity. The staff has been called by the Lord to serve young children and each has experience and training in nurturing and teaching children. Teachers love, respect, and interact with each child by showing interest, warmth, consideration, and affection daily.

CURRICULUM

Children will participate in a variety of theme-based learning center activities that include art, books, blocks, puzzles, manipulatives, nature, language arts, and dramatic play. Children will develop social skills through sharing, taking turns, thinking, reasoning, and solving problems.

Bible stories, thoughts, and verses are included in teaching Older Toddlers through 4K.

1. ABEKA

This is a Christian-based curriculum with emphasis on spiritual, emotional, physical, social, and mental development. This curriculum is used in our Older Toddlers, 2K, 3K, and 4K classrooms.

2. WEE LEARN (WEEKDAY EARLY EDUCATION)

This is a Southern Baptist Convention-based curriculum through LifeWay with emphasis on spiritual, emotional, physical, social, and mental development. This curriculum is occasionally used in the Infant and Younger Toddler classrooms.

3. BIBLE

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ADMISSION AND CONFIDENTIALITY

We accept children without regard to race, sex, or religious beliefs. The center maintains a waiting list in order of applications received with preference being given to siblings of enrolled children, as well as Whitefield Baptist Church members and CDC Staff.

- The CDC Pre-School Program enrolls children ages 6 weeks to 5 years.
- The CDC After-School Program enrolls children 4K through 5th grade.
- To be enrolled in a 2, 3 or 4-year-old classroom, a child must be that age on or before September 1.
- The Director/Assistant Director will maintain a separate record for each child.
- Files will be kept in a confidential manner, but shall be immediately available to DSS upon request.

HOURS OF OPERATION

- The center is open Monday through Friday from 7:00am to 6:00pm.
- Our program begins daily at 8:30 am for both the school year and the Summer Program.
- During the school year, the Morning Program hours are from 8:30am to 11:45am.
- During the school year, the Extended Care hours are 4:00pm to 6:00pm.
- During the school year, the After School Care Program hours are from 3:00pm to 6:00pm.
- The CDC does not offer the Morning program or Afterschool program during the Summer Program.
- Children must arrive by 8:30am each morning, unless your child has a doctor appointment and staff are notified that they will be arriving late.

During the School Year and the Summer Program, the Full Day Program lunch count is at 8:30 am. If a child comes in after 8:30 (ex: for a scheduled doctor appointment), they will need to bring lunch. The only exception is if you've made prior arrangements or you have messaged before 8:30am the morning of the appointment to add your child to the lunch count. Dropping off after 8:30 should be the exception and should not be a regular occurrence. This interrupts our classroom schedule and a teacher will have to come to the door to let your child in. A late charge will be added after multiple unexplained tardies.

PROGRAMS AVAILABLE/FEES

- Please refer to the Tuition/Fees Schedule that lists program options, tuition rates, and fees.
- Please note that church member rates are for current, active, Whitefield Baptist Church members.
- If more than one child in a family attends, a 10% discount will be given for the child/ren with the lesser tuition amount.
- Application Fee:
 - One-time fee for first time applicants
- Registration Fees:
 - Due when a confirmed start date is provided for the child (Payable through BrightWheel)
 - Due at the start of each program (School year and/or Summer Program)
 - Covers the cost of curriculum and accident insurance
 - Non-Refundable
 - Due for all enrolled children

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- Supply Fees:
 - Due when a confirmed start date is provided for the child (Payable through BrightWheel)
 - Covers the cost of classroom supplies (School year)
 - Non-Refundable
- Activities Fees:
 - Covers the cost of field trips and special events during the Summer Program
 - Activities/Field Trips with a higher expense (ex: Big Air Trampoline Park) are not included in the activity fee and must be paid for separately. Parents do have the option for their child to not attend.

PAYMENT POLICY

- All payments are to be made through the Brightwheel app. See Appendix A for Brightwheel instructions.
- Tuition is invoiced monthly on the first of the month and is due by the fifth of the month.
- A late fee of \$10 will be added on the 10th of the month starting August 2023 unless prior arrangements have been made with the director.
- If payments are repeatedly late, your child is subject to dismissal at the discretion of the CDC Board of Directors.

PHOTO POLICY

- CDC staff may occasionally take pictures of your child.
- Staff members are to open the photo app in Bright Wheel and then share the picture through Bright Wheel without saving the picture to their phones.
- Parents may not share pictures on social media if other children are in the pictures unless they have permission from the other parents.

