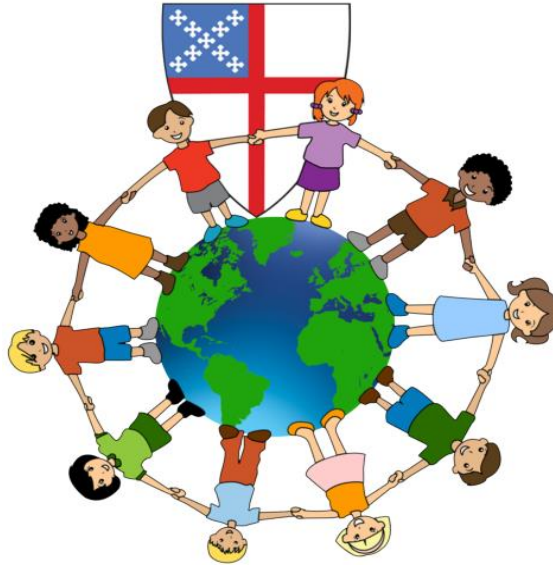


2020-2021
Parent Handbook



St Michael and All Angels' Early Learning Center

A Ministry of St. Michael and All Angels' Episcopal Church

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Columbia, SC 29206

(803) 782-8800

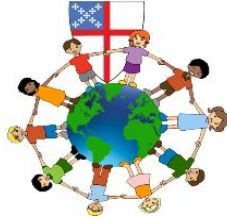
childELC@saintmichaelepiscopal.org

website: www.saintmichaelepiscopal.org

FEIN: 57-600-7817

Helen M. Kline, Director

Joanne Vaughn, Assistant Director



Dear Parents,

Welcome to St. Michael's ELC. We are excited that you and your child have become a part of the St. Michael and All Angels' family, and we look forward to having the opportunity to nurture the growth and development of your child. We will encourage your child intellectually, physically, socially, emotionally, and spiritually and will provide a safe, quality environment where your child will learn, grow, and develop by

- giving each child a stable, nurturing, and stimulating learning environment that is age appropriate,
- providing experiences that will promote growth and independence, social competence, and a positive self-concept in each child, and
- offering opportunities for parent participation and involvement based on open communication.

Please read each section of this handbook carefully. It contains information on our programs, guidelines with regard to regulatory agencies, and all of the policies and practices that we use at St. Michael's ELC.

Please sign and date the form found on the back page of the Handbook as an acknowledgement that you have read and understand our policies and practices and that you will abide by them. The form may be turned into the office or to your child's teacher.

We look forward to working with your child and with you.

Sincerely,

Helen Kline

Director

St. Michael and All Angels' Episcopal Early Learning Center
Parent Handbook

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St. Michael's ELC 2020-2021 School Calendar

Any Changes to the calendar will be immediately announced via electronic media and will be reflected on the website calendar.

Day of the Week	Date	Description	Time	
Friday	August 28	Teacher In-Service Day/Zoom classroom meetings	All Day	CLOSED
Monday	August 31	New School Year Starts/Back to School classroom parties		
Monday	September 7	Labor Day	All Day	CLOSED
Monday	September 14	Grandparents gifts go home this week		
Tuesday	September 29	Easter Seals Evaluations *	Will reschedule	
Wednesday	September 30	Easter Seals Evaluations *	Will reschedule	
Thurs & Friday	October 8 & 9	Picture Day	7:30 am – 11:30 am	
Monday	October 12	Columbus Day/Teacher In-service Day	All Day	CLOSED
Friday	October 30	Fall Festival (children only)	During school day	
Tuesday	November 3	Election Day	Close early	Closing at 4:00 pm
Monday	November 9	Usborne Book Fair begins*	Online only	
Friday	November 13	Usborne Book Fair ends*	Online only	
Wednesday	November 25	Thanksgiving Holiday closing early	Close early	Closing at 2:00 pm
Thursday	November 26	Thanksgiving Holiday	All Day	CLOSED
Friday	November 27	Thanksgiving Holiday	All Day	CLOSED
Friday	December 4	Parent's Night Out *	6:00 p.m. – 9:00 p.m.	
Friday	December 11	Special Movie Day	3:30 p.m. – for Tigers & Panda's	
Friday	December 18	Christmas Program & Celebration *	Pre-recorded	
Wednesday	December 23	Christmas Break	All Day	CLOSED
Thursday	December 24	Christmas Eve	All Day	CLOSED
Friday	December 25	Christmas Day	All Day	CLOSED
Thursday	December 31	New Year's Eve	Close early	Closing at 2:00 p.m.
Friday	January 1	New Year's Day	All Day	CLOSED
Monday	January 18	Martin Luther King Day	All Day	CLOSED
Tuesday	January 19	100 th Day of School Celebration	All Day	
Sunday	February 7	Sweetheart Dance *	5:00 p.m. – 7:00 p.m.	

Monday	February 15	President's Day-Teacher Professional development	All Day	CLOSED
Monday – Friday	March 1-5	Read Across America Week PJs & Pancakes Friday	All Week	
Friday	March 5th	Parent's Night Out *	6:00 pm – 9:00 pm	
Tuesday	March 23	Spring Pictures	7:30 a.m.–11:30 a.m.	
Wednesday	March 24	Spring pictures	7:30 a.m. -11:30 a.m.	
Friday	April 2	Good Friday	All Day	CLOSED
All Week	April 12 – April 16	Week of the Young Child *	All Day/All Week	
All Week	May 3 – May 6	Teacher Appreciation Week	All Day	
Friday	May 14	Field Day *	All morning	
Monday	May 31	Memorial Day	All Day	CLOSED
Friday	June 4	Preschool Graduation	6:00 p.m. – 7:00 p.m.	Off-site
Monday	June 7	Summer Activities Begin *	All Day	
Monday	July 5	Independence Day	All Day	CLOSED
Friday	July 23	Teacher Professional Development Day	All Day	CLOSED
Friday	August 20	Teacher In-service Day	All Day	CLOSED
Monday	August 23	First Day of School		

Calendar Subject to Change

***Many of these events may be cancelled or modified due to COVID19**

OUR PROGRAM



Philosophy

As an Early Learning Center, we support the research that children learn best in an interactive, loving, relationship-based environment. We further believe that all areas of development (intellectual, social-emotional, physical, and spiritual) are inter-related. These beliefs are reflected in our choice of curriculum, materials, and our learning environment. The following statements are about how children grow, develop, and learn, and about how teachers support their development, guide our professional practices.

- Children are developmentally complex with their own individual growth and behavior patterns.
- The interactions and relationships that form between adults and children are the most important ingredients in the care and instruction of young children.
- Children thrive on supportive, positive, and individualized adult-child interactions.
- Our atmosphere for learning is one of acceptance, mutual respect, pleasure, fairness, consistency, expectations, and encouragement.
- Learning is an active process. Children learn through the use of all their senses.
- Children learn best when given a wide range of learning activities.
- Children learn responsibility by making age-appropriate decisions in a predictable, organized environment, with caring adults who have clear expectations and give appropriate consequences.

Mission Statement

Our mission is to provide a safe, loving, developmentally appropriate environment in which we nurture the whole child and introduce them to the Christian faith.

Program Characteristics

The following elements of quality are characteristic of the program at St. Michael's ELC.

1. The program is led by a Director and Assistant Director with degrees in early childhood education and business administration and teachers who have early childhood credentials and training.
2. The Director, Assistant Director and teachers are committed to providing an early childhood program that is physically and emotionally healthy and safe. All staff members are certified in infant and child CPR.

3. Spiritual development is an important part of our program. Children pray before snacks and lunch. Children three and older participate in a weekly chapel conducted by St. Michael's Vicar. Bible stories are shared with the children regularly. The children participate in music activities with the church Music Director, and the older children take part in our St. Nicholas Choir with the Director of the Royal School of Church Music Program for Children and Youth.
4. Our program fosters growth in self-confidence. Positive guidance is used to guide children's behavior. Children begin to learn the Center's rules which are: *Be Kind. Be Safe. Respect your Friends. Treat others the way you want to be treated.*
5. Positive Discipline and Guidance: Our teachers are trained to use positive techniques of guidance including redirection, reinforcement, role modeling, and encouragement. Anticipation and elimination of potential problems are techniques we successfully apply. Consistency is used in our daily schedule to establish routines. St. Michael's ELC discipline policy forbids any form of corporal punishment.

Curriculum

Curriculum is specifically ordered for each class based on the age and developmental level of the children in the classrooms. Our classrooms are designed to engage children in happy, unhurried learning. Our Learning Centers include blocks, art, manipulatives (including puzzles and legos), home living, science, and a children's writing center. These play-based approaches represent the best practices for young children. Our curriculum is in line with the *Good Start, Grow Smart, South Carolina Standards in Early Education*.

- Links to Learning: All classes: Links to Learning is an integrated series of programs for children 6 weeks- 5 years of age. It is organized according to age and stage of development. Each month the children work on skills that build on the skills from previous months. These skills reflect the latest early education research. The monthly skills are divided into components such as language & literacy, mathematics, social-emotional, wellness, creative expression, science and social studies, etc. Parents receive a copy of the skills at the beginning of each month.
- Read Together, Talk Together: Ages 2-3: In addition to Links to Learning. The two year old class will use the curriculum Read Together, Talk Together. This is a research based dialogic reading program. Teachers read to children and prompt them with questions, expand on their answers, and praise their growing storytelling abilities. This results in stronger language development and cognitive learning. This curriculum is designed for children ages 2 to 3 and grows with them. Teachers will use the book of the week to develop inter-related lessons to include math readiness, science, social studies, based on the Links to Learning skills of the month.

