



Lake Murray Presbyterian Church Day School

Parent Handbook

Lake Murray Presbyterian Church
2721 Dutch Fork Road
Chapin, SC 29036
Day School: 803-345-1152
Church Office: 803-345-5140
Fax: 803-345-8928
License #: 24028

Hours of Operation
Monday – Friday, 7:00am – 6:00pm

“Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.”

-Matthew 19:14

Rev. May 2024

- About Us
- Curriculum & Objectives
- Parent Involvement
- Program Descriptions
- Program Policies & Procedures
- Behavior Management & Discipline
- Medical and Health Related Issues
- Snack & Mealtimes
- Classroom Expectations & Procedures
- Tuition and Fees

ABOUT US

PROGRAM PURPOSE - MISSION STATEMENT

Lake Murray Presbyterian Church Day School is a welcoming ministry of Lake Murray Presbyterian Church. The active, growing congregation of Lake Murray Presbyterian Church established the Day School with a vision to support families in the community by offering a quality early childhood education program in a Christian environment. LMPC Day School strives to prepare children for the future by nurturing the whole child; spiritually, physically, academically, socially, intellectually, and emotionally, establishing a strong faith foundation and developing a love of learning.

Teachers create individualized opportunities through exposure to new ideas and materials designed specifically for each child to embrace authentic learning in its most natural way—through play and exploration. Hands-on activities promote a balanced learning experience through science, technology, reading, engineering, the arts, and math (STREAM) concepts. Flexible, loving and caring environments at The Day School give every child the safe space to take chances, get a little messy, make connections, and experience authentic learning so they can become school-ready and life-ready.

Parents are a child's first teacher. We will work hand in hand with you to help your child learn and grow. Parents are a great value to this program and we want this year to be a wonderful experience for both you and your child.

PROGRAM PHILOSOPHY

The Lake Murray Presbyterian Preschool Program will provide opportunities for growth through:
Language

- a. Exposure to books, stories, poetry, drama and conversation
- b. Acquiring the skills necessary to understand reading and writing

Group Awareness

- a. Cooperative sharing
- b. Playing and working in an organized way
- c. Awareness of others and their needs
- d. Leading and following others

Health and Safety

- a. Learning and implementing safety rules
- b. Acquiring and practicing good health habits

Creativity

- a. Using a variety of mediums and materials to create
- b. Participating in Art Class
- c. Opportunities for free expression

Music

- a. Weekly Music Classes
- b. Listening to and participating in songs, dance, and using "instruments"
- c. Musical performances that families attend

Spiritual Awareness

- a. Building a foundation for understanding God's love and an ability to respond to this love
- b. Chapel service will be held once a week in the Sanctuary for preschoolers age 3 through kindergarten. The service will be conducted by church staff and will include music, a brief children's sermon and prayer. Our Chapel service is designed to familiarize children to a church setting and understand they are loved and important to God and to their church.

CURRICULUM - “Play is a child’s work.”

Our program is based on activities that are developmentally appropriate for children in each age group. Our teachers use a thematic approach to lesson planning, incorporating purposefully planned center-based activities that offer opportunities for children to explore, discover and learn through play. Since children learn at different paces and by different ways, this approach allows for a variety of learning styles, building a strong foundation for readiness to learn.

Our classrooms are safe and caring spaces that encourage discovery and spark the imagination in everyday learning. Teachers offer opportunities in science, technology, engineering, art, and math (STEAM) concepts while learning social-emotional development skills. At LMPC Day School children grow in BIG ways.

SCHOOL OBJECTIVES

The goal of LMPC Day School is to see every child in our program grow as an individual. Our program is guided under three main principles:

SOCIAL AND EMOTIONAL DEVELOPMENT

- a. Learns to take care of personal needs and belongings
- b. Develops perseverance in completing tasks
- c. Learns and practices good manners
- d. Takes time completing tasks in the correct way
- e. Gets along well with others in a group environment

INTELLECTUAL DEVELOPMENT

- a. Identifies major parts of the body
- b. Solves simple problems with reasonable solutions
- c. Expresses him/herself in a variety of ways

- d. Demonstrates awareness of the world around them through weather, science, stories & more
- e. Deepens communication and language skills

PHYSICAL DEVELOPMENT

- a. Progresses gross and fine motor skills
- b. Listens to and follows simple directions
- c. Learns good health habits

PARENT INVOLVEMENT

Parent Orientation

Parents and students will be invited to attend an orientation and a classroom visit at the beginning of the school year. During this meeting, the teachers will review the curriculum, classroom expectations and answer any questions parents may have regarding their child's classroom for the year.

Parent Participation

We encourage all parents to visit and participate in classroom activities. We would love for parents to read a book, share a special skill or hobby with us. Please schedule visits in advance with your child's teacher so you can be worked into the daily class schedule.