OUTSIDE EMPLOYMENT POLICY

- If a parent chooses to hire a CDC staff member to watch their child(ren) outside of the CDC, the CDC is not liable for any incident arising from the arrangement.

HOLIDAYS and Other CDC Closures

- The CDC will be closed the following holidays:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and Friday following

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- Christmas Eve, Christmas Day and the days following, up to and including New Year's Day (Exact dates may vary to coincide with the days Anderson School District 1 is closed).
- CDC expenses and salaries continue on these holidays. No credit will be given, and parents are responsible for paying, with the exception of Student Vacations (see section below).
- CDC tuition fee is based on an annual amount; therefore, you pay the same amount monthly, regardless of the number of days attending in a given month (see monthly tuition rate schedule).
- Every year the CDC will close 3 days for required staff training, facility upgrades, carpet cleaning, and painting. No credit will be given for those days.

STUDENT VACATIONS

- After a child is enrolled in our full-time program (12 months, 5 day, all day care) for one year during the previous 12 months, he/she will be eligible for a one-week vacation credit of \$170.
- Vacation time can be taken as a whole or split. Please remember, your child cannot attend in order for you to use the vacation credit.
- The CDC Director must be notified ahead of time through the BrightWheel app when requesting to take vacation time. Otherwise, no credit is given.

ABSENCE POLICY

Please notify CDC staff through the Brightwheel app each time your child will be absent. After six consecutive days of non-notification, your child is subject to being dropped off the roll and the child's spot will potentially be given to the next child on our waiting list.

KEY CARDS OR FOBS

- Key cards will be issued to parents of existing students.
- A family can have up to three cards, each requiring a \$5 refundable deposit. Each card will be assigned to a specific family member for tracking and safety purposes.
- If a fob is requested, versus a card, it is an additional \$5.
- Cards and fobs only provide access to the building at the CDC entrance during the hours of 7-8:30am and 2:30-6pm.
- Please note that you must still check your child in and out on the Brightwheel app. The key card does not do this.
- If a replacement card is needed, please notify the Director or Assistant Director. A \$5 charge will be collected for the new card and the lost/stolen card will be deactivated immediately.

YEARLY TAX STATEMENTS

Yearly statements of child care expenses for tax purposes are available directly from the Brightwheel app. If your child leaves our center, please print your tax receipt prior to deleting the Brightwheel app from your phone.

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HEALTH AND SAFETY

Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

CDC STAFF TRAINING

CURRICULUM AND GROWTH & DEVELOPMENT TRAINING

Staff will receive 5 training hours in each area annually, plus an additional 5 hours in other related categories. Training meets DSS requirements.

BBP TRAINING (Blood Borne Pathogens)

The Occupational Safety and Health Administration (OSHA) has mandated annual training. This training is required for all employees with potential occupational exposure. This means if there is a reasonable possibility an employee might be exposed to blood or other potentially infectious bodily fluids, they must receive training to minimize or eliminate their risk to potential exposure.

CPR/FIRST AID TRAINING

Hands-on training builds confidence in skills learned. Pediatric First Aid is centered around the types of illnesses and injuries you expect when working with children. Training meets the requirements established by Bright from the Start, DSS, and NAEYC.

STUDENT HEALTH

- Accidents—All children are covered under the CDC insurance, once the registration fee has been paid. Should your child get hurt while at the center, we will notify you by an Accident Report. If the accident is serious, we will notify the parent or the person listed as an emergency contact. If a child receives medical care for any injury that occurred while at the center, our insurance will pay secondary to your insurance. (It will be necessary for you to provide copies of all medical bills associated with the child's accident/injury.)
- Illnesses—This is a well-child facility. This means that if your child is sick, you will need to find alternate care. If the child is sick enough to be seen by a doctor, **you must provide a doctor's note stating that the child is well enough to return to the center on their first day back.** If your child becomes ill during the day, he/she will be isolated from the group, and you will be contacted to come get them **immediately**. DPH is very strict on this policy. Each July, DPH publishes an updated Childcare Exclusion List for the upcoming school year. It includes the criteria for sending children home and also the Reportable Conditions to the South Carolina Health Department. Removing your child from the center for the required amount of time will control outbreaks or clusters of symptoms related to communicable diseases.
- The following conditions are taken from the list. According to DPH, including these conditions on the exclusion list greatly facilitates local and state disease control efforts. We are required to notify you to remove your child from the center with **each** occurrence. **The regulation states:**
- **"Exclude the child with symptoms which may include (but not limited to)":**