- My Father's World, 3K: "All Aboard the Animals Train": This is a year-long hands-on complete curriculum for three-year olds with theme-based units. It includes spiritual growth, cognitive development, reading and math, science, music, and physical development.
- My Father's World, 4K: "Voyage of Discovery": This is a year-long learning adventure for four-year-olds and is a complete program. It is designed for academic readiness for 5K. It also includes spiritual growth, reading and math, science and social studies, art and music, cognitive development, and physical development. Lessons are theme-based.
- Handwriting without Tears: This curriculum takes a multisensory approach to handwriting. There are pre-writing activities such as games and songs. Each letter has a story to help the child remember its formation. There is even an app you can use with your children at home. This curriculum is designed for 4K. The 3K class will also get an introduction to the program and will progress through it at a slower pace.
- Learning Centers: Learning Centers constitute a large part of our curriculum at St. Michael's ELC as we support play-based learning. The centers include home living, dramatic play, science and nature, puzzles, transportation, manipulatives, creative art, music, blocks, and books. The Learning Centers are changed to reflect the thematic emphasis used in the classroom.

Educational Assessment

Educational assessment is the process of documenting, usually in measurable terms, knowledge, skills, attitudes, and beliefs. We gather information in diverse ways so that we can be sure that our children are developing well and that our programs are sound. We use the following methods of assessment in the Center as well as informal observations by the teachers.

Links to Learning: Teachers keep a developmental checklist on each child based on these skills.

Portfolios: Each child has an individual portfolio which is kept up to date with samples of work and anecdotal record entries.

Ages and Stages Questionnaires: St. Michael's ELC uses the *Ages and Stages Questionnaire (ASQ)*, which contains a parent completed online developmental assessment in addition to the teacher portion. We also have Early Interventionists from Easter Seals come and administer these screenings as well as the M-Chat R to test for early signs of autism.

South Carolina Early Learning Standards. The South Carolina Early Learning Standards are used to ensure that each child is meeting or exceeding state standards. These standards are available in our office or on the web at [Http://ed.sc.gov/agency/programs-services/64/documents/EarlyLearningGood Start.pdf](http://ed.sc.gov/agency/programs-services/64/documents/EarlyLearningGood Start.pdf).

Classrooms

Children are placed in classrooms based primarily on their age group, but other factors such as physical, social-emotional, cognitive development, and rules and regulations regarding classroom size may determine a child's placement. **All children must be present by 9:00 am.**

Incredible Infants \$185.00/week

Must be 8 weeks to begin
Class maximum: 10 children
Teachers: 2 Full-Time, 2 Part-Time
DSS minimum teacher/child ratio 1:5
St. Michael's ELC teacher/child ratio 1:3 to 4

Tiger Twos & Turning Threes \$170/week *

Must be 24 months to begin
Class maximum: 18 children
Teachers: 3 Full-Time
DSS minimum teacher/child ratio 1:8
St. Michael's ELC ratio is 1:6

Curious Young Toddlers \$180.00/week

Must be 8 months to begin
Class maximum: 8 children
Teachers: 2 Full-Time
DSS minimum ratio teacher/child ratio is 1:5
St. Michael's ELC ratio 1:4

3K-Pandas \$160.00/week

Must be 36 months by September 1st
Class maximum: 16 children
Teachers: 2 Full-Time
DSS minimum teacher/child ratio is 1:12
St. Michael's ELC ratio is 1:8

Toddler Territory \$175.00/week

Must be 12 months to begin
Class maximum: 12 children
Teachers: 2 Full-Time, 1 30 hr/week teacher
DSS minimum teacher/child ratio is 1:6
St. Michael's ELC ratio is 1:4

4K-Lions \$160.00/week

Must be 48 months by September 1st
Class maximum: 16 children
Teachers: 2 Full-Time
DSS minimum teacher/child ratio is 1:17
St. Michael's ELC ratio is 1:8

School-aged children ages 6-12 \$135.00/week

Must have completed 5K to attend summer camps
Class maximum: 16 children
Teachers: 1 Full-Time & 1 Part-time
DSS minimum teacher/child ratio is 1:23

***The Tiger twos and Turning 3s are separated in to 2 classes from 9:00 am to 5:00 pm. These 2 classes are combined for opening and closing purposes. They also nap together due to teacher's lunch schedules. They are 2 separate classes with separate lesson plans according to their developmental needs. The Tiger twos have 2 teachers and 12 children and the Turning 3s have one teacher and 6 children.**

All rates and fees are reviewed annually and are subject to change with a 30 day notice.

Staff

- Background checks:
- The ELC Director, teachers, and support staff must be registered with the South Carolina Department of Social Services which requires FBI and SLED fingerprint and background checks of all registered childcare providers every 5 years as well as Central Registry background checks. If a situation arises where there is a need for an employee to start before the appropriate checks are completed, DSS allows for provisional employment to begin within twenty four hours after a fingerprint check, the required paperwork and an additional SLED check (SLED Catch). Provisional employees are under the direct supervision of a lead teacher.
- Education: Staff members at St. Michael's ELC are certified child care professionals. Each member of our teaching staff is required to pass the college-level course, ECD 101, and to hold a *South Carolina Early Childhood Credential*. Many of our teachers hold additional Early Childhood Credentials, our 4K teachers have AA degrees in Early Childhood Education plus many credit hours towards BS degrees in education, and a few have bachelor's degrees in related fields. Many of our assistant teachers are college students in education or related fields. The Director holds degrees in Early Childhood Education and Business Administration. The Assistant Director has her BA degree in Early Childhood Education and Administration.
- Training. Each calendar year, the Director participates in over 25 clock hours of training, and all teachers receive a minimum of 20 clock hour of training in early childhood development, guidance, health & safety, curriculum, etc. All staff members are required to be certified in Infant/Adult CPR/First Aid and in the handling of Bloodborne Pathogens.
- Child Abuse and Sexual Exploitation Training: All staff members are required by the Episcopal Diocese of Upper South Carolina to complete Safe Church Training.

Child Abuse and Neglect

Childcare providers are mandated reporters of child abuse and neglect. If child abuse or neglect is suspected by a staff member, the suspected abuse will be reported to Child Protective Services.

GENERAL INFORMATION



Entrance Requirements

Children eight weeks to four years of age are accepted at St. Michael's ELC. Children may remain at the Center until they enter Kindergarten.

The following completed forms are required for admission to the Center.

1. Updated *South Carolina Certificate of Immunization* (SC Law 44-29-180/SC Code of Regulations 61-8) Certificate must be completed according to form instructions by a licensed Practitioner of Medicine, Surgery, or Osteopathy, or by his/her authorized representative.
2. Completed and signed *Emergency Contact Form and Release Authorization*
3. Completed and signed DSS Form 2900 *Parent Information Sheet*
4. Signed *Financial Policies Statement*
5. Signed *General Policies Statement*
6. Various signed permission slips

Hours of Operation

St Michael's ELC is open year round, from 7:15 PM to 6:00 PM, Monday through Friday.

Families are assigned a door code which they must use to clock their children in and out of the building upon entering and leaving the building. Family codes are activated at 7:15 AM and will not work after 6:00 PM. When parents bring their child into the ELC, they must bring their child into the classroom to be received by a staff member before their departure. We ask parents to be cognizant of who is coming into the building with them and to not allow other parents to "hitchhike" or "piggyback" into the center on their code. Parents must sign in on their individual codes. The child will be signed into the classroom using the LifeCubby app. We also ask parents to complete the Morning InTake form in the LifeCubby app before leaving their child. Please have your child place any outer garments and/or backpacks into their cubbies. Children must arrive at school by 9:00 am. A late fee of \$10.00 will be added to your account when picking up your child between 6:01 and 6:05pm, and an additional \$1.00/minute will be added after 6:05 pm. A late fee of \$1.00/minute will be accessed for late arrivals after 9:00 am unless the director has been previously notified of a late arrival.

St. Michael's teachers and staff consider the children we serve as family. Please notify the ELC Office in advance, or as early as possible, regarding a child's absence.

Holidays

St. Michael's ELC will be closed for the following holidays:

Labor Day	
Thanksgiving (Thursday/ Friday)	Martin Luther King Day
Christmas Eve, Christmas Day & the day after	Easter (Good Friday)
New Year's Eve (close at 2:00 pm)	Memorial Day
New Year's Day	Independence Day

The ELC will be closed for Teacher In-Service Training on the following days:

Monday, October 12, 2020	Friday, July 24, 2020 (subject to change)
Monday, February 17, 2020	Friday, August 21, 2020

Free and Full Access/Classroom Visits

Free and full access is given to parents of children enrolled in the ELC unless there is a court order that indicates otherwise. Parents are welcomed and are encouraged to visit at any time, without notice. We encourage parents to participate in activities within the classroom. Visitors will not be allowed to visit without advance written permission from the parents.

Parking/Vehicle Idling

The parking lot is accessible from Bridgewood Road and is a one-way lot. The circular drive in front of the school may be used. Vehicles must be turned off when parked both in the parking lot or in the drive.

Release of Children

1. The ELC must have written authorization (hand written note or an email from the parent's email of record) to release a child to anyone other than a parent. These individuals must be listed on the *Release Authorization Form* which will be kept in the child's record. It is the responsibility of the parents to update the list of authorized individuals who may pick-up their child.
2. Identified biological parents will not be denied to pick up a child unless a court order prohibits them from doing so. If the parents are not married, the noncustodial parent will have to provide proof that he or she is the child's biological parent by providing either a birth certificate proving maternity or paternity or a court order.

3. ID Verification : Authorized persons must present a picture I.D. (drivers license, student I.D., military I.D.), which will be photocopied and placed in the child's file, before a child can be released into their custody. The ELC reserves the right to make the ultimate determination in the release of the child.

Intoxicated or Impaired Parent or Guardian

1. Any parent, or other person who is authorized to pick up a child enrolled at the ELC , who comes to the ELC intoxicated or in an impaired physical condition will not be allowed to pick up the child.
2. In the event that a parent or other authorized person arrives at the ELC while intoxicated or in an impaired condition, staff will use their best judgment in determining if the person is in a condition which may prevent him/her from assuring the child's welfare.
3. If it is determined that the authorized person is in a condition that prevents him or her from assuring the child's welfare, staff will:
 - a. Make alternative arrangements for child pick-up by contacting another person on the Authorized Child Pick-up List.
 - b. Notify the following individual(s) in writing:
 - *The parent(s) of the child (if they are not the ones who are intoxicated or impaired)
 - *The intoxicated/impaired person;
 - * Parents of other children the person has been authorized to pick-up.
 - c. After one written warning, the person will be removed from the list of individuals authorized to pick up a child after the second occurrence.

