



Accredited by the National Association of the Education of the Young Child

(NAEYC)

PARENT GUIDELINES AND POLICIES

2020-2021

MISSION

The mission of the USCA Children's Center includes providing high quality child care, working with parents, training students and engaging in research. The Center is a training site for child care providers in the area. The staff of USCA Children's Center works together as a team to provide an environment for service, teaching, and research.

The Children's Center fulfills an exciting mission. The Center is a part of the University of South Carolina Aiken and has access to all university resources and services. It offers high quality child care and education for young children, ages six weeks through four years. The families we serve are from the university as well as the Aiken community. Parents are recognized and valued as active members of the Center team and are encouraged to become advocates for young children in general.

The Children's Center's staff members are dedicated and held accountable to the NAEYC Code of Ethics. These ethics provide that staff treat all children and families with respect and dignity. We also hold our families to this same standard of behavior. We expect parents and family members to treat staff and other families with courtesy and respect. It is our goal to resolve conflicts with fairness and cooperation. However, we do reserve the right to terminate services for any family that we feel is disruptive or exhibits behavior that is detrimental to a safe and positive environment.

The Center has a dual purpose of providing quality child care for faculty, staff, students, and the community while serving as a laboratory setting to be utilized by the university. The research agenda for the Center includes best practices as well as training initiatives. The Children's Center provides university students the opportunity to observe multiple ages of young children as well as to apply specific skills they are learning in their educational programs.

The Child Care Program is accredited by the National Academy of Early Childhood Programs, meets the licensing requirements of the Department of Social Services, enhanced provider standards of the Department of Health and Human Services, safety standards of the Fire Department and Sanitation Codes of the Department of Health and Environmental Control.

Admission to the USC Aiken Children's Center is open to all children regardless of their color, sex, age, disability, religious beliefs or national origin. Center information will be provided in a language the family can understand.

The Center is housed in a state of the art facility designed specifically for USC Aiken's purposes. The quality, design, and size of the building far exceed minimal state licensing standards.

PHILOSOPHY

Several aspects of a child's development provide the framework of our program. The child's interactions with adults including their teachers and parents provide a structure for the development of language and social interactions. Adults provide the guidance for children to interact with one another. The activities and the environment are carefully designed in order to provide leading activities so that they can discover the world through their method of learning- play.

Each child is unique with his/her own developmental path in all areas of development including cognitive/language, social/emotional and physical. Our teachers strive to get to know each unique child so that planning activities are individually as well as developmentally age appropriate.

Realistic expectations are maintained for children for their social interactions as well as their thinking abilities. Young children think differently than adults and our program reflects sensitivity to that fact.

Children, as social beings, are learning to get along with others. They gain this knowledge through the behavior modeling that they see in adults. Adults, therefore, treat other adults and children with respect, consideration, acceptance, and fairness. Adults provide guidance to the children to be able to get along with others, use words to express their desires, thoughts and feelings, to cooperate and share with others, make good decisions, and to develop a sense of empathy and impulse control. Children are supported in the process of learning to regulate their own behavior. Differences in children are acknowledged and valued. We celebrate all children regardless of their color, ability level, gender, or economic status. When cultural conflicts arise, teachers will negotiate with parents to find a mutually beneficial solution.

In addition to the teaching staff, the environment is also a teacher for the children. The classroom is set up in learning centers so that the child can choose the area in which he would like to play, the materials he will play with there, and what he will do with them. Limits on this play include the requirement that the child treats others in the play area with kindness and cooperation and that materials be taken care of and put away when the child has completed his task. The child's active exploration in the environment includes movement, materials to manipulate, roles to take on, and a variety of art mediums.

As each child travels his developmental journey, teachers are available to support his explorations, guide his participation, and encourage his progress. The journey is taken together so that each child discovers his own possibilities.