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- **Diarrhea** (two loose stools within the program hours or one with spillage not contained by the diaper or toilet use); Can return when diarrhea has subsided for 24 hours without medication for symptoms and child has returned to normal eating habits, and child has had one solid stool,
- **Fever** (A temperature of 100.4 degrees or greater); until temperature has been normal for 24 hours without medication for symptoms,
- **Vomiting** (twice **or** once in addition to a fever); until vomiting has subsided for 24 hours without medication for symptoms and child has returned to normal eating habits. Unless there is evidence that the child is ill after vomiting once without fever. Can be sent home at the discretion of the CDC Director or Assistant Director. Can return when vomiting has subsided for 24 hours without medication for symptoms and child has returned to normal eating habits.
- **Pink eye with redness of the eyes or eyelids or skin surrounding the eyes**; matted eyelids after sleep; until evaluated and treated. Can return with medical note stating that the child is no longer contagious or parental note that the child has been taking prescription eye drops for 24 hours.
- **Hand, Foot, & Mouth Disease**; cannot attend while symptoms (ex: fever, blisters, or excessive drooling) are present, which is typically during the first week of illness. Cannot return without a medical note stating that the child is not contagious.
- **Impetigo**; Cannot return until 24 hours after antibiotics have been given and the lesions are crusted (or covered in a watertight dressing).
- **Undiagnosed or rapidly spreading rash**; Cannot return without a medical note stating that the child is not contagious.
- **Ringworm**; Can return after topical treatment begins and the individual is no longer contagious (no longer contagious once treatment begins). Note required that treatment has been initiated.
- **Head Lice**; Can return to school with a parent note after one treatment with an OTC or prescription lice elimination product and the head is free of crawling lice and nits.
- An illness that prevents them from participating comfortably in program activities,
- An illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children,
- Difficulty breathing,
- Unusual lethargy (an unusual tiredness or lack of energy),
- Unusual severe irritability, especially in younger students,
- Persistent crying,
- Weeping or draining sores that cannot be covered,
- When a student poses a risk of spreading a harmful disease to others in the school setting,
- Uncontrolled drooling associated with any mouth sores until doctor states the child is noninfectious. Medical note required,
- Varicella (chicken pox) until all lesions have dried and crusted (usually 6 days after onset of rash).

If your child has been diagnosed with a communicable disease, such as COVID, chicken pox, pink eye, thrush, fifth disease, head lice, etc, **please notify the center immediately**. We have a responsibility to share this information with other parents and teachers in the center. Additional sanitizing is required.

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- Medicine—Medicine or special medical procedures shall be administered to a child only when there is a written, signed, and dated request from the parent/guardian. Forms (located in the CDC entrance) will be provided for this purpose. Prescription drugs and other medication required for the children shall be in the original containers and clearly labeled with the child's name and dosage schedule and shall include written directions for administering the medication.
- Fever-reducing medications cannot be administered by any staff member (even with a medicine form), unless it is accompanied by a doctor note.
- Other than the day of child's immunizations and the day following immunizations, Tylenol cannot be administered to a child prior to or during school.
- ***Do not give Tylenol or Motrin to your child in the morning if they are not feeling well and then send them to school.*** DSS states this is in place so parents cannot "mask a sickness" by bringing the temperature down to below the required body temperature permitted for a child to attend. If we suspect this has occurred, we will schedule a parent conference to discuss dismissal of your child.
- Over the counter cough/cold medications also cannot be administered by any staff member without a current doctor's prescription.
- The time and dosage of all medication administered to children will be recorded by the staff. All the medicine shall be stored in a separate, locked place. Forms are subject to audit by DSS and/or DPH. These agencies have the legal right and responsibility to request verification and/or clarification of over the counter medication dosage amounts, length of time between administering dosages, etc.
- Colds—The CDC understands that children will have clear, runny noses and coughs from time to time. If a child comes to the center with a yellow or green nasal discharge, a diagnosis by a physician is required to determine contagiousness. If it is a cold or allergies, and he/she is able to follow routine program activities, **including playground time**, the child may attend. If we feel he/she is not able to participate in daily activities, parents will be notified to pick up child.
- Antihistamines (ex: Benedryl) oral or topical will be administered to a child, if approval was given on the registration form, if it appears a child was bitten by an insect or is having an unspecified allergic reaction.
- Breathing Treatments (not including pump inhalers)—Due to the amount of time required to administer a breathing treatment, DSS has recommended we either no longer give treatments or require parents to come to the center for that purpose. We have implemented a plan to modify our procedures that DSS has approved. **Treatments will only be administered under the following conditions:**
 - We must have a doctor's statement/prescription stating treatments are required 3 times daily (otherwise, they can be given morning and evening at the child's home)
 - Treatments will only be given at lunchtime **when and if** an extra teacher is available to be in the classroom to legally comply with the South Carolina Staffing Ratio Regulation.