Lunch and Snacks

St. Michael's ELC follows USDA, DHEC, and DSS guidelines for quality nutrition, health, and safety guidelines for serving food.

1. Snacks. A morning snack (between 8:45 and 9:15 AM) and an afternoon snack (between 2:30 and 3:30) is provided by the ELC except in the Incredible Infant Room and CYT where all food is brought by parents.
2. Lunch. Lunch is usually served between 11:30 and 12:15 AM. Parents are responsible for providing their child's lunch, except on Friday when children in Toddler Territory, Tigers, and Pandas may sign up for Friday Fun meals at a cost of \$20 per month. Please place an ice pack in your child's lunch box to keep the contents chilled. Lunches are plated

before they are served. There is a full-size refrigerator and microwave in each room for lunches.

3. Hands will be washed and blessings said before lunch is served, and hands and faces are cleaned after the children have finished eating.
4. Milk. We provide 2% milk for children two and above and whole milk for 12 to 24 months. Milk will be served with both morning and afternoon snack. If a child requires a special milk, it must be provided by the parent.
5. Sippy Cups. Curious Young Toddlers and Toddler Territory may bring sippy cups for use in the classroom, but a separate, clean cup must be sent for each use. We supply paper and plastic cups. Children in the Tiger and Panda rooms may not have sippy cups. If your older child travels with a sippy cup in the car, please do not allow it to be brought into the classroom.

Rest Time

Rest times are required by DSS for children aged 6 years and under. Children in the Infant Room and Curious Young Toddlers have individual cribs provided by the ELC . Each child in Toddler Territory, Tigers, and Pre-K Panda rooms is required to have a nap mat with his or her name on it. “Kindermats” may be purchased individually, or you may buy one from the ELC for \$15. Nap mats are not shared and are disinfected weekly. We ask that parents provide a nap mat cover or two king-sized pillowcases, labeled with your child’s name in 2 inch lettering, to act as sheets for the mats. The pillowcases will be sent home on Friday for laundering. You may bring a small blanket or pillow that will fit in your child’s cubby. These items may not be left in the cubby over the weekend. Disruptive children during naptime may be sent home.

Outdoor Play

Children at St. Michael’s ELC go outside to play every day that weather permits. Each classroom has two outside playtimes each day. When outdoor conditions are above 90 degrees or below 36 degrees, we follow the DSS recommendations for outside exposure. During sunny weather, we request that sunscreen be applied before your child leaves home. With written parental permission, we will reapply sunscreen and insect repellent before outdoor play. A permission form may be found in this handbook. The parent must provide the sunscreen and insect repellent and have it labeled with their child's name.

Birthdays and Celebrations

Birthdays may be celebrated during snacktime with a simple treat. Since not all children are able to celebrate their birthdays at school, we do not allow balloons or party favors. Birthday

party invitations for off campus parties may be distributed at school only if the entire class is included.

Inclement Weather

We follow Richland School District 2 for inclement weather and post closings on WIS.

Child Records

St. Michael 's ELC keeps a separate record for each child.

- (1) The file will be kept in a locked file cabinet in a confidential manner. The Center will have a written policy to safeguard the confidentiality of all records.
- (2) The child's record shall be maintained on file at the ELC and made available for review on-site by the Department of Social Services.

Confidentiality

St. Michael's ELC understands that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. St. Michael's ELC will not disclose information, without parental permission, pertaining to a child, parent, or any other family member in any form including, but not exclusive to, print or electronic communications, or by word of mouth, except as required by law or when there is a threat to the health and safety of the individuals and families. Staff members are required to sign a confidentiality agreement upon hire.

Clothing

Please send two complete sets of clothing in individual gallon zip-lock bags, and labeled with your child's first and last name. We are not responsible for missing or misplaced items. We ask that children wear closed-toed shoes, sneakers or sandals that fully cover their toes and have a strap across the heel. They may not wear flip-flops or thong sandals. Please do not allow the children to wear jewelry. Hair bows and clamps must NOT be small enough to fit into a child's mouth. Shorts or bloomers must be worn under dresses.

Choking

Choking is a very real risk for young children. Please be vigilant in making sure that food is properly chopped and do not send foods such as hotdogs, meatballs, cantaloupe, or honeydew unless they are chopped into very small pieces. Hairclips that are small enough to fit into a child's mouth are not allowed at the ELC.

Combining Classes

The Tigers, 3K Panda and 4K Lions classrooms may be combined between the hours of 5:30 PM to 6 PM, as needed. The Curious Young Toddlers and Toddler Territory classes may be combined between 7:15 am and 8:00 am and 5:00 pm to 6:00 pm, as needed. This practice has temporarily stopped due to COVID19.

Early Learning Center Advisory Committee

The purpose of the ELC Advisory Committee is to provide advisory input to the Mission Council and the Vicar on the operation of the Early Learning Center. The Committee ensures, in conjunction with the Director and Vicar, that all established policies of the church are adhered to, makes recommendations for changes as needed, and assists the Director in matters brought to the Committee for advice. The committee includes parents from each classroom. The Mission Council will appoint parent representatives from each classroom based on who has shown a high level of involvement in supporting, enhancing, and strengthening the ELC through participation in volunteer opportunities and through other forms of support. The classroom representative is responsible for communicating with the parents in their child's class regarding opportunities to participate in efforts in relation to special events, teacher support such as Christmas and Teacher Appreciation week, parent workdays, etc. They are also asked to gather parent feedback regarding specific matters to discuss at the monthly meetings. Parent representatives are not responsible for handling parent concerns. If a parent comes to a classroom representative with a concern, they are to direct that parent to the Director. The classroom representative is not a mediator. Classroom representatives need to have the best interest of the ELC in mind and heart and not use their position to exact a personal agenda. Classroom representatives can step down whenever they would like to. There is not a limit to how long a representative can be on the committee, however, other parents may be interested in getting involved in this manner. The director will check with each representative at the beginning of each school year to see if they would like to continue or not. Classroom representatives should agree with the school's mission and philosophy indicated in the Parent Handbook.

Grievance Procedures

Parents are encouraged to bring any concerns to the Director. If a satisfactory solution is not reached, the parent can request a meeting with the Vicar, who will hear all sides and make a final decision.

Family Engagement Opportunities

St. Michaels offers many opportunities during the school year for parents to work together in partnership to support children's learning. There are many opportunities for parents to volunteer through-out the year as well as parenting workshops and family events to attend. These activities have been temporarily suspended due to COVID19!!!

Communication from the Director:

1. Life Cubby

LifeCubby is a parent communication application that enables two way communication with the school and the child's teachers throughout the day. The app includes features for parent communication, photos and videos, digital check-in and check-out, reports, meal tracking, daily sheets, lesson plans, and many other features. The app may be used on Apple, Android, and Kindle devices. The Director uses the eblast feature to communicate all important ELC information so it is important to check your email regularly.

2. Newsletter/Calendars

A monthly or bi-monthly newsletter is sent electronically through the Life Cubby application to all families enrolled at the ELC by the Director. Please take time to check your email and read these as they will keep you informed of events and activities within the ELC. A printed copy of the newsletter is provided to each classroom and is posted on the bulletin board at the entrance of the ELC. If parents do not receive a newsletter, please contact the Director to ensure we have your correct email address. Please DO NOT opt-out of the e-blasts on Life Cubby.

3. Remind App

Get information for St. Michael's ELC on your phone with the remind app. This is one-way communication in which the Director will send inclement weather notices as well as other important reminders. Pick a way to receive messages:

- a. If you have a smartphone, get push notifications by opening your web browser and go to the following link: rmd.at/d8becg2. Follow the instructions to join St. Michael's ELC.
- b. If you don't have a smartphone, get text notifications by texting the message @d8becg2 to the number 81010. If you're having trouble with 81010, try texting @d8becg2 to (330)591-9296.

4. ZOOM meetings will be scheduled upon request and at regular monthly intervals for the purpose of communicating during the COVID19 pandemic.

Parent-Teacher Communication

St Michael's ELC strives to maintain good relationships with families. The staff looks forward to sharing information about your child's day with you. Please refrain from discussing a child in his or her presence or the presence of others.

Parent-Teacher Conference

Parent/teacher conferences will be held any time one is requested by the parent(s), teacher, or Director.

Photo/Media Release Form

Please complete the form located at the back of this handbook and return it to the ELC.

Potty Training

The teachers in the Tiger Room are potty training gurus. Please bring at least three pairs of extra clothes, including socks, if your child is being potty trained at school. Label all clothing with your child's name. Also, bring an extra pair of shoes. Let us know what parents decide on if little boys will sit or stand. Wet or soiled clothing will be sent home in a plastic bag.

ZOOM meetings will be scheduled upon request and at regular monthly intervals for the purpose of communicating during the COVID19 pandemic.

Tracking Children

Teachers keep daily attendance records in the classroom, and parents are required to use a family code to sign in and out every day on the outside the front entrance. Teachers mark a child's presence on the class tracking sheets every half hour by matching the names to the faces, and tracks the child to another classroom, to the playground, or to the bathroom when he or she leaves the classroom in the same manner. Children are also checked in and out and tracked through-out the day on the Life Cubby App which also uses facial recognition.

Transportation/Field Trips

We will not transport any child in a vehicle. If field trips are scheduled, each family is responsible for transporting their own children.

Toys and Personal Belongings

The ELC provides ample toys and materials for children to share. Bringing toys from home creates difficulty when they are lost or broken, and some toys pose choking risks. Of course, a special lovey or blanket is always welcomed at naptime. Please do not allow your child to bring toys to school, except on days of announced *Show and Tell*.