GOAL

The goal of the center is to provide a nurturing, safe environment that supports each child's development to his/her potential in all areas of growth and learning

THE PURPOSE OF THE CHILDREN'S CENTER

- To provide a stable setting, a nurturing and stimulating learning environment and to provide developmentally appropriate experiences for the children enrolled.
- To provide experiences which promote the development of independence, social competence and a positive self-concept in each child.
- To provide opportunities for parent participation and involvement based on open communication so that each child's experience in the program becomes integrated with the home environment.
- To serve as a demonstration program for individuals preparing to become teachers of young children.
- To serve as an arena for scholarly research and development efforts and a resource for all professionals in early childhood education and related fields of child related study.

ENROLLMENT REQUIREMENTS

- The Children's Center maintains a waiting list for all classrooms. There is no obligation to place your child's name on the list. However, first priority is given to families of children enrolled that are expecting a sibling. Second priority is given to children of full-time Faculty or Staff employed at USCA. Third priority is given to USCA students.
- Infants must be 6 weeks old to attend the Children's Center. Children under the age of 24 months should not be at the Center any longer than 10 hours in one day.
- Students who will turn 5 by October 1st of a school year will age out of the Center and cannot be registered for that school year.
- Students who turn 5 by June 1st will not be eligible to attend summer session.

FORMS REQUIRED FOR ADMISSION

Parents will be provided with an enrollment packet including forms and signature pages which will comprise your child's permanent folder. Some examples include:

1. Emergency Form
2. Statement of Child's Health
3. Child Release Authorization Form
4. Certificate of immunizations

(Due within 30 days of enrollment, on a SC immunization form.)

(For confidentiality purposes, all student files are placed in a filing cabinet in a locked room. Only authorized persons including parents of the child, teaching/administrative staff, NAEYC officials, DSS officials, or official designees will be granted access.)

QUARTERLY UPDATES

We are required by NAEYC (the National Association for the Education of Young Children) to update our emergency contact information quarterly. A new emergency information update form will be sent home and must be returned in a timely manner for your child's file.

HOURS OF OPERATION

The hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. Children under the age of 24 months should not be at the center longer than 10 hours.

The Children's Center building is locked at 6:00 p.m. so staff should be leaving at that time. If you are late for pick-up, the fee is \$5 per minute at the Director's discretion. Chronic late pick-ups can result in termination.

The Center is closed on holidays as designated by the University administrative calendar and on select staff development days. You are responsible for tuition on these days.

In the case of inclement weather or natural disasters the Center will follow the decisions of USCA. Local news will keep you updated on current information. If there is a two-hour opening delay for USCA, you may drop off your child at 10:00 a.m. The Director or Campus Supervisor will send out a group email to notify parents of changes **so make sure we have an updated email for your family.**

HEALTH, ACCIDENTS, ATTENDANCE, AND AUTHORIZATION

- Each child's overall condition will be recorded each morning. Staff will check each child's temperature each morning before they enter the school. A temperature of 100 degrees or more will mean that the child cannot enter the Center. See Covid-19 procedures for further direction. Parents will answer daily questionnaire.
- Staff will do daily temperature screenings throughout the day. Children with temperature of 100 degrees or more will be placed in a quarantine room and they must be picked up immediately. Please see Covid-19 for return to school policy.
- Parents will also be called if the child has 2 episodes of diarrhea or vomiting, or is unable to engage in normal classroom activities. Our staff reserves the right to use their own discretion based on their knowledge of each child and his/her typical behavior and demeanor.
- Symptoms of possible illness include not eating or drinking, excessive crying, lethargy and/or inability to participate in such activities as circle time, center time or outside play. We should be notified immediately by parents if a child is diagnosed as having any type of communicable disease. Following these guidelines will help us prevent the spread of illness. Children who have medical or dental procedures that involve being sedated or Twi lighted cannot return for 24 hours. The Center deserves the right to ask for a doctor's note for any illness.

NOTE: In the event that we have a "bug" or contagious illness that is confirmed by a physician, we reserve the right to amend these conditions in order to provide the safest environment possible for all.