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IMMUNIZATIONS

- A copy of your child's current South Carolina Certificate of Immunization DHEC-2740A must be kept on file at our center.
- Certificate must be provided within 30 days of starting.

EMERGENCY MEDICAL PLAN

If a child experiences a medical episode while in the care of the center (allergic reaction, accident, seizure, etc) requiring professional medical attention, CDC staff will call 911 and have your child transported to the nearest hospital. A Whitefield staff member will accompany the child to the ER and remain until the parents have arrived. The director will be the accompanying staff member. If unavailable, the Director Designee will go. If she is unavailable, the child's teacher will go, and the CDC's floating aide will take over the teacher's class until her return.

EMERGENCY PREPAREDNESS AND EVACUATION PLAN

In the event of any emergency situation, the CDC will follow this evacuation plan:

- Fire—CDC evacuation procedures are posted in each room. (Out into the parking lot and then, across the parking lot to the playground). Depending on the severity of the fire and/or season, we would make the decision to take the children to the Whitefield gym across the street and/or on to Williamston First Baptist Church Child Care Center located on Main Street in Williamston.
- Tornado—The CDC "Safe Shelter-in-Place Rooms" are the adult restrooms across the hall from the infant room. In the event of an active Tornado Warning, children will not be released to leave the CDC until an all clear is given. If a parent insists (against staff directions) on checking a child out during a warning, they must come to the child where they are sheltering to collect the child. A staff member will also note this in Brightwheel for liability purposes.
- Active Harm Situation - The CDC staff have been trained and will make the immediate decision on whether to take the children and exit the building or hide in the classroom restrooms.

PARKING LOT PRACTICES

- The speed limit in the parking lot is 10mph. Please be aware that children may be in the parking lot while walking to the playground or to/from vehicles with their parents.
- Parents must park their car and walk their children to the door.
- For safety reasons, we no longer allow parents to drive under the breezeway, even if it is raining.
- Our CDC cook and/or staff may park under the breezeway in order to bring purchases into the building. Please do not take this as an approval to follow them under the breezeway.
- The parking lot is a one-way lot. Please do not turn around and exit the lot towards the playgrounds.
- We advise against parking in the angled spaces facing the field. This has caused accidents due to limited room to back up.

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ARRIVAL AND DEPARTURE—TRACKING AND SUPERVISION

- Parents who are bringing or picking up their child should enter and exit through the rear, covered entrance.
- Please bring your child clean, dressed for the day, and fed.
- Food is not to be sent in with your child other than bagged lunches, special snacks for the entire class, or food for birthday parties.
- Please make your good-byes brief. Never leave the child without saying good-bye.
- Please be in control of your child during dropoff/pickup times. Children 2K and older who are acting uncontrollably (ex: kicking, screaming, hitting) will not be permitted to be left at the CDC until the behavior is under control by the parent.
- Center rules and other policies apply when the parent is present also.
- No one other than the parents or designated persons will be allowed to pick up your child without prior arrangements. The center must be notified in advance through the BrightWheel app and the pickup person must have the parent's 4-digit checkout code.
- Parents shall have access to their child without notice unless court orders otherwise. This access shall not disrupt instructional activities and routines.
- If there is a court order keeping one parent away from the child, we must have a copy of the paperwork for our files. Teachers have the right to ask for a picture ID when they do not recognize the person picking up your child, even if the individual has the checkout code.
- Parents should walk their children all the way to the classroom if there is not a staff member present near the entry door.
- The BrightWheel tablets will travel with the teacher as the class moves to new locations in or around the center. Staff also have the option of using the BrightWheel app on their phones. The BrightWheel records are subject to be audited by DSS.
- If, for any reason, a child is brought in late (after 8:30am) or picked up early (before 2:30pm), you must push, then release the intercom button. A staff member will come to the door as soon as possible to open the door for you. Please be patient as we do not always have an extra person to come to the door.

MORNING PROGRAM

If it is a "No Curriculum" day at the CDC, then Morning Program students do not attend.

- Those attending the morning program will be dismissed at 11:45 am.
- Parents are to park and come to the CDC entrance door. A staff member will bring your child to you.
- Late pick-up (after 12 noon) can result in a fee of \$1.00 per minute late.
- After three late pick-ups, the parent will receive a written warning that must be signed and returned to the child's teacher. After five late pick-ups, the late fee will increase to \$5.00 per minute late.