Transitions into Different Level Classrooms

Children are placed in classrooms according to their age by September 1st in accordance to the school district. It is our goal to only transition children once a year at the beginning of each new school year. We understand there may need to be exceptions. If this is the case, children may be transitioned up on a case-by-case basis based on their developmental level and special needs of the child. Depending on the child's readiness to transition, there is a one to two-week transition period to move a child to a different classroom. Generally, the child is in the new class for one hour in the morning and one hour in the afternoon and works up to longer periods until they are in the classroom for the entire day. Please feel free to ask questions, meet the new teachers and relax as we guide parents through this process.

Screen Time

In the formative years, children's brains and bodies are going through critical periods of growth and development. It is important for infants and young children to have positive interactions with parents, teachers, and peers and not sit in front of a screen (TV, tablet, computer, smartphone, etc.) that takes them away from social interactions with people. Therefore, St. Michaels will not use screen time except for special occasions.

Dropping off and picking up multiple children

In order to minimize germs in the classrooms and cut down on cross-contamination when there are viruses present in certain classrooms, we ask that if you have older children enter the infant, CYT, or Toddler classroom that they stay by your side and refrain from touching classroom items or you can drop them off first.

HEALTH AND SAFETY



Handwashing Policy

The Department of Health and Environmental Control Policy requires that children in childcare wash their hands **before entering the classroom**. We ask parents to wash their hands, as well. Please wash your child's hands, either at the sinks in the children's bathrooms, in the sink in the back hallway, or by using the sinks in the classrooms. Children, parents, and teachers need to wash their hands:

1. after using the bathroom, sneezing, touching their nose, playing with a pet or other animal, playing outside, playing with toys that other children use, touching anything soiled with body fluids or wastes (such as blood, saliva, urine, stool, or vomit)
2. before and after eating, cooking, or otherwise handling food, or
3. any time hands look, feel, or smell unclean.

Recommended Handwashing Method. Use warm, but not hot, running water. Wet hands first. Then use soap. Wash the front and back of both hands and between the fingers. Remember to clean under nails. Wash for at least 15 seconds. (Sing, *The Alphabet Song* or *Tops and Bottoms*.) Rinse well. Dry your hands with a fresh paper towel. Then use the paper towel to turn off the faucet.

Medical Policy

The Staff at St. Michael's ELC asks that parents keep children who are contagious at home. Assessment of every child admitted to the ELC each day is a DSS regulation. If your child appears to have an infectious or contagious condition, parents will be asked to take him/her home or to a pediatrician immediately in order to avoid infecting the other children.

Please do not bring your children to the ELC if they have experienced any of the following symptoms in the past 24 hours:

- A fever of 100 orally or 99 under the arm.
- Signs of a newly developed cough or a severe cough.
- Diarrhea, vomiting, or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Any discharge or drainage from the eyes, nose, ears, or open sores. This includes cold sores (herpes simplex) if the condition is still active.

Children who are experiencing the symptoms above will not be allowed to stay at our Center. We do not have provisions to care for mildly ill children. If a child becomes ill at the ELC , parents are expected to pick the child up as soon as possible.

Children may not return to school for 24 hours after being sent home. Before returning to school, the child must be free of fever, vomiting, and/or diarrhea for 24 hours and without the use of a fever reducer. A child may return to the ELC with a written statement from a physician stating that the child is not contagious.

Exclusion List of Illnesses

A copy of the DHEC *School and Childcare Exclusion List* is available in the office. Illnesses or symptoms that require parents to keep your child at home include:

- Conjunctivitis/Pink Eye: Red, itching, oozing or matted eyes are all signs of infection. A child must be on antibiotic drops and eyes must be clear before returning to school.
- Coughs: A child who is coughing with a cold or bronchial infection is contagious as long as the cough is moist. If the infection is bacterial and the child has been on an antibiotic for 24 hours, the child may return to the ELC .
- Diarrhea/Vomiting: A child must be free of diarrhea or vomiting for 24 hours before returning to the ELC . If your child has diarrhea or vomiting while at the ELC , parents will be called to pick up the child.
- Fever: A child with 100-degree fever or above must remain at home and be fever-free for 24 hours before returning to school. Please do not administer a fever reducer and send your child to the ELC .
- Head Lice: Please notify the Director if your child becomes infected with, or has come into contact with other children who have been infected with head lice. Head lice must be treated before the child may return to school.
- Open Wound: Open wounds must be covered with an adhesive bandage.
- Seasonal Allergies: Children with seasonal allergies need to have a doctor's statement on file. If the child experiences extreme coughing, respiratory distress, or severe head congestion parents may be asked to take the child home. We cannot keep your child in another classroom or in the office during playground time. If the child is not well enough to play outside, he or she is not well enough to be at the ELC .
- Infectious Skin Diseases: A child with chicken pox, impetigo, ring worm, or other infectious skin diseases must be cleared by a physician before returning to the ELC .
- COVID19: See COVID 19 section.

Administration of Medicine

Medications should be administered by a parent or guardian before or after school hours, whenever possible. Initial doses of a medication that a child has never taken before will not be given at school.

Signed consent: Medication, or special medical procedures will be administered to a child only when there is a prior written, signed, and dated request from the parent/guardian. Please complete and sign a copy of the *Permission to Administer Medication* form found at the back of the Parent Handbook. Prescription drugs and other medication required for children must be in original containers and clearly labeled with the child's name and dosage schedule and include written directions for administering the medication. This requirement includes prescription or non-prescription medications. The medication administration instructions may not be PRN or "as needed".

Medication Log: Each medication administered by a staff person is to be recorded in the class medication log specific to the child for which the medication is to be given. The name of the medication, dosage, time and name of the person administering the medicine will be written in the log and on Life Cubby.

Food/Insect Allergies: Parents of children with life-threatening allergies to foods or insects must provide the Director and teachers with a note to post in their child's file and in the emergency medical station that explains all of the symptoms and treatment procedures related to the child's particular allergy. The ELC will take all reasonable precautions to meet your child's special needs.

Incident Reports: An incident report will be completed by any staff member who witnesses an injury of a child that requires first aid, including the administration of an ice pack. If a parent observes an injury after hours that they think may have occurred at the ELC, the parent should bring it to the attention of the teacher or the Director on the following day.

Medication Errors: Failure to administer a medication at the prescribed time, or administering an incorrect dosage or wrong medicine, will be recorded in the child's record. The parent will be immediately notified verbally and in writing. The same notification will occur if a child is suspected of having an adverse reaction to the medicine.

Medical Release: A medical release from a physician stating the child is well enough to return to school is required if a child has an illness or an accident that requires physician care.

Storage of Medicines: All medicines must be brought and kept in their original containers with the child's name clearly printed on the label. Medicines will be kept in a locked box in each classroom.

Emergency Medical Procedures

Emergency Medical Treatment: In the event of an injury to your child or an illness, every attempt will be made to contact the parent/guardian. The parent's signature on the Parent Handbook Acknowledgement of Policies and Practices gives permission for first aid to be administered by staff members currently certified in First Aid/CPR. If the illness or injury requires emergency medical treatment, the acknowledgement gives consent for treatment by qualified emergency medical personnel and releases the staff members or St. Michael and All Angels' ELC from any liability expressed or implied which may result from such services. An ambulance will be called and the child will be transported to Richland Children's Hospital. The Director, Lead Teacher of the child's class, or designee, will accompany the child on the ambulance, if the parent has not arrived at the ELC .

Emergency Contact Forms: Each child in the ELC will have an Emergency Contact Form in his or her record. It is important that parents update the Emergency Contact Form when changes are needed. Failure to provide an updated emergency phone numbers/contacts will be grounds for termination of services.

Emergency Telephone Calls: Parents will be telephoned for the following reasons:

1. When a child becomes ill or injured while at the ELC . The emergency contacts will be called if the parents cannot be reached.
2. When child is left at the ELC beyond 6:00 pm without the parent making previous arrangements.
3. If the ELC must close due to extenuating circumstances such as a weather emergency then the ELC follows the Richland School District Two closure schedule. Please consult WIS-TV and WLTX-TV for delays or closings. The Director will determine the opening or closing of the ELC . No discounts or refunds will be given in the event of school closing. If the Director decides to close early due to inclement weather or other safety reason, parents are expected to pick their children up at the time designated for closing.
4. Any incident that occurs at the ELC which requires the attention of a parent.

Emergency Evacuation Procedures

- Fire: St Michael's ELC practices routine fire drills to ensure the children and teachers are prepared and knowledgeable of the route to take when leaving the building in an emergency. Evacuation exit maps are posted in each classroom. Teachers take the tracking sheets for their class to ensure that all children are present. Emergency First Aid Kits and Walkie Talkies are required. Lead teachers report the numbers of children to the Director and the Director will check the numbers against the morning Sign-In count.

- Tornado: St Michael’s ELC practices routine tornado drills for the purpose of preparing the children in the event of a tornado. When a tornado warning occurs, the teachers take the children to designated safe areas until the threat has subsided. The Director and teachers use the same accountability procedures as for fire.
- Evacuation of the ELC : In the event that emergency officials order the immediate evacuation of the building during school hours, the staff will evacuate the children on foot and in cribs and strollers to:

Forest Lake Presbyterian Church
6500 North Trenholm Road
Columbia, SC 29206
(803) 787-5672

The church is located at the corner of North Trenholm Road and Rockbridge Road, a block away from the ELC. We will make every attempt to contact parents. A map to this location and telephone numbers will be posted on our ELC’s entrance doors.

Emergency Plans: A copy of the St. Michael’s ELC emergency plan has been forwarded to the Child Care Regulatory Services Regional Office.