Please let the Director and/or your child's teacher know of your willingness to:

- Serve as a room parent
- Share your talents on a musical instrument
- Bring a special pet to visit
- Substitute teach
- Help with a holiday party
- Read or sing with the class
- Check out books at the public library for classroom use
- Assist with office work (ie. book orders)
- Lead or assist in special projects (cooking, music, sewing, carpentry, woodworking, cultural experiences, physical exercises, etc.)
- Collect materials for use at the school, such as dress-up clothes, materials for art projects, paint aprons, dramatic play props, woodworking materials, etc.
- Help with special events and/or fundraisers

YOU CAN ALSO HELP YOUR CHILD BY:

- Making sure they get adequate sleep
- Seeing that they get to school on time
- Getting them in the habit of a routine with regular attendance

- Having them eat well-balanced and nutritious meals
- Showing an interest in the classwork they bring home
- Sharing specifics about their day. Instead of asking "What did you do at school?", try asking your child to tell you "one thing" about their day
- Reading to them as often as possible
- Sending a note to school if your child needs any special attention
- Taking part in school activities/parties and volunteering

Program Descriptions

Full-time Program

The full-time program in the infant through the four-year-old classrooms covers the hours of 7:00 am – 6:00 pm. Spaces for full-time children are for either a 10-month (school year) or a 12-month (Aug-Aug) program.

Each child staying for lunch should bring a lunch that does not require refrigeration or reheating, including a drink. Please make sure that all items are labeled. When including “Sunbutter” or “Wowbutter” please label it as such.

PLEASE NOTE: We are a nut safe school. No peanuts or tree nuts are permitted.

Part-time Program

The part-time program in the infants through the four-year-old classrooms covers the hours of 9:00 am – 12:00 pm. Part-time spaces for infant, toddler and two-year-old children are for a two-days (T/Th), three-days (M/W/F), or 5 days (M-F) program. The part-time program in the three and four-year-old classrooms are five-days (M-F) only. Spaces for part-time children are for 10-months (school year). For those who are interested in enrolling your child in our summer program, you will need to complete a separate registration for summer. Space is limited and is first come, first served.

PLEASE NOTE: Part-time children may not leave and return to school the same day.

Extended Care — (Part-time only)

Extended care, which is an extension of time outside the designated part-time hours, is offered for all age groups. Extended Care is available for both mornings and afternoons for an additional charge. Morning Extended Care is from 7:00 am – 8:45 am. Afternoon Extended Care is from 12:05 pm – 3:00 pm.

During Morning Extended Care, there will be designated classrooms that children will go into until their regular teachers arrive. All children who enter an Extended Care room, even with a parent, will be signed in and charged accordingly.

During Afternoon Extended Care, a child must have attended the morning session (signed in by 11:00 am) to participate in Afternoon Extended Care program. Children who are staying for lunch/rest/nap may be in a different room from their assigned morning class - depending on the number of children staying.

Children who are not picked up by 12:05 pm will be placed in extended care and charged accordingly.

Each child staying for lunch should bring a lunch that does not require refrigeration or reheating, including a drink. Please make sure that all items are labeled. When including "Sunbutter" or "Wowbutter" please label it as such.

PLEASE NOTE: We are a nut safe school. No peanuts or tree nuts are permitted.

EXTRACURRICULAR ACTIVITIES — (Older Hall children only)

As a service for our families, we may offer Extra-Curricular Activities during Afternoon Extended Care hours for Full Time as well as Part Time students, through individual instructors/contractors (i.e., golf, soccer, dance). These activities are run by outside vendors. The cost for each activity is set by the instructors and is paid directly to instructor/contractor, separate from tuition. Many of the activities have an age requirement, so please check with the instructor before registering. We require a 24-hour notice be given to the office **BEFORE** a child can begin participation in an Extra-Curricular Activity. This is to ensure the proper DSS paperwork (Form #2930) with required signatures is completed.

Part-time children staying for an afternoon Extra-Curricular Activity will be charged from 12:05 pm until the extra-curricular activity begins. If you pick up your child directly after/from the activity, you will not be charged any additional fees. If the child is returned and signed back into our care, you will be charged the extended care rate for the additional time. PART-TIME CHILDREN STAYING BEYOND THE EXTRA-CURRICULAR ACTIVITY MUST BE PICKED UP BY 3:00 PM.

A child must have been present during the morning session (arriving before 11:00 am) to participate in extracurricular activities. For more information or questions regarding Extra-Curricular Activities and cost, please call the LMPC Day School office.