If a parent or grandparent decides to pick up a child who does not normally leave early, the parent should send a note through Brightwheel so the staff will know to have the child ready. On the days when there is no structured curriculum (District One In-service Days, week before Christmas, Summer Program, etc) all children are still

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expected to be present by 8:30 am. It is difficult to plan for the correct number of staff and/or food when children come in late and is a disruption when daily curriculum has begun. It is also very difficult for a late-arriver to settle down after lunch for the required rest time.

DISCIPLINE AND BEHAVIOR MANAGEMENT

The staff of Whitefield Child Development Center is committed to providing a positive learning environment and will use positive discipline techniques to teach a child. This will be achieved through God's Word, love, consistency, and firmness. **Please realize these procedures are not the only disciplinary actions taken at Whitefield.** As one committee member (that happens to be a retired school teacher) stated as we were revising our guidebook, "If we include each and every rule and consequence, the guidebook would be so thick, no one would have time to read it." The children are explained the rules of the center frequently so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others, or damages property, the following developmentally appropriate techniques will be used:

1. Positive reinforcement: the child will be praised when he/she is demonstrating acceptable behavior.
2. Redirection: the child is redirected to another activity and given the opportunity to try again at another time.
3. Cool down time in the classroom: the child is separated from the group for a period of time.
4. Cool down time in the director's office: this is used when time out in the classroom is ineffective.
5. "General Rules": Used in many areas to ensure that the consequences fit the unacceptable choices the child has made. Here is an example to which we could apply this technique:
 - If children are arguing over a toy, and an agreement cannot be reached, the toy is taken away for a cool down time. We find it is just as effective to place the toy in "time-out" instead of the child. The child/ren will then be redirected to another area of the room to play.

The staff of Whitefield Child Development Center will in no way use physical punishment to discipline a child.

AGGRESSIVE BEHAVIOR POLICY

The staff of Whitefield Child Development Center wants to partner with parents to provide a safe environment for the children. In doing so, we have established the following policy for aggressive behavior. If a child exhibits **any** aggressive behavior such as biting, scratching, hitting, kicking, pulling hair, etc. the parent(s) will receive a note the same day. At the discretion of the teacher and/or the director, the parent(s) may be called to come discipline as they see fit depending on the age of the child and the severity of the incident. **Aggressive behavior that draws blood, scratches to the face, a bite on the face, breaks the skin on any area of the body, or aggression toward an adult will result in the child being sent home for the remainder of the day, even if it is the child's first incident.**

- Each incident is documented (Discipline Form, Bite Report) with a description of what led to the incident.
- Parents are required to sign the document that is filed in the child's folder (kept in the director's office) after each incident and the teacher/caregiver will notify and conference (by phone or in person) with the parent.

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- After three incidents that are considered by the teacher/caregiver to be acts of aggression, the parent will be called to come to the center to discipline their child. Whitefield Child Development Center expects parents to have a discipline plan in place before arriving at the center.
- After a parent comes to discipline their child at school three times, the parent will be notified to pick up their child for the remainder of the day.
- After a parent picks up their child from school three times for aggression incidents, the child will not be allowed to attend the center for one week and a conference with the teacher and the director will be required before returning to the center.
- If these procedures do not correct the behavior problems, the child will be suspended with a referral for possible professional evaluation of the child's behavior that could determine the proper approach to correcting the inappropriate behavior. The child is subject to dismissal for the remainder of the school year. The child may apply to attend Whitefield CDC the following school year pending a conference with the director. Re-entry will be based on space availability and the results of the professional evaluation.
- If parents choose not to sign a discipline form or pick up/come discipline their child based on the above steps, the child could be subject to dismissal.

BITING INFORMATION

The goal of teachers and parents is to help children stop biting and learn appropriate behavior. Biting, unfortunately, is not unexpected in preschool settings and is a development behavior generally seen in children ages 18-36 months old. Statistically 1 out of 10 toddlers bite. Our CDC staff will strive to be consistent with each biting incident.

- A bite report will be filled out for the child who was bitten and the one who bit.
- The child who bit will be told that we do not allow biting and that it hurts our friends.
- The child who bit will be placed in time out for the number of minutes of their age.
- The bite will be cleaned and the child who was bitten will receive TLC.
- If the bite draws blood, the child will be sent home for the remainder of the day.
- After three bites (without blood drawn), the child will be sent home for the remainder of the day.
- Staff can only administer a bite inhibitor (such as Biter Be Goner) with written instructions from the parent.