Emergency Telephone Numbers

Facility Director	Helen Kline	803-414-7855
Assistant Director	Joanne Vaughn	803-206-4755
Emergency		911
Police	Forest Acres Police	803-782-9444
Sheriff	Richland County Sheriff	803-691-9000
Fire	Capital View Fire Dept.	803-783-1763
Poison Control	Palmetto Poison Control	803-777-1117
DSS	Child Care Licensing	803-898-7601
Licensing Specialist	Carol Jefferson	803-898-0036
Alternative Evacuation Site	Forest Lake Presbyterian	803-787-5672
ABC Call Center (emergencies only)		800-262-4416
Child Care Services Disaster Response Line		800-556-7445

Medical Emergencies:

Medical conditions under which emergency care and treatment is warranted include the conditions listed below:

- loss of consciousness

- semi-consciousness
- breathing difficulties
- severe bleeding
- unequal pupils of the eyes
- seizure
- neck or back injury
- continuous clear drainage from nose/ears after a blow to the head
- severe headaches
- stiff neck or neck pain when head is moved
- hives that appear quickly
- very sick child who seems to be getting worse quickly
- repeated forceful vomiting
- vomiting blood
- severe abdominal pain that causes a child to double over
- possible broken bones
- shock
- sudden high fever

Steps to be followed in a Medical Emergency: Staff Trainings are held in February, June, August and October and at other regular intervals throughout the year. All Staff members are required to be certified in Adult/Infant CPR and First Aid and in the handling of Bloodborne Pathogens. In the event of a medical emergency, a staff member will follow the procedures listed below.

- Call **911** immediately upon recognizing signs and symptoms that require medical attention.
- Call child's parent or guardian immediately after calling **911** to inform them of symptoms and where their child will be transported for care.
- Provide first aid as trained in an approved First Aid Training Course until emergency personnel arrive.
- Director or Lead Teacher accompanies child and takes the child's file and emergency forms to Palmetto Richland Children's Hospital and stays with the child until parents or emergency contact arrives.
- Additional staff will join the Assistant Teacher to continue supervision of children in classroom activities. The Director will call DSS to report the emergency.

FINANCIAL POLICIES



Early Learning Center Payment Options and Deposit Policy:

Parents who are current on their child's Tuition will have an option of which payment plan is best for them. The parents must choose one of the three options and the only way to switch to another plan is with 30 days written notice to the Treasurer. Out of pastoral concern, any family who is having difficulty paying the tuition, is encouraged to speak with either the ELC Director or the Vicar privately. If, at the sole discretion of the Vicar, there is a legitimate pastoral concern, funds from the vicar's discretionary fund may be used to cover the tuition owed.

Options:

1. Weekly Payment: Due on Mondays of each week (the amount will be communicated to the parent through a letter from the assistant director) 52 payments.
 - A. If the payment has not been received by Wednesday at 9:00 am of each week, a \$25.00 late fee will be assessed to the account and a delinquent letter issued.
 - B. If the account is, more than two weeks delinquent another \$25.00 late fee will be added, and a delinquent letter issued. At that time, the parents will need to pay the balance in full or agree to a payment plan. When you agree to a payment plan then your weekly payments plus the agreed upon amount is due on time or Childcare services will be terminated.

2. Bi-Weekly Payments: Parents may choose the bi-weekly option, which is 26 payments throughout the year. The bi-weekly amount will be communicated through a letter from the assistant director.
 - A. If you choose this option and your payment is not received by Wednesday at 9:00 am of the week payment is due, then a \$25.00 late fee will be issued to your account and a delinquent letter issued.
 - B. If payment has not been received by the Wednesday at 9:00 a.m. of the second week, another \$25.00 will be issued to your account and a delinquent letter issued offering a payment arrangement. If the payment is not received or a payment plan arranged by Friday of the second week then childcare services will be terminated. If at any time a parent fails to honor the payment arrangements, services will be terminated.

3. **Monthly Payments:** Monthly payments will be due the first of every month. Your monthly amount will be determined by the Assistant Director and communicated to the parent via a letter. (Twelve equal payments).
 - A. If payment is not received by the fifth of every month then a \$25.00 late payment will be issued to your account and a delinquent letter issued.
 - B. If your monthly payment is not, received by the 10th of the month, an additional \$25.00 will be issued to your account and a delinquent letter issued with a payment plan. If the payment, or a payment plan arrangement, is not made by the 15th of the month, childcare services will be terminated by the ELC. If at any times parents, fail to honor the payment arrangements termination of services will occur.

All payments are due in advance. If a payment is late and/or a payment plan must be arranged, then the account will be reverted to the weekly option.

If paying in cash, please see the Director or Assistant Director for a receipt. The Director or Assistant Director will place the money in the safe. Once the money is dropped into the safe, no receipt will be given for the payments. Payments may be mailed. Please make sure that envelopes are addressed as follows:

St. Michael's Early Learning Center
Attn: ELC Tuition
6408 Bridgewood Road
Columbia, SC 29206

At this time, St. Michael's takes payment only in the form of Cash, Checks, money orders, and ACH.

Deposits: Deposits will be made the week they are due.

Statements: Parents will receive a weekly statement from the assistant director. You can see a 30-day history on LifeCubby.

Registration Fee: A \$150 **annual** registration fee **per child** is due annually according to the date of admission. However, there are some families who are on an annual September 1 registration cycle. The assistant director will bill for the annual registration fee. Families who enrolled prior to the start of the 2020-2021 school year are grandfathered into the \$100 annual registration fee per child for the 2020-2021 school year. Some families may have enrolled in previous years where a security deposit was required. If you still have a security deposit on file, this can be credited to your registration and supply fee if so desired. You can contact the

assistant director to apply the security deposit to these fees if so desired. If you choose to keep your security deposit on record, then it will be used to go towards your last week of enrollment.

Supply fee: There's a \$50.00 supply fee due each September and each January.

Two Week Written Notice of Withdrawal: Parents are required to give a two week (14 calendar days), written notice of withdrawal. Tuition is due for these 2 weeks. There will be no pro-rated refunds for withdrawal. Summer camp withdrawal is handled differently. If registering for the entire summer a 30 day written notice is required and tuition is due for those 30 days. Week to week options are required to be paid in full up front or placed on monthly ACH. Tuition is non-refundable for week to week options unless a 30 day notice is given. We must secure enough children to cover costs and last minute cancellations make this difficult.

Holidays, Vacations, Absences, Inclement Weather, & Unforeseen Emergencies: Tuition is due in full for all holidays, inclement weather, and all other unforeseen emergencies when the Center is closed. Tuition is due in full when a child is absent for any reason. You are paying for your child(ren)'s spot in our program, not for actual services rendered. The ELC does not currently have a Vacation Week credit. If a financial hardship arises, please call the ELC Director or the Vicar of St. Michael and All Angels' Episcopal Church to discuss payment arrangements.

Fun Fridays: An optional Fun Friday meal is provided each Friday for children in the Toddler Territory, Tiger, and Pre-K Panda classrooms. This is a wholesome meal, which meets USDA meal requirements, that is provided by the ELC for parents who wish to participate in the program. The cost of the program is \$20 per month which is due the first of each month. Our assistant director will contact new parents and transitioning the Toddler Territory about the program.

Sibling Tuition Discount: There is a ten dollar (\$10) tuition reduction for the older sibling. Only one discount is available to families.

Church Membership Tuition Discount: Primary caregiver(s) who are communicants in good standing at St. Michael and All Angels' Episcopal Church are entitled to a tuition discount for children attending the Early Learning Center. A communicant in good standing is a church member who, for the previous year, has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God. The application for the tuition reduction will be reviewed by the Vicar to determine the status of the caregiver. If approved, the discount will be applied the following month and will continue as long as the caregiver remains a communicant in good standing at

the church. Discounts are limited to one per family. The discount is \$20.00/child for church members.

Waiting List: The ELC maintains a waiting list for admission in the event that the ELC is full. Waiting list applications are date stamped at the time of receipt.

The following criteria are used to determine the order of acceptance.

1. The applicant has a sibling at St. Michael's ELC or is a teacher.
2. The applicant is a member of St. Michael and All Angels' Episcopal Church
3. The age of the child
4. The length of time the parents have been on the list.

There is an optional \$50 non-refundable fee for placement on the waiting list. The wait list form and/or fee does not guarantee enrollment. The wait list fee does move you ahead of others on the wait list who are not siblings or members.

St. Michael's and All Angels' ELC is an ABC Quality child care provider and accepts ABC vouchers.

The temporary program for school age children due to COVID19 is already a discounted rate and other discounts do not apply. This program ends when Richland 2 returns to face to face instruction Jan. 19, 2021.

All rates and fees are subject to change with a 30 day notice.

Inclusion Policy



Policy Statement

St. Michael and All Angels' ELC welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique, and we work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures

Admissions/waiting list

Children of all abilities are accepted into St. Michael and All Angels' ELC, and families interested in having their child attend the program will be given an equal opportunity for admission.

Inclusive Environment

Staff members at St. Michael's ELC use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolled and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in South Carolina law or when information is subpoenaed by the court.

Family Centered Practices

St. Michael's ELC acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. St. Michael's ELC communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support is provided to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. We work closely with The Inclusion Cooperative to provide training, coaching, modeling, and resources for our teachers. The Director provides additional support and resources as appropriate. St. Michaels will do everything we can to work with exceptional children to help them to be successful in the classroom. If the parents are not satisfied with the care or the care becomes disruptive to the class on a regular basis, St. Michaels may ask the parent to provide an aide in the classroom.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. St. Michael's ELC welcomes those professionals and works with them to assure the child's success. The service provider is

encouraged to provide services to the child in the context of the early childhood classroom environment, and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. St. Michael's ELC supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Nutrition Policy



Policy Statement

Good nutrition is vital to children's overall development and well-being. To provide the best possible nutrition environment for the children at our facility, St. Michael's Early Learning Center has developed the following nutrition policies to encourage the development of good eating habits that will last a lifetime. Food will never be withheld as punishment or used as a reward. Food products will not be used as fundraisers.

Nutrition

We will follow the nutrition guidelines of the CACFP, Child and Adult Care Food Program, for our morning and afternoon snack. St. Michael's Early Learning Center will provide a balanced snack that include fruits, vegetables, and whole grains, and limit foods and beverages that are high in sugar and/or fat. We also ask that parents provide a healthy and balanced lunch for your child that include fruits, vegetables, and whole grains. We ask that parents not send desserts or beverages containing additional sugar or high fructose corn syrup. The following is the CACFP nutrition guidelines:

Our Snacks will include:

- Fruit or vegetables at least 1 time a day
- Milk at least 2 times a day
- Whole grain foods at least once a day.
- Other snacks include cheese and yogurt

Beverages

We do not serve fruit juice or sugar sweetened beverages. We serve whole milk to children in Toddler Territory. We serve 2% milk to children in the Tiger and Pre-K Panda Classes.