Based on the DSS and DHEC list of communicable diseases, we have created a list of illnesses/symptoms and the appropriate steps we will follow to avoid the spread of communicable diseases, including when your child may return after illness:

ILLNESS:	MAY RETURN:
Chicken Pox	When all lesions are scabbed over.
Roseola	After the rash and fever are gone.
Pink Eye	24 hrs. after medication is started & there is no discharge from the eye
Fifth Disease	24 hours fever free with no fever reducing medicine
Impetigo	24 hours after treatment has begun. Lesions on exposed skin must be covered and not draining.
Mouth Sores	When a physician or health official determines the condition as non-infectious and the parent provides the Children's Center with a written medical release from the practitioner. Child must be able to eat and drink during the course of a school day.
Strep Throat	24 hours after initial treatment, and fever-free for twenty- four hours.
Head Lice	24 hrs after treatment AND when nits are no longer visible. (This nuisance condition is sometimes difficult to remedy. Not only does the hair have to be shampooed but all nits need to be removed AND all bedding, sleep friends, etc. must be laundered).
Ringworm	When treated with antifungal for at least 24 hours and it must be covered.
Boils	Cannot attend if there is any oozing or if too painful for child to participate in daily activities; must be completely sealed with bandage upon return.
Scabies	24 hours after the first treatment with prescription cream.
Fever 100 degrees or higher	•••The child MUST BE fever-free for 24 hours without fever-reducing medications, or until medical evaluation warrants inclusion. <i>In order to protect the health and safety of other children and our staff, no exceptions will be made.</i>
Diarrhea (2 or more episodes of loose stools)	free from diarrhea for at least 24 hours
Vomiting (1 or more episodes of vomiting)	When vomiting resolves (no episodes for 24 hours) or physician determines it to be non - communicable and the child is not In danger of dehydration AND parent provides the Children's Center with a written medical release from the practitioner.
Stitches (must be covered)	When child is able to participate in all regularly-scheduled classroom activities and parent provides the Children's Center with a written medical release from the practitioner.
Breaks (cast, etc.)	When child is able to participate in all classroom activities & parent provides a written medical release from the practitioner.
Rashes/Open Sores	With written medical release from practitioner and must be covered
Colored discharge from nose	When symptom-free and with written release from medical practitioner and no discharge
Pertussis (whooping cough)	No sooner than 5 days after the start of effective antimicrobial treatment.
<i>Hand, foot, and mouth disease</i>	<i>24 hours fever free with no fever reducing medicine; blisters must be healed</i>

****Fever-free means fever-free WITHOUT medicine.**

Please see Covid-19 Information Sheet for specific symptoms

MEDICINE

- We will no longer be dispensing prescription medications.
 - The Center can give a child one breathing treatment per day. If he or she requires more than that during the school day, he or she does not need to be at school. Inhalers can be used up to twice a day.
 - Epi-pens should be kept up to date by the parents. Epi-pens must be accompanied with a written authorization and instruction.
 - Any child with an emergency illness must have a written action plan from their pediatrician or specialist that clearly outlines specific symptoms and steps to take.

ACCIDENTS

An accident report will be sent to parents through email or school app. A copy will be provided if requested by families without access to email or cell phone. Parents must reply confirming they have received this notice in lieu of signature. The Center will retain a copy of accident reports in the child's file at school. In the case of a head injury, parents will be notified by phone.

*In the event of a serious accident or emergency, the child will be taken to Aiken Regional Medical Hospital by ambulance. A designated member of Children's Center staff will take a copy of the child's emergency information AND escort the injured child to the hospital, remaining until a parent or legal guardian arrives. The parents will be notified immediately. If they cannot be reached, the Center will attempt to notify the physician listed on the Center's Emergency Form.

SURGICAL PROCEDURES:

Children who have procedures done involving "twilight anesthesia" or being put to sleep cannot attend for 24 hours. We may request a note from the physician to return to center after the 24 hour period. Children must be able to participate in an active daily schedule.