LABELING POLICY

- Per DPH, all items brought from home must be labeled with your child's name.
- This includes car seats left in the CDC lobby.

CHANGE OF CLOTHING

- Each child 2K and older must have a change of clothing including underwear and socks in his/her book bag or diaper bag to be used in case of an emergency.
- Infants and Toddlers should have several changes of clothing available.
- When these are sent home for washing, please be sure to send back another change of clothing.
- Please be sure to update your child's clothing when they grow into a larger size and as the seasons change.

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BABY NOTIFICATIONS

- *Babies should have been fed their first bottle/breakfast prior to arriving at Whitefield. Drop-off time is a time for parents to leave instructions and ask questions. If the teacher is feeding a baby, she cannot meet and greet the other parents and babies.*
- Parents are to provide all personal items the baby will need.
- Parents are to mark ALL items with a permanent marker or name labels.
- Only plastic bottles are allowed. No glass.
- Please bring several complete changes of clothing in case of leakage or spit-up.
- All pacifiers should have a clip and both are to be marked.
- When bringing a large pack of diapers, please mark the outside of the bag/box with your child's name.
- Parents will be notified through the Brightwheel app when a child needs additional diapers, etc.
- Any personal items not clearly marked will not be used by the center.
- Please make sure only appropriate items are in their bookbag each day.

FOOD

- Parents should provide all food for children too young to eat solid foods.
- Each container should be labeled with the child's name.
- Breast milk should be labeled and dated. For other children, morning and afternoon snacks will be served daily.
- Lunch will only be served to all-day children. A lunch menu is posted on the CDC News bulletin board in the CDC lobby and sent via Brightwheel. Lunch may also be brought from home. Milk will be provided daily with lunch.
- All food brought must be finger foods, cut or prepared and ready-to-eat (heating food will not be available).
- If a child has a special health need, written permission/instructions for dietary modifications signed by the child's health care provider is required.
- Your child is welcome to celebrate their birthday at school by bringing a special snack (ex: cake, cupcakes).
- The CDC follows DPH and DSS regulations for special snacks:
 - Cannot be homemade
 - Must be from a grocery store, have an ingredient label, and be sealed.
 -

TODDLERS AND PRESCHOOLERS CLOTHING

- Please dress your child in comfortable clothing appropriate for activities such as outdoor play and art.
- It is not safe or comfortable for a child to wear a costume to school unless it is for a specific event.
- **WE PLAY DIRTY!** The center is not responsible for items that get dirty due to regular activities.
- The ideal clothing for preschool and childcare (toddlers-4 year olds) would be elastic waist pants or jogging suits.
- Please do not dress your child in belts, rompers, buttons, snaps, zippers, or suspenders that he/she cannot easily manage.

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- We also recommend that children wear socks and tennis shoes to reduce the risk of injury.
- For safety/insurance reasons, children must wear close-toed shoes. Sandals and flip-flops are not permitted. Crocs are permitted when the straps are in the back at the heel.

POTTY TRAINING

- We will be more than happy to assist you with potty training starting with children in the Older Toddler class, who show readiness here at the CDC and as we are able based on teacher/student ratios.
- Potty training becomes actively encouraged in January of their 2K year.
- A child cannot enter the 3K class unless they are potty trained because we do not have changing tables in those classrooms.
- ***Parents must initiate the training at home for at least one week prior with good results before starting at the center. Your child's teacher will let you know when to start sending your child in underwear. Please do not send them in underwear before this notification.***
- Once training is initiated at the center, parents are to supply pull-ups that fasten with Velcro on the sides and at least three full changes of clothing during potty training.
- Once a child can stay dry at the center for one full week (five school days here at Whitefield), then regular underwear will be suitable for daily dress code. The child's teacher will let you know when to begin sending them in underwear. Please do not send them in underwear prior to being notified to do so.
- If a child has 2 or more accidents per week after going into regular underwear, he/she must go back into pull-ups.
- One teacher cannot leave the room to "rinse" soiled underwear; therefore, if a child soils his/her regular underwear, the underwear will be removed and discarded.
- In compliance with the requirements of Blood Borne Pathogens training, if it cannot be removed without smearing the waste down the child's legs, then the underwear will be cut away. The elastic in the underwear allows the teacher to pull the material away from the child's skin and scissors with protected blades will be used to cut the underwear off.
- In order to be identified as potty-trained, children must be able to wipe themselves after using the toilet.
- If a parent communicates that a child is potty trained, but it becomes evident that they are not, the child will be subject to dismissal at the discretion of the Director or Assistant Director.