Meal and Snack Times.

Meal and snack times are planned so that no child will go more than 3.5 hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day. Our snack menu is posted each month in the Life Cubby and in each classroom. Contributions of fruit are always appreciated.

USDA Guidelines for Pre-School Lunch

- 1 serving protein
- 2 servings fruits or vegetables
- 1 serving whole grains
- 1 serving fluid milk (ELC provides)

Nuts and other allergies

Some of our students have peanut and tree nut allergies, therefore we are a "Nut free" facility. This includes peanut and other nut butters. Sunflower seed butter is acceptable. All children's allergies will be posted in their classroom. Substitutions will be made for those children.

Celebrations and Religious Beliefs

For a birthday celebration, parents may send a treat for lunch or for snack. We encourage healthy snacks in lieu of sugary ones. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom bulletin board. We respect different religious beliefs and post dietary restrictions in accordance and make substitutions for these children.

Professional Development and Education

Annual nutrition training is required of each staff member to ensure that all staff understand the key role nutrition plays in the overall well-being of children. Parent workshops on nutrition will be offered. Educational information will also be provided.

Physical Activity Policy



Policy Statement

St. Michael's Early Learning Center recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children, as well as assisting in establishing positive lifestyle habits for the future. Closed toed shoes are required for the safety of your children during physical activity.

Physical Activity

The purpose of this policy is to ensure that children in our care are supported and encouraged to engage in active play and develop fundamental movement skills appropriate for their age. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day, St. Michael's Early Learning Center will use the following guidelines:

Daily Outdoor Play

- Provide infants (8 weeks to 12 months) with at least 60 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide toddlers (ages 1 through 2-year-old) with at least 60-90 Minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers (ages 3 through 5-year-old) with at least 90 – 120 minutes of daily outdoor activity play opportunities across 2 or 3 separate occasions.
- Increase indoor play time, in the event of inclement weather, so the total amount of play time remains the same.
- Take children outside every day unless the temperature is below 32 degrees or above 90 degrees and in case of weather advisories. Under these weather conditions, we will follow the recommendation of DHEC.
- Parents are asked to dress children appropriately for outdoor play including closed-toe shoes.

Roles of Staff in Physical Activity:

- Provide teacher planned physical activities (e.g., games and exercise) lasting 5 -10 minutes at least 2 times a day while inside.
- Will encourage children to be physically active indoors and outdoors at appropriate times.
- Will encourage physical activity during group learning times in the classroom.

Indoor and Outdoor Play Environment:

- Provide a variety of play materials for children to use that promote physical activity indoors.
- Provide a variety of outdoor portable play materials and/or equipment (hoops, wheeled toys) for children to use.
- Infants are provided mats for unrestrictive play in order to promote proper physical development of larger muscles.
- Use of restrictive apparatus will only be used with infants who must be elevated after eating due to acid reflux according to Dr's orders.

Physical Activity and Punishment

Staff members will not withhold opportunities for physical activity except when a child's behavior is dangerous to himself/herself or others. Staff members never use physical activity or exercise as punishment. Playtime or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. See discipline policy signature page at the end of this handbook.

Physical Activity Education

Parents will be invited to educational workshops on physical activity as well as have educational materials sent home.

Screen Time

In the formative years, children's brains and bodies are going through critical periods of growth and development. It is important for infants and young children to have positive interactions with parents, teachers, and peers and not sit in front of a screen (TV, tablet, computer, smartphone, etc.) that takes them away from social interactions with people. Therefore, St. Michaels will not use screen time except for special occasions. Physical activity will be planned during inclement weather utilizing tunnels, balls, ribbons, music, planned games, etc. during inclement weather rather than screen time.

Amazing Athletes Enhancement Program

Amazing Athletes is an optional sports education program offered at St. Michaels. An Amazing Athletes coach comes weekly. The children learn the fundamentals and mechanics of 9 different sports, 7 areas of motor development, muscle identification of 10 muscles, and 16 different fruits and vegetables and their "superpowers". Annual registration is \$20.00 and is collected upon enrollment and each September after. Registration includes a t-shirt. Monthly tuition is \$40.00. For more information, visit www.amazingathletes.com/sccolumbia We will pause this program during COVID19.

American-Made Gymnastics

Beginning with the new school year, we will be offering an additional enhancement program for gymnastics and tumbling. American-made gymnastics specializes in providing fun, recreational gymnastics to children ages 3 and up. The program includes tumbling, balance beam, vaulting, bars, and discipline. We will pause this program during COVID19.

Karate

Genova Karate provides a socially distanced program that improves concentration, discipline, respect, listening skills, and overall physical fitness.

Dance

Ashley Tolson received her BA in dance from Winthrop University and will be teaching a socially distanced dance program. The students will learn pre-ballet and ballet technique in a fun and nurturing environment to achieve better motor skills and coordination.

Breastfeeding Policy



Breastfeeding mothers will be provided a private place to breastfeed or express their milk.

Breastfeeding mothers, including employees, are provided a clean, private area in which to breastfeed or express milk. There is an outlet available and a sink nearby. Mothers are also welcomed to breastfeed in the infant classroom if so desired.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the refrigerator in the infant classroom. Mothers should provide their own containers, clearly labeled with name and date.

Staff shall be trained in handling breast milk.

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk

expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to

other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Breastfeeding promotion information will be displayed.

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Discipline and Classroom Management Policy



Our guidelines for positive discipline are to foster and teach children to be independent learners who can monitor their own behavior in a Christian environment. This will be achieved through behavior guidelines provided by teachers.

- St. Michael’s ELC teachers use positive techniques of guidance which include but are not limited to redirection, anticipation and elimination of potential problems, positive reinforcement, role modeling, and encouragement.
- St. Michael’s ELC forbids any form of corporal punishment.
- Food is never withheld as punishment not used as rewards.
- Consistency in our daily schedule helps children establish routines. This allows our children to understand how their day will proceed.

Teachers at St. Michael’s ELC will provide verbal guidance by:

- Modeling Christian values.
- Speaking kindly to children.
- Avoiding comparisons between children.
- Giving positive directions and suggestions.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions.
- Promoting positive self-esteem.

St. Michael’s teachers will:	St. Michael’s teachers will NOT:
1. Praise, reward, and encourage children.	1. Spank, pinch, slap, or physically punish a child.
2. Set limits for the children.	2. Leave children without supervision
3. Listen to children.	3. Deny food or rest as punishment.
4. Ignore minor behaviors.	4. Criticize or belittle a child, children’s parents, families, or ethnic groups.

5. Provide alternatives for inappropriate behavior to the children. Redirect children to other area and/or activities.	5. Shame or punish children when bathroom accidents occur.
6. Modify the classroom environment to attempt to prevent problems before they occur.	6. Make fun of, yell at, threaten, or verbally abuse a child.
7. Treat children and their needs, desires, and feelings respectfully	7. Allow another child to discipline a child.

Mental Health Policy



Mental health of our children, families, and staff is important to St. Michaels' ELC. St. Michaels partners with the PEAR network which offers free counseling, coaching, and professional development for our teachers and families. If the teachers suspect a mental health issue, a parent teacher conference will be held with the Director present to discuss observations and concerns. If at that time, we feel the need for a referral to PEAR, our mental health partner and child psychologist, we will make that referral for you. You can also call yourself at 833-472-4648 ext. 701 and ask for Dr. Mackenzie Soniak.

Child Screenings and Referrals



We partner with Easter Seals who come in the fall and spring to evaluate the children for developmental delays and mental health. They are able to make referrals for early intervention based on their screenings. If our teachers suspect a delay based on a series of observations, then the Director will observe, and the proper referrals will be made after meeting with the parents. St. Michaels' ELC also provides annual vision and hearing screenings through community partnerships. These agencies will suggest referrals when needed.

We have resources in the following areas in which we can make referrals:

- Autism
- Down Syndrome

- Early Intervention/Easter Seals and Baby Net
- Family Connections (Support, resources and education for special needs and health issues)
- Hands on Health (Disabilities and Special Needs)
- LDA off SC (Learning Disabilities)
- Ability First (Special Needs)
- Speech therapy

Discipline, Suspension and Expulsion Policy



St. Michaels practices Positive Discipline as outlined on page 33 and 34. It is our goal to work closely with children and families when it comes to discipline. It is our practice to set reasonable and developmentally appropriate goals and use recorded observations and data to monitor progress. When needed, referrals will be made for interventions and developmental and behavioral screenings. We are an inclusive school and work closely with the Inclusion Collaborative and the PEAR network for teacher coaching and education. The PEAR network offers family counseling as well. We participate in annual Conscious Discipline training to help educate our teachers on ways to help children learn to self-regulate. We also work closely with Richland County First Steps and have a Technical Assistance provider who coaches and assists our teachers with areas of concern and with coaching and professional development. St. Michaels provides a Be Well, Care Well wellness program through USC for our teachers with education and activities to promote teacher health. This is to strengthen their ability to Care Well in the classroom. It is our practice to equip our teachers with the knowledge, education, and skills to prevent behavior that might lead to suspension or expulsion. It is our goal to greatly limit suspension and expulsion. Children may be sent home for disruptive behavior that keeps others from learning, napping or presents a safety issue in the classroom. This will be decided on a case-to-case basis. Children are expected to help keep themselves and their classmates safe by listening to their teachers. If they do not listen to their teachers and their behavior is completely disruptive, parents will be called to speak to their child on the phone or come to the school to speak to their child. If this behavior continues or is repeated, or if speaking to a parent is not successful, the child will be sent home for the remainder of the day. If the behavior continues, a longer suspension will be decided upon on a case-by-case basis and an individualized behavior plan will be agreed upon. All attempts at helping the child to self-calm will be tried before a child is sent home for the day. Teachers model proper calming methods as well as include Conscious Discipline lessons weekly. You can learn more about

Conscious Discipline at www.consciousdiscipline.com. Each case will be considered on an individual basis. Suspension and Expulsion is an absolute last resort after all other means have been tried to resolve the issues leading to suspension or expulsion.