DAILY PROCEDURES AND SUPPLIES

ARRIVAL AND PICK-UP

- Parents must bring children in between the hours of 7:00 a.m. and 9:00 a.m. daily
- One parent will walk the child up to front door
- Staff will screen child for temperature and other symptoms
- A child with a temperature of 100 degrees or above cannot attend
- Parents will answer questionnaire daily
- Staff will walk children to their classroom.
- Children must be picked up by 6:00 p.m.
- Texting the center (using the Center app) will ensure your child is ready.

If you are more than thirty minutes late, and we have not received a phone call with an estimated time of arrival, the staff member in charge may elect to contact DSS (the Department of Social Services).

***Failure to pick up your child by 6:00 p.m. on more than 2 occasions could result in termination of enrollment. There may be a late charge of \$5.00 per minute at the director's discretion.

- If an emergency occurs and you cannot pick up your child on time, please notify the teachers and give them an estimated time of arrival. The front desk phone number is (803) 641-3385.

A child will be released only to those persons authorized by the parents. Parents must notify the Center if anyone other than those named are to pick up a child.

The Center will require *picture identification* from anyone picking up a child other than a parent until we have met and can readily recognize them. Please notify the center if someone who is authorized to pick up the child, but who does not usually do so, will be picking up the child.

- Under South Carolina law, we are obligated to release a child to EITHER biological parent (or other legally-appointed caregiver) when presented with proper identification and birth certificate. If a situation arises where a parent has lost their parental rights, we MUST have a copy of any court documentation on file.
- We reserve the right to refuse pick-up if we feel the person is impaired in any way.

SUPPLIES AND PERSONAL BELONGINGS

- Parents are to provide an extra set of seasonally appropriate clothing, including socks and shoes, for each of their children enrolled at the Center. (Infant/Toddlers and two year olds should provide more than one set. Clothing should be clearly marked with the child's name. Clothes must be sent in a large Ziploc bag that is labeled with child's name. These items will be kept at the Center until they are soiled. Any child who walks must have appropriate shoes for classroom and playground play.
- Children ages 2 and above should bring a blanket for naptime. These blankets will remain at the Center for the school year and will be washed regularly.
- No book bags or lunch boxes are allowed in the Center. Children with allergies may bring a ready to eat lunch in a Ziploc type bag.

Parents will provide diapers, wipes, ointment, sunscreen, and baby food and formula as needed.

Breast milk can only be accepted in bottles that are ready to feed and clearly marked with the date expressed and child's name. Formula and infant food that you provide for your child should be in a factory sealed container and it will be prepared according to manufacturer's directions. All milk (formula and breast milk) will be heated in a bottle warmer for safety. A microwave will never be used for heating. All milk that has been served but not completely consumed or refrigerated will be discarded after one hour. A private room will be provided for breastfeeding.

NOTE: We do not allow bottle feedings that contain solid food.

- We cannot accept any glass bottles or baby food jars in the Center
- Parents must bring disposable diapers.

We require your child to eat the USDA-approved food that is provided by the center. The only exception is medical or religious exemptions, which must be documented in your child's file. In this case, any food substitutions must be nutritionally correct and represent a well-balanced diet. All food and drinks brought from home should be labeled with the child's name and date.

- You may use our refrigerator to store food until it is served. We cannot heat up or prepare individual lunches for children.
- The center does not serve (or allow to be eaten on-site) peanuts, popcorn, peanut butter, pretzels, whole grapes, large marshmallows, raw vegetables, chewing gum and hard candy. For health and safety reasons, "sippy cups" are not permitted in Preschool I or Preschool II. **We do not allow fast food to be brought into the Center for children. Any foods brought into the Center for parties or special occasions must be store bought, sealed and have a list of ingredients.**

Parents may provide a "special" pillow or soft toy for the child's naptime if they are *twenty-four months or older*. Babies must be placed on their backs to sleep. No blankets, pillows, or soft toys are allowed in cribs and mobiles may not be hung over cribs.