SELF-FEEDING

- At the CDC we begin teaching the children to self-feed in the Younger Toddler room. This is a messy process, but they really enjoy it and it allows them to learn and explore.
- The children are encouraged and learn how to successfully self-feed using utensils and drinking milk from an open cup at lunch starting in the Older Toddler Room.
- By the time children reach our 2K room, they are expected to be completely feeding themselves without assistance from teachers.

NAPTIME

Effective Date: 3/31/25

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- Please do not let your child sleep late in the morning before coming to the CDC. This disrupts their's and other's schedule and often means that they will not nap during the center nap time. We have experienced children who want to play and talk while their classmates are sleeping.
- All children are required to have a rest period, even if they do not sleep during this time.
- Napmats will be sent home every Friday to be washed and returned on Monday.
- Napmats must be labeled with your child's name. This is a DSS requirement.
- Our CDC Quiet Time is 12:30pm – 2:30pm.
- **No child should be picked up during this time as it is proven to be disruptive to other children.**
- Children should not be dropped off after 11:30 since this is our lunch time.
- If there is an emergency, and a child must be picked up during naptime, please use the intercom system at the CDC entrance since your key card/fob will not work at these times. Please message your child's teacher ahead of time so that your child can be ready when you arrive.

INCLEMENT WEATHER

Should inclement weather occur, the Whitefield Child Development Center will act in accordance with the decision of Anderson School District One to close schools. If School District One is on a two-hour delay, the center will open at 10:00 AM, and there will be no morning program.

If the schools in District One are closed more than one day, the Board, Director, Assistant Director, and Pastors will consult with local Highway Patrol to determine whether the Center will be able to open or need to remain closed for the safety of the students and teachers.

When District 1 closes school early for any inclement weather event, the Whitefield buses will not pick up after school children.

PARENT COMMUNICATION

- To provide the best possible care, please feel free to communicate any concerns regarding your child.
- It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved.
- A 3K and 4K class newsletter will keep parents informed on what their child is learning in class, special events, and important reminders.
- Information of upcoming events and dates will be posted on the BrightWheel app.
- If a parent needs to discuss something with the Director or Assistant Director directly, they may use the ADMIN function of Brightwheel messaging. Teachers do not see this communication.
- The Director and/or child's teacher will be available upon request to have a Parent Conference. Please contact them through Brightwheel to schedule an appointment.

OUTDOOR PLAY

- The children at Whitefield Child Development Center go outside every day, weather permitting.
- Dress your child appropriately.
- Please label all coats, sweaters, etc. We cannot be responsible for lost articles.

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PERSONAL TOYS

- Children may bring one soft lovey or blanket from home to be put in their cubby upon arrival and only taken out at naptime.
- Other toys are not to be brought from home.

FIELD TRIPS/TRANSPORTATION

- Field trips (for 3K classes and up) may be planned for the year and during the Summer Program.
- Permission slips sent home before each trip must be signed by parents and kept on file.
- Teachers on the trips will have Brightwheel on their phones to continue to be able to communicate with parents if necessary.
- Parents may be asked to volunteer to help, but there will also be trips where parents are not allowed to join.
- If a parent joins the children on a field trip, they must take their child home with them at the conclusion of the field trip. Our experience is that it is too disruptive for the rest of the class if a child is upset that they are not going home with their parent, since they are outside of their normal routine.

SUMMER PROGRAM REGISTRATION FEE

- The CDC school program will end in May.
- Those not attending during the summer will be released until promotion day in August.
- A holding fee is no longer required to secure placement in the fall.
- Parents will only need to fill out one annual Registration Paperwork, and the returning children will be given priority spots for the Fall in our school year program.
- The Summer Program will be handled as a separate program.
- Existing students will be given priority for spots in the Summer Program.

PARENT MEETING/PROGRESS REPORTS

- The goal at the CDC is to provide written progress reports once or twice during the year, according to the child's age.
- Parent conferences can also be scheduled in the spring upon request to discuss these progress reports.

COOPERATION OF PARENTS

- The center staff must have the cooperation of the parents if the children are to receive maximum benefit of enrollment.
- Throughout the year if there is anything unusual going on in your home, please inform the director.
 - This might be a severe illness, a relative in the hospital, not seeing a parent, divorce or separation, moving to a new home or location, witnessing or being involved in an accident, etc.
 - Even though your child may not seem to be affected, we may see in their behavior that they are upset, frustrated, etc.