Bullying Policy Zero Tolerance



St. Michael's has a zero percent tolerance policy for bullying. Bullying is defined as seeking to harm, harass, intimidate, or coerce someone perceived as vulnerable. Examples of this are constant hitting, pinching, pushing, hair pulling, name calling, negative gossiping, etc. with the intent to harm another. Young children do not understand the concept of bullying and will need positive guidance and a behavioral screening or mental health referral before being suspended or expelled if they display this type of behavior. However, school-aged children who attend summer camps are old enough to understand and will be given only one warning before being expelled from the summer camp program.

Accommodations for Learners/Dual Language



Teachers are responsible for working with parents and specialists on any modifications or adaptations needed in the classroom for each child to best meet their needs. This includes modifications to lesson plans, materials, room arrangement, additional time to complete tasks, etc.

Teachers create an environment that includes children's home language. Technology can be used to listen to stories in their native language. We will create opportunities to model English as well as including Spanish in the 3K and 4K classrooms and any other classrooms where there is a Spanish speaking child.

Acceptable Internet Use



Users shall use the Internet for educational purposes as a tool for virtual/online learning. Users are not to share their passwords or give out their usernames. Users are not to

look up inappropriate content on the Internet. Never transmit or post personal data. Devices are not for emailing, social media, or instant messaging. Students will be supervised by instructors. Students are only permitted on school or educational sites provided by the parent.

COVID19



St. Michaels' ELC will provide all parents with safety protocols suggested by the CDC and established by the ELC on May 4th, 2020. We will also provide DHEC guidelines for managing suspected or confirmed cases and update parents as DHEC updates the ELC. COVID19 has been declared a worldwide pandemic and is extremely contagious. All teachers and parents must commit to following the safety protocol established to help minimize the risk to the ELC. Even with the implementation of preventative measures, there is still a risk of exposure and the ELC cannot guarantee that you or your child will not become infected with COVID19.

By signing the acknowledgement page at the end of the handbook:

- You acknowledge the contagious nature of COVID19 and that you or your child may be exposed or infected by attending St. Michaels.
- You agree to follow all established protocol to reduce risk to the ELC.
- You release and hold harmless St. Michaels' ELC, Directors, and teachers from all claims in any way related to attendance, including but not limited to any claims of exposure/infection.

COVID19 Safety protocols and policies for

St. Michael and All Angels' Early Learning Center

(Taken from DSS, DHEC, and CDC suggestions)

We will follow Interim COVID-19 Guidance for Child Care Providers:

Management of Suspect and Confirmed Cases

This guidance will be emailed to parents and staff each time it is updated. Below are our protocols and policies in addition to the guidance provided by DHEC:

DROP-OFF/PICK-UP: We will have curbside drop-off and pick-up from 7:15-9:00 am and 4:00-6:00 pm. Parents will not have access to the building. Parents are to remain in their cars while we get children out. Parents are asked to wear a mask while we are leaning into their cars to retrieve children. This is in case you are asymptomatic and don't know it. Children will be escorted to class after passing a health check including a temperature check. Children with temperatures will not be permitted.

- **HAND-WASHING:** Hands are washed before entering the ELC at an outdoor sink and supervised by a member of our staff. Hands are washed hourly.
- **STAFF HEALTH CHECKS:** Temperatures of staff are checked at the gate. Any fever at all, the staff member is not permitted. (99.9 or above)
- **CLEANING:** Hard surfaces, tables, doorknobs, cabinet handles, light switches and toys are cleaned with bleach water solution throughout the day.
- Plush toys are laundered after being played with and limited in number.
- Bathrooms are cleaned throughout the day and faucets/handles are sanitized in between each child.
- Teachers will follow all DHEC and DSS cleaning regulations.
- **SOCIAL DISTANCING:** ALL teachers and parents of children are asked to commit to social distancing outside of the ELC as well as wear a cloth face covering when in public. (work, school, home, occasional grocery store). Teachers are required to sign a separate commitment form that they will abide by this policy to remain employed at St. Michaels.
- School age children will be placed 6 feet apart during learning time and lunch time. They will face forward and have assigned seating.
- Marked social distancing measures have been put in place at the outdoor handwashing station.
- Social distancing measures and markers will be put in place for school age children where lines form for restroom breaks and recess. Masks will be worn in the hallway.
- **SICKNESS & EXPOSURE:** Children whose parents exhibit COVID19 symptoms will not be permitted. Sick children will not be permitted. DHEC guidelines require sick children to test negative for COVID19 before returning or have a medical evaluation that determines that their symptoms are due to another cause (strep throat, flu, etc.) Children with sick siblings will not be permitted. Children whose parents are

quarantining are also required to quarantine. This quarantine begins when you learn you have been exposed, not when you get a positive test result. If you are being tested, your children must remain at home while you await your results. If you have been exposed, you are still required to quarantine by DHEC regardless of a negative test result as are your children. If you have not been exposed and are testing due to symptoms and test negative, your child may return upon your negative results. Please see the Guidance for Child Care Providers from DHEC for more guidelines. This will be sent via email each time DHEC updates it.

- If a child develops symptoms during the day, they will be quarantined, provided with a mask if they are 3 or older while they await a parent to pick them up. They will need a Dr note to return.
- Staff will not come to work if sick with any symptoms and will be required to test negative or have a medical evaluation that determines their symptoms are due to another cause. They will need a Dr note to return.
- Staff will not come to work if a family member has symptoms and will not be allowed to return until the family member has been tested to determine whether they have been exposed or not.
- Staff will quarantine if exposed.
- **SHOES:** Children and staff will wipe their shoes/feet on a mat sprayed with TB disinfectant cleaner and then on a dry absorbent mat before entering their classroom to disinfect the soles of their shoes.
- Teachers will wear shoe covers in the infant classroom.
- **MASKS:** Staff members will wear masks. Children under 2 cannot wear masks. 3K Pandas, 4K Lions, and school -age Dolphins are required to wear a mask and are also required to social distance 6 feet from other students. Older 2s and younger 3s in the Tiger classroom (A) are required to wear masks effective 2/3/2021.
- **OTHER SAFETY MEASURES:** Children will wash hands before entering each new learning center. Toys will not be placed back on the shelf after being played with. They will be placed in a container outside the classroom door to be properly sanitized and returned to the classroom.
- Outside time will be extended and staggered.
- Teachers will be required to lead more teacher-led activities that do not require sharing of materials.
- Playmats will be sanitized every hour on the hour or more frequently if needed.

- Area rugs will be steam cleaned at the end of each day.
- Children will be spread out and be limited in learning centers.
- Children will be spread out for nap time and be placed head to toe/toe to head in an alternating pattern.
- **COHORTING:** Children and teachers will stay in their own classrooms and not have contact with other classes. (DHEC refers to this a cohorting.) We are requiring that parents not send their children to multiple schools during the COVID-19 pandemic. The premise behind cohorting is that children in one class do not mix with children in another class. This is CDC and DHEC suggested guidance written for childcare centers as preventative measures. Therefore, we cannot accept children who are attending public schools on a hybrid system. Attending ONLY St. Michaels gives us our best chance at staying healthy during this pandemic.
- **SHARED MATERIALS:** School aged children will not share materials and need to bring their own school supplies such as pencils, crayons, scissors, etc. 3K Pandas and 4K Lions will be provided pencil bags with their own individual supplies.
- **ENHANCEMENT PROGRAMS:** *Per the CDC “An important guiding principle to remember is that **the more people your child interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.** While your child may be spending time with other people as they return to childcare or school settings, you should limit your child’s interactions with additional children and adults outside of childcare or school to decrease risk.”* For this reason, St. Michaels will offer a ballet and tap combo class and a karate class for 3K and 4K so your children can participate in these types of activities without increasing their exposure outside of the ELC. These programs are optional and have been requested by parents who do not wish for their children to attend programs outside of the ELC and would like a safe alternative. We are not dictating that your children cannot attend programs outside of the ELC but would ask you to consider these classes instead to limit your child’s outside exposure.
- **NOTIFICATION OF EXPOSURE AND INFECTION:** Staff and parents will be notified as follows:
 - If there is an exposure in the classroom, the staff and parents of that classroom will be notified immediately by phone as will DHEC. If there is an exposure in the classroom, we will follow DHEC guidelines as to when and how long to close the classroom.

The ELC is required to notify those affected by exposures inside of the ELC without using names. DHEC will provide the letter.

- If a staff member or student is exposed, DHEC will be notified. If DHEC determines that individual has not exposed others in the classroom (based on the presence or absence of symptoms, when they were or were not in the center, etc.) the classroom will not be required to close.
 - Staff and parents are required to sign a release form so that we can notify the staff and parents in that classroom that an individual is quarantining due to exposure so that they can monitor their child(ren). Your names will be kept private.
 - Parents are responsible for notifying the director if they have been exposed or have tested positive so the director can ensure proper DHEC guidance is being followed. Children are not permitted at the ELC while parents await test results.
- **TESTING GUIDELINES:** In the event of a complete closure of the ELC due to the spread of COVID19, households will be asked to get tested prior to the ELC reopening to mitigate possible positive cases being brought back into the ELC. If you have tested positive with COVID19 within the 90 days prior to the closure, you do not need to get retested unless you are exhibiting symptoms. In the event only one class is closed due to COVID19, only the families in that class will be asked to get tested before returning. This includes siblings. A paper copy will be required prior to returning. This may not be emailed.
 - **TYPES OF TESTS ACCEPTED:** There are different types of tests for COVID19 currently available. As time moves forward, DHEC and the CDC have learned more about the reliability of different types of tests. PCR (mouth or throat swab) or NAAT testing is currently considered the best test to determine if someone has been infected with COVID19. The rapid antigen tests are the least reliable and can produce false negatives according to DHEC. We have already seen a handful of false negative results with this method here at St. Michaels' ELC, therefore, therefore we will not accept these negative test results effective Feb. 2021. Please request a PCR or NAAT test. There are rapid PCR tests available. Ask your physician what type of rapid test they use. Many are no longer using the rapid antigen tests.