Because the Center provides adequate toys and equipment and because children's belongings may be lost or broken, *children are not allowed to bring toys or personal belongings to school.*

- School clothing should be such that children may feel comfortable and free to participate in a wide variety of activities, i.e., painting, water play, sandbox, etc. without concern that they will become soiled. For safety, as well as health reasons, children should wear comfortable yet sturdy footwear. They are expected to dress appropriately for the season: cool clothing for the summer; coats, hats and gloves in the winter; sweaters, etc. in the fall and spring.
- Each class spends time outdoors; we have wonderful playgrounds that are adjusted to each age group. As children play, they will get sand on them, in their hair and shoes. We do our best to keep children from throwing sand, etc. but children just playing can be expected to get "sandy." This part of their development and outside time is important in their day.

To protect against cold, heat, sun injury, insect-borne disease or allergies parents will ensure that:

- Children must be able to participate in outside play. We monitor the temperatures carefully during all seasons. If your child is unable to go outside and participate-they do not need to be at school until they can. We cannot allow one child to stay inside because of supervision concerns.
- All children must wear clothing that is appropriate for heat or cold.
- All children must have a skin protection of UVB or UVA of SPF 15 or higher, applied at home by parents when appropriate. Teachers will reapply sunscreen for afternoon outside play. Parents must provide sunscreen for their child to use at school.
- Every effort will be made to maintain areas for staff and children who have allergies or any other special environmental health need according to the recommendation of health professionals.
- **Due to allergies and sensitivities-please do not wear strong colognes, lotions etc. in the Center.**
Please refrain from applying these to children as well.

MANDATED REPORTING OF CHILD ABUSE / NEGLECT

- **Each staff member at the Children's Center is a mandated reporter of suspected child abuse and or neglect. If we have cause to believe either is occurring, we are required to Contact the appropriate authorities.**
- **If a staff member is accused of child abuse or neglect of a child, that person will be put on administrative leave while the accusations are being investigated by an outside authority, such as DSS or local law enforcement.**
- **The staff member who has been accused will be reinstated if no abuse or neglect is found.**
- **All family members as well as staff members are innocent until proven otherwise.**
- **There will be no repercussions from the Children's Center toward anyone who reports child abuse or neglect.**

SECURITY MEASURES

- The Children's Center stays locked at all times. The front door is only accessible with a key card or a visitor has to be "buzzed" in.
- The doors to the outside are kept locked in each classroom.
- We have evacuation plans for bad weather or other dangerous situations.
- Our staff has been trained to be alert for any suspicious activity. We attend classes every year to prepare us for active shooters, domestic conflicts brought to the Center and weather hazards.
- Campus police monitor our building and area while the Center is open.
- There are security cameras posted in several key areas.

CURRICULUM

The Creative Curriculum is used at the Children's Center. This curricular model is based upon developmentally appropriate practice. The classroom is set up in learning centers that include blocks, art, dramatic play, books, and manipulatives. Learning Centers allow the children to have choices and to actively explore. The child learns by interacting with people and things in his/her environment.

Large group times are opportunities for children to develop understandings about themselves as group members. They enjoy language together through familiar songs, favorite finger plays, chants, and a wide variety of activities. Specific topics or themes will be highlighted.

Art activities stimulate the child's creativity, increases attention span, and develop hand/eye coordination. Clay, paint, markers, paper, crayons, and paste offer children the opportunities that they need to think through and express their own ideas through a variety of mediums.

Art experiences help children develop the fine motor skills used in reading and writing. The focus will be on creative art activities focused on process, not products: exploring materials and tools, rather than craft activities that are tied to teacher models.

The block center develops a child's perception of depth, weight, and height. The child learns about mathematical relationships as he/she works out problems for himself or herself.

Outside play activities promote large muscle development, interaction with other children and adults, and organized play. It provides a healthy release for pent up energy and gives children a first-hand experience in exploring the world in which we live.