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COMPLAINT PROCEDURE

- The CDC director and staff will strive to serve you and your child in an excellent manner.
- If you have a complaint or concern, your **first** course of action is to discuss the matter with your child's teacher.
- If a satisfactory solution cannot be reached, you are encouraged to arrange a conference to talk with the director.
- **If you have a problem with a staff member, please do not discuss this with other parents or others on the center staff.**

PARENT AGREEMENT OF COOPERATION

- Parents must sign the Parent Agreement of Cooperation (Appendix B).
- If a parent refuses to sign/follow the agreement, their child can be subject to dismissal.

DISMISSAL/WITHDRAWAL OF A CHILD

The center reserves the right to dismiss any child if:

- A current immunization record has not been submitted or kept up-to-date.
- Fees are repeatedly paid late.
- The child is repeatedly dropped off/picked up late.
- Parents fail to abide by the CDC policies.
- Behavior problems continue after conferences with the parents. The child will be subject to dismissal at the discretion of the director and the teacher if significant progress has not been made in the child's behavior and/or attitude.
- Parents and administration fail to reach a solution or a compromise to concerns and problems after discussions to solve the problems are held. The child will be subject to dismissal at the discretion of the director and/or the teacher if it becomes apparent that Whitefield Child Development Center is no longer able to meet the need and/or demands of a family.

Two weeks' notice in writing is required for withdrawal and is to be submitted to the Whitefield Child Development Center. Tuition is required for the two weeks if proper notice is not given.

AFTERSCHOOL PROGRAM

- The CDC operates two buses to pick children up for our afterschool program.
- Schools that the CDC picks up from will change based on enrollment.
- One bus will pick up from Cedar Grove Elementary and Belton Prep Academy (2025-2026).
- One bus will pick up from Belton Elementary and Marshall Primary School (2025-2026)

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APPENDIX A – Bright Wheel Instructions

- ***CDC Staff Members have the option of using a tablet provided for their use of Bright Wheel, but they also have Bright Wheel on their phones and have permission to use their phones during their work day to log activities and communicate with parents.***
- Bright Wheel will help you manage your child's daily activities at the center, while also giving you the ability to sign your child/children in and out during drop off and pickup by using a QR code that will be provided for you.
- Bright Wheel will also be a form of communication with all Whitefield CDC staff members. This will be the **ONLY** way for you to communicate with your child's teacher. Any incident or update that occurs within the center will be communicated to you through this app. A staff member will only call you in the event of an emergency.
- There are two options to communicate with the CDC staff. One is for the teachers (administration can also see) and the other is an option for only administration (Director and Assistant Director) to see. Teachers cannot see this second communication.
- Bright Wheel will be the way you will be invoiced and pay. An invoice for registration fees will be made for you when your child is accepted. A monthly Invoice will be sent on the first of each month and payment is due by the fifth. If you choose to do automatic payment, it will draft on the day it is due.
- You have the choice of paying by credit/debit card or by ACH. If you pay by credit/debit card you will be charged a Brightwheel fee of 2.9% on your transaction. If you pay by ACH there is a \$0.90 Brightwheel fee per transaction.
- Anyone picking up your child/children on a regular basis will need this app. It provides you with a 4 digit code (that you can change).
- If you do not have your phone with you at check-in, you are welcome to use the Director's tablet here at the center.
- If your child promotes out or leaves the CDC for any reason, please pull your tax information from the Bright Wheel app prior to deleting it from your phone.

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APPENDIX B – Parent Agreement of Cooperation

I, _____, whose child,

_____ is enrolled in the Whitefield Child Development

Center, have received a copy of the Parents' Guidebook. I have read and understand the policies and guidelines described in the Guidebook, and I agree to abide by all of them including the following:

- We will cooperate with the teachers in a spirit of partnership in the training of our child(ren).
- We will attend parent/teacher conferences when requested to do so.
- We will monitor our child(ren)'s progress, attendance, and discipline.
- We will pick up our child(ren) from school when requested to do so by an administrator or staff member.
- We have read and understand the financial information and pledge to fulfill our responsibilities accordingly.
- We understand that tuition rates do not cover all of the cost of operating the school and that our participation is needed through other ways such as volunteer involvement, monetary gifting (fundraisers), and regular prayer efforts for the benefit.
- We give permission for our children to take part in all routine school activities.
- We agree to encourage our child(ren) in the learning of Biblical truths and school curriculum.
- We pledge our cooperation regarding school policies and practices.
- We will commit to handling all issues appropriately with the person(s) most directly involved.

Signature of Parent

Date

Please sign and return this page to your child's teacher or to the director.

This signed Agreement of Cooperation is a DSS required part of the registration and enrollment process at Whitefield Child Development Center. If you have any questions, please let us know.