St Michael and All Angels' Early Learning Center

Permission to Administer Medication

Medications should be administered by a parent or guardian before or after Center hours when possible. Initial doses of a medication cannot be given at the ELC. Medication to be given at the Center must be accompanied by this form, complete with the prescribing physician's signature, (if a prescription medication) and provided to the Center in the original labeled container provided by the pharmacist who filled the prescription. Non-prescription medication must be in the original container, and the container (not the box) must be labeled with the child's first name, "Sample" medications must be provided in a container that appropriately identifies the medication and must be accompanied by a note signed and dated by the prescribing health care provider that includes the child's name, directions for proper administration, and the name, address, and phone number of the prescribing health care provider.

Child's Name:

Date of Birth

Medication:		Dosage:
Purpose of Medication:		
Time Medication to be given at Center. May not be given "As Needed".	Frequency (daily)	Note special storage requirements: <input type="checkbox"/> None <input type="checkbox"/> Refrigerate <input type="checkbox"/> Other
Anticipated number of days medication will be given at the ELC: <input type="checkbox"/> _____ days <input type="checkbox"/> _____ weeks		Is child allergic to any food, medicines, or other items? <input type="checkbox"/> No <input type="checkbox"/> Yes (List allergies)
Is the medication a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Possible Side Effects:

Prescribing Health Care Provider's Signature

Date

Stamp, Print or Type Health Care Provider's Name & Address	_____
	Office Phone Number
	Office Email

I give permission for my child, _____ to be given the above medication as prescribed/directed. I give permission for the Center administrator to contact the health care provider named above, or the pharmacist who filled the prescription, to discuss this medication and my child's health. I give permission for the health care provider named above, the pharmacist, and/or their designated employees to provide information about this medication and my child's health to the school administrator.

Signature of Parents/Guardian

Date



Michael and All Angels' Early Learning Center

**Permission for the Use of Sunscreen and
Insect Repellent Containing DEET**

These products must be provided by the parent and labeled with the child's name.

Child's Name:	Date of Birth
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Medication: Sunscreen:	Medication: Insect Repellent:
Purpose of Medication: To prevent sunburn	Purpose of Medication: To repel mosquitoes and other insects
Time to be used/given at Center. During outside activities.	Time to be used/given at Center. During outside activities.

SUNSCREEN

____ I GIVE permission for **Sunscreen** provided by me to be used on my child _____
(Child's Name)

Signature of Parent/Guardian

Date

INSECT REPELLENT CONTAINING DEET

____ I GIVE permission for the **Insect repellent** provided by me be used on my child _____
(Child's Name)

Signature of Parents/Guardian

Date



St. Michael and All Angels' Early Learning Center Emergency Medical Treatment Permission Form

Permission/authorization to obtain emergency medical treatment and to administer medication:

This form grants temporary authority to St. Michael's ELC to provide and arrange for medical care for your child in the event of an emergency as well as administer medication with the appropriate permission form.

Child's name _____ M/F

Home address _____

Date of Birth _____

Information for medical treatment:

Physician's Name and Location of Practice _____

Physician's Phone Number _____

Preferred hospital (Name, Address, phone #)

Medical Insurance Company and policy number _____

Allergies _____

Current medications _____

AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)

I do hereby state that I have legal custody of the above child. I grant my authorization and consent for emergency medical treatment according to page 18 of the Parent handbook to St Michael and All Angels' ELC to obtain emergency medical care if needed for the above-mentioned child. I also grant permission to administer medication and understand a separate/detailed medication permission form must be completed each time medication is administered.

Signature(s) of parent(s) _____ Date _____
_____ Date _____

I understand that St. Michaels does not transport children, nor do they participate in swimming activities.

Signature of parent(s) _____ Date _____
_____ Date _____



St. Michaels' ELC Biting Policy

Children bite for many reasons. It is not unusual behavior for some children and many toddlers who have yet to learn to communicate verbally. However, biting can be harmful to other children and to the staff. This biting policy has been developed to address how biting will be handled in the classroom. Our goal is to help identify the triggers that may be causing the biting and put steps in place to help the biter learn appropriate behavior. Providing a safe environment for all children is our number one priority.

When biting occurs:

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 wound is covered with a bandage. The child is comforted and encouraged to express his/her feelings "I'm sad", "I'm hurt" and reassured they are safe.
2. Parents are notified.
3. If the skin is broken, DSS is notified by the center director.
4. An incident report is entered into our Life Cubby app. The report is printed out and signed by the parent, teacher, and director and placed in the child's file.

For the child that bit:

1. The teacher quickly gets the biter's attention to stop behavior "Henry-stop"
2. The teacher deals with the negative behavior on the child's level with firm, yet positive communication "Biting hurts." "Biting makes Sally sad." "Let's help Sally feel better."
3. The teacher helps the biter hold the ice on their friend's bite while repeating "Biting hurts" "Teeth are not for biting."
4. The teacher redirects the children to other activities.
5. The teacher notifies the parents.
6. An incident report is entered into our Life Cubby app. The report is printed out, signed by the parent, teacher, director, and placed in the child's file.

When biting continues:

1. The child will be shadowed as much as is possible to help prevent biting incidents.

2. The child will be observed by the classroom staff and the director to determine what is causing the biting (teething, frustration, lack of verbal skills, feels threatened, seeking attention, power/control, space too crowded, too few toys, too much waiting, etc.) and strategies will be developed to correct the behavior. The director will view the biting incidents on camera as well to help determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If the child bites 3 times in one week (5 days) in which the skin of another child is broken, bruised, or a significant mark is left, then a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. An individualized action plan will be developed, signed by the parents, ELC Director, and lead teacher and the plan implemented immediately.
2. If the child again bites 3 times in a one-week timeframe (5 days) in which the skin is bruised, broken or a significant mark is left, then the parents will be required to provide a private shadow to attend school with the child until the behavior has ended for at least a two-week timeframe (10 days).
3. If the child again bites 3 times even with the aid of a private shadow, then the parents will be asked to make other childcare arrangements.
4. If the child bites twice in a 4-hour period, then parents of the child will be required to be pick up the child from the ELC for the remainder of the day.

If a child who has been through steps 1 and 2, goes 3 weeks without biting (15 business days), then we will go back to step 1 if the child bites again.

Child's Name: _____ Class _____
Mother's signature _____ Date _____
Father's signature _____ Date _____



St. Michael's Early Learning Center
Photo/Media Release Form

GRANT PERMISSION

I give my permission for my child, _____ (Child's Name)
to be photographed during school activities and events for the following purposes:

Please initial any or all the situations where your child may be photographed.

_____ Classroom and hallway displays within the school

_____ Postings on LifeCubby app for ELC Parents only

Parent's signature

Date

DENY PERMISSION

_____ I DO NOT give permission for my child, _____
(Child's name) to be photographed for preschool displays (including classroom
activities,) for posting on the Center website, or for publicizing the Center in the Media.

Parent Signature

Date

We do not post pictures of children on our website nor do we post pictures in the local
media. Posting a child's picture on a staff member's personal Facebook page or
personal webpage is strictly prohibited.

(Child's/Children's Name/s)



St. Michael's Early Learning Center
2019-2020 Parent Handbook of
Policies and Procedures
Acknowledgement Form

Acknowledgement of Receipt of Handbook and Policies

I have received a copy of the *2020-2021 St. Michael and All Angels' Early Learning Center Parent Handbook*. I have read, understand, and agree to abide by the written policies in the Parent Handbook which are compliant with regulations for private and public child care centers. (South Carolina DSS 2953).

I understand that if policies are added, amended, or changed, I will be notified of any and all changes in writing. I also understand that all changes to all paperwork by either parent must be made in writing and signed by both parents or legal guardians.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Please sign and return this page to St. Michaels' ELC.

St Michaels' Responsible Internet Use Policy



Dear Parent or Guardian:

St. Michaels' Day School encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district that your child is registered in. St Michaels' expects students to abide by these guidelines as well as the guidelines in the Parent Handbook.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Do not photograph or videotape other individuals and subsequently post these images or videos to the Internet.
 - e. Charge their device prior to the start of the school day.
 - f. Provide/bring their own charger to school.
 - g. Bring headphones or ear buds as to not disturb the nearby students.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. St. Michaels' ELC is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.

- a. Communicate only in ways that are kind, responsible, respectful, and lawful.
- b. Use electronic communication devices for schoolwork only.
- C. Report threatening or offensive materials to a teacher or administrator.

My child and I have read, discussed, and agree to **St Michaels' ELC's Responsible Use Procedures (RUP)**

and Terms and Conditions for Device Usage.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

Discipline and Classroom Management Policy



Our guidelines for positive discipline are to foster and teach children to be independent learners who can monitor their own behavior in a Christian environment. This will be achieved through behavior guidelines provided by teachers.

- St. Michael’s ELC teachers use positive techniques of guidance which include but are not limited to redirection, anticipation and elimination of potential problems, positive reinforcement, role modeling, and encouragement.
- St. Michael’s ELC forbids any form of corporal punishment.
- Food is never withheld as punishment not used as rewards.
- Consistency in our daily schedule helps children establish routines. This allows our children to understand how their day will proceed.

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- Avoiding comparisons between children.
- Giving positive directions and suggestions.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions.
- Promoting positive self-esteem.

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2. Set limits for the children.	2. Leave children without supervision
3. Listen to children.	3. Deny food or rest as punishment.
4. Ignore minor behaviors.	4. Criticize or belittle a child, children’s parents, families, or ethnic groups.
5. Provide alternatives for inappropriate behavior to the children. Redirect children to other area and/or activities.	5. Shame or punish children when bathroom accidents occur.
6. Modify the classroom environment to attempt to prevent problems before they occur.	6. Make fun of, yell at, threaten, or verbally abuse a child.
7. Treat children and their needs, desires, and feelings respectfully	7. Allow another child to discipline a child.

Parent signature _____ Date _____