Music is an ongoing activity. The children are introduced to a complete range of experiences including action songs, classical music, and creative movement and rhythm instruments throughout the daily routine

- Infants and toddlers/twos must be supervised, by sight, at all times. When children are sleeping, staff must be positioned so they can see them at all times. Mirrors or monitors may be used to supplement, but NOT to replace visual supervision. Preschool students should be supervised by sight primarily. Supervision by sound is permissible for short times only (as when children are in restroom). When children are out of sight, staff must check on them frequently.
- All classroom teachers will use an attendance sheet to document children as they enter and exit the classrooms. These sheets will also be used in an emergency and/or in a monthly fire drill. It is also the parent's responsibility to sign their child (ren) in and out each day.

The Infant/Toddler Room: The Infant/Toddler Classroom includes children between the ages of six weeks and two years. Individual plans are devised for each child in cooperation with the child's parent. A full-time lead teacher and teacher's aide provide consistency of care through the crucial first two years of life. (In events of turnover and/or absences, appropriate alternative staff will be on hand.) We provide a room for mothers to breastfeed in private.

The Preschool I Classroom is comprised of older toddlers (24 months- three years). Our educational program begins officially at approximately 9 a.m. and is continued through lunchtime. Building social skills, self-help skills, and toilet-training are just a few of the goals the curriculum addresses. **Children must be fully potty trained by 3 ½ or they will age out of Preschool**

The Preschool II Classroom includes children from three (AND potty-trained) to four years old. The curriculum addresses continuing socialization and self-help skills, with added emphasis on preschool readiness skills. Our learning period begins at approximately 9 a.m. and continues through lunch time. Your child will receive the maximum benefits from our curriculum-based program if they arrive before 9 a.m. Children who turn 5 by June 1st, will not be eligible for our summer program. If your child will be 5 years old by October 1st of the school year, they will age out of the Center and cannot be registered for that school year.

As a NAEYC accredited center, we use the following ratios:

Age Category	Age Range	6	8	10	12	14	16	18	20
Infant	Birth-15 mos	1:3	1:4						
Toddler/Two	12-28 mos	1:3	1:4						
"	21-36 mos	-	1:4	1:5	1:6				
Preschool	30-48 mos	-	-	-	1:6	1:7	1:8	1:9	
"	48-60 mos	-	-	-	-	-	1:8	1:9	1:10

Parent Participation

- Parents will be invited to become a part of our school app, ClassDojo.com Teachers and families can message, see calendars and engage with their child's classroom. The Center will send an invitation code to each family
- Parent teacher conferences will be conducted (online or phone) twice a year to discuss progress and goals.
- We will be sending out information about forming an online Parent Involvement Group

Parent-Staff Communications

- a. The Center staff strives for open communication between parents and other individuals related to the Center. Teachers look forward to sharing important information about the child's day.
- b. A teacher's time during classroom hours is dedicated to the children. If you have any questions or concerns, you may request a conference at the front desk or with the tea Regular notes, letters, notices and newsletters will be sent to parents to keep them up up to date about events concerning the Center and their child. Parents should check daily for announcements on their child's classroom page in our App.
- c. Parent-Teacher conferences are held twice a year, typically in October and April. These Conferences will address your child's development and afford parents an opportunity to share goals with the teacher. Our lead teachers attend classes and workshops each year to ensure the most up to date knowledge of assessing children. These assessments are done by observing children in their daily classroom by their lead teacher. Before sharing information about a child with other relevant providers, agencies, or other programs, the staff will obtain written consent from the family.
- d. All Children's Center staff will treat our families and their children with professionalism and respect. In return, it is expected that parents treat all of our employees, no matter their capacity, with the same level of respect. Our teachers and assistant teachers are here because they love children and have chosen to make early childhood education an important part of their lives.
- e. In the event of conflict between Center staff and family members, a meeting will be called with the Director mediating. If this initial meeting does not resolve the conflict, a meeting will be scheduled with the staff member, family member and our Campus Supervisor. Our goal is to ensure positive relationships and interactions at all times between staff and families.