Program Policies & Procedures

Administration

The Day School Committee is a committee of the Lake Murray Presbyterian Church Session whose purpose is to oversee and support the LMPC Day School. The committee meets regularly, and as needed, to support and assist in the operational needs of the LMPC Day School and to uphold the values defined in the mission statement. The membership of the Day School Committee consists of a LMPC Pastoral Staff member, the Day School Director, Assistant Day School Director, (1) LMPC Session Elder (Chair), (4) Members at Large, (1) LMPC Deacon and other members as needed. Voting members may not be staff or have children or grandchildren currently attending the Day School.

Special considerations may be submitted to the Day School committee in writing through the Day School Director. Responses may be delayed based on when the request is submitted; please notify the Day School Director for any urgent matters.

Authorization for Pick-up

At the time of enrollment, all parents will complete an "Authorization for Pick-up" form. This will let us know who is approved to pick-up your child. The individuals who are listed on the Pick-Up Authorization form (18 or older) have the authority to pick up your child at any time and without notice. Please inform the individual(s) who will be picking up your child that they will need to show a **photo identification** card before they will be allowed to pick up your child. If they are unable to produce a photo ID we will not release the child into their care. If there is someone picking up your child, other than who is listed on the form, you will need to contact the Day School office by either email or by phone. If parents need to make a permanent change on the form to add an authorized person, you will need to contact the Day School office through the email listed on the account. Please be aware that if there are any questions or concerns regarding who is picking up a child, we will not release anyone until we can confirm arrangements with the parents.

Child Abuse and Neglect

The safety of the children is our primary concern. South Carolina is a mandated reporting state. We are bound by law to report any suspicions of child abuse or neglect. No LMPC Director or Designee may prevent a teacher, staff member, or other adult from reporting a suspicion to the state authorities. However, LMPC does request that the Director and/or her Designee be made aware of suspicions in writing.

Confidentiality

Confidentiality regarding the children in our care and their families is very important. We ask parents to not discuss personal situations regarding children while they are with others. All children and employee files are confidential. All records, including screenings, are secured, and kept in a locked file cabinet in the Day School office. Parents, directors, designees, and regulatory officials will be granted access to children's files.

Earthquake, Fire, and Tornado Drills

The Day School conducts fire and tornado drills monthly. If an alarm goes off when you are either dropping off or picking up your child, you will need to stay with your child until his/her class returns to the classroom to ensure all children are accounted for. When the alarm is activated, teachers will have the children proceed to the designated area. Evacuation plans are posted in each room. Teachers are not able to accept or dismiss children during an alarm. If the alarm is sounding, please do not enter the building.

Emergency Closings

There are times when the school may have to close unexpectedly due to power outage (air quality control, water outage (toilets), phone outage (emergency contacts), gas leaks, environmental hazard, etc. Please make sure that we have the most current phone numbers for you. When called to pick up your child, please do so in a timely manner (within 30 minutes).

If the Day School experiences an emergency, the decision to close the school will be considered. Please note that when we are considering closing, the safety of the children and staff is our utmost concern. In all situations, the nature of the emergency and how long the emergency could last will be considered in the decision.

Emergency Medical Plan

In the case of a medical emergency or serious illness, it is the school's policy to call the parents immediately. If the parents cannot be reached, the responsible adults listed on the Emergency Contact Form will be called. Their directions will be followed. If none of the responsible adults can be reached, the child's physician will be called, and his/her directions will be followed.

The following steps will be taken in a medical emergency:

Staff members are trained to recognize signs and symptoms of conditions that require immediate medical attention. When such symptoms appear, staff will:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
2. Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and inform them that the child will be transported by ambulance to the closest hospital for medical care. Please note that the Director or her designee will accompany the child to the hospital. LMPC Day Schools' staff, substitute teachers, and/or emergency personnel will also be called to ensure that proper ratios are always maintained.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
4. Take the child's emergency medical information forms with them to the hospital.

Emergency Preparedness Plan

In the event of an emergency or disaster, LMPC Day School has established a preparedness plan that staff has been trained to follow. If the Director is not on site, a designated person (designee) is in charge. Any person who would like to view these plans may stop by the Day School office.

Enrollment Requirements

Enrollment shall be granted without discrimination because of sex, race, creed, color or political or religious belief. The Day School, which is a ministry of Lake Murray Presbyterian Church, was developed in response to the need for high quality childcare in Chapin and the surrounding communities. Unfortunately, the need for this care exceeds our ability to serve all

families who are interested in attending. Therefore, the following order will be followed in filling spaces:

- 1) Children currently enrolled
- 2) Children of sibling(s) currently enrolled and/or children of *church members (*active member as of the end of the previous calendar year).
- 3) All other children as they chronologically appear on the waiting list (earliest date first).

EXCEPTION: In the event a teacher needs to be hired and has a child who needs a space, priority will be given.

Children will be assigned to their age group/classrooms based on their correct age on or before September 1. If a child is not born when school starts, tuition fees must be paid to reserve the child's space. When there are no more spaces in the age group, a waiting list will be started. Please see below under "Waiting List" for more information regarding the process.