Disciplinary Procedures

It is the goal of the Children's Center to work with families to resolve any behavioral issues. If your child disrupts a class or causes harm to himself or others, we will follow these steps:

- The classroom teacher will provide you with an "Incident Report," that outlines the behavior and what steps were taken to correct it.
- If the behavior persists, the lead teacher will call you or schedule a time to speak with you about problem behaviors.
- Children who persist in behaviors that are harmful or disruptive will be directed to the Director who will review and meet with parents to discuss and form a written action plan.
- If the action plan is not successful, the Director will call parents to pick up the child for the day. This is to give respite to the other children in the classroom.
- The Director will call a parent twice to pick up a child for the day; if the behavior persists- the child may be asked to be kept out for a week for the parents to seek additional help from pediatricians or therapists. The Director reserves the right to ask for a note from a medical professional stating the child is suited for a group setting before they are allowed to return.
- If the child returns and the behavior persists, the child will be asked to leave the Center. We will do our best to give parents the most notice as possible, depending on the severity of the behavior.
- During any time in the process of the disciplinary steps, the Center reserves the right to terminate care if a child causes serious harm to other children or staff. We also reserve the right to terminate care if a child is consistently a disruption to the classroom setting. The needs of all the children must be a priority.
- Biting 3 times will result in an immediate termination.

TERMINATION OF SERVICES

When it is necessary for a parent to withdraw his/her child, the parent will give the Center at least a two-week notice unless an emergency situation arises. If notice is not given, parents are asked to pay for the additional two weeks.

In the event that you have been asked to pick up your child (due to disciplinary issues), and are required to seek intervention services before your child returns to the classroom, you are still responsible for tuition in full during the extent of the absence UNLESS you notify us that your child will not be returning. In this situation you will be charged for one week's tuition in lieu of notice.

Service may be terminated when a pattern of any of the following becomes excessive:

- *Habitual late pick-ups*
- *Requests for special accommodations that Center staff cannot meet*
- *Failure to pay tuition in a timely manner*
- *Failure to comply with Center policies concerning ill children*
- *Being unreachable and out of touch by phone*
- *Failure to provide documentation requested by Center staff and/or required by ECE regulations*
- *Failure to keep immunization records current*
- *Failure to provide emergency contact updates*
- *Failure of parents to partner constructively with staff*
- *If a child exhibits extreme behavior that impacts the safety of children and/or adults, the child will be suspended while the case is reviewed. Suspension may result in termination of services.*
- *Three bites that leave a mark*
- *Scratching, pinching or other injuries that draw blood.*
- *Disruption of the classroom environment*
- *Child's inability to function in a classroom or group setting*

PAYMENT PROCEDURES

-All payments are due on *Friday* for the ***upcoming*** week. A late fee of \$10 can be assessed. **Please pay by check enclosed in an envelope with child's name.**

-We will soon have the option to pay using a debit or credit card.

-If you choose to pay bi-weekly, monthly, etc. Please be aware that some months contain five (5) weeks and your account is billed on a weekly basis.

-If a family has a pattern of returned checks, (two or more) it will be necessary for all future payments to be made in cash only.

-Payment is required for each week. Payment is required even if the child is absent due to illness or vacation .The entire weekly fee is due during weeks that include a holiday or staff development day. If a balance for a child's account is behind for more than two weeks, enrollment will be terminated.

-If you get behind 2 weeks in tuition, it can result in disenrollment.

-There is an annual registration fee of \$100 per child billed each August 1st

HOW TO REACH US

By phone: (803) 641-3385

By fax: (803) 641-3614

By email: lynnwi@usca.edu

Campus supervisor for the Children's Center- Cam Reagin (803) 641-3339

Children's Center Closings 2020-2021 (School Year)

Labor Day	Monday, September 7 th , 2020
Professional Development	Friday, October 2 nd , 2020
Thanksgiving Day	Thursday, November 26 th , 2020
Day after Thanksgiving	Friday, November 27 th , 2020
Christmas Eve	Thursday, December 24 th , 2020
Christmas Holidays	Friday, December 24 th -31 st , 2020
New Year's Day	Friday, January 1 st , 2021
Center Reopens	Monday, January 4 th , 2021
Martin Luther King, Jr. Day	Monday, January 18 th , 2021
Memorial Day	Monday, May 31 st , 2021