You may access information and the wait list form online at the LMPC Day School website (www.lmpcdayschool.org) under "Registration Information" then "Waitlist Form".

Once a parent has been notified of an available space, they have 2 business days to accept the position and complete the registration process. Failure to comply with the admission requirements will be considered as non-acceptance and the available space will be offered to the next child on the waiting list.

Extended Care Activities

Extracurricular activities are available through private contractors. If you are interested in enrolling your child in any of these activities, please stop by the LMPC Day School office. All activities are offered on school premises. Before children can attend an Extended Care Activity, proper forms (including DSS #2930) must be completed with signatures and on file in the LMPC Day School office.

Grievances

Any grievances, inquiries, suggestions, etc., should be made to the Day School Director in writing. If a parent has concerns regarding their child or the school, they are encouraged to

talk with the teacher first, then the Day School Director, if desired. Many times, communication at this level can resolve the concern. If a solution is not agreed upon, you may submit a letter in writing to the LMPC Day School Committee through the Day School Director or LMPC Senior Pastor. Should any matter require determination beyond the governance of the Day School Committee, a review by senior leadership (including but not limited to the Senior Pastor of Lake Murray Presbyterian Church, the Day School Committee Chair and the Day School Director) will be conducted.

Guests

Children not enrolled in LMPC Day School will not be allowed to attend preschool nor be allowed on the LMPC Day School premises at any time without a parent/guardian. Parents and/or relatives are invited to visit at any time. We do ask that these visits be limited and not during instructional time if possible. If a relative is coming without a parent, they must be listed on the Authorization Pick-Up form and have a Photo ID. Please note that Guests will have to sign in at the Receptionist's Desk in the Day School office in order to have temporary access to the Day School area. All visitors, therapists, etc. must also sign in at the Receptionist's Desk in the Day School office.

Inclement Weather/Closing Policies

When inclement weather threatens, the Day School will use School District Five of Lexington & Richland Counties in making closing decisions for LMPC Day School. **However, we reserve the right to evaluate the severity of the situation and close even if School District Five of Lexington & Richland Counties elect to remain open.** If LexRich 5 announces a one-hour delay, we will open to all students at 9:00am. If LexRich 5 announces a two-hour delay, we will open to all students at 10:00am. If LexRich 5 closes for the day, we will also be closed. If LexRich 5 announces an early dismissal, we will do so as well. If you are called during the day to pick up your child from school due to any emergency, please do so immediately (within 30 min). There are rare occasions when the children may need to be picked up in the event there is a fire, electrical problem, gas leak, etc., or a local emergency. In all situations, we will try to update the answering machine and notify local news stations as quickly as possible in the event of any unscheduled closings. No adjustments will be made to tuition due to weather related closings

and/or building/maintenance related closings. If possible, we will also send out updates through email and post on the Day School and Lake Murray Presbyterian Church's website.

Open Door Policy

Parents have full and free access to their child(ren) without prior notice, while their child is receiving care, unless there is a court order limiting parental access. Parents are welcome to visit and participate in classes during regular school sessions, however, we strongly encourage visits during non-instructional times.

Naps/Rest Time

All children in the younger hall (Toddler and Twos classes) will take a 2-hour nap. Toddlers nap on cots and the Twos nap on rest mats. Please send in a small blanket or "lovie" that can be kept at school (don't forget to label it). Crib sheets are provided by the Day School and are laundered on a weekly basis and/or as needed. Blankets and lovies will be sent home on Fridays to be washed and returned on Monday each week.

Children in the older hall will have nap/rest time. Threes classes will have nap/rest time from 12:30-1:30 pm and Fours classes will have rest/nap time from 12:30-1:15 pm. Older Hall children are encouraged to bring in a small blanket to be used during nap/rest time and to left at school. Blankets will be sent home on Fridays to be washed and returned on Monday each week. Please do not send large blankets, pillows, or large stuffed animals for nap or rest/quiet time. Blankets should be no larger than what can fit into a gallon sized ziplock bag. **Pacifiers are not allowed in the Threes and Fours classes.**

A mat is required for all children (excluding Toddler classes- they use cots). On a routine basis, mats are checked for rips and tears (per DSS regulation). The mat will be replaced if needed when torn, etc. and your account will be charged (approximately \$15.00).

Potty Training

All children entering our Threes and Fours programs must be potty trained and be able to use the toilet independently. Pull-ups are not permissible on the older hall - we do not have diapering facilities in those classrooms. Please be sure to send in a labeled (Ziploc) bag that can be kept

at school with extra underwear and a change of clothes (including socks) in case of an accident.

For the Twos classes, please let your child's teacher know when you are ready to begin potty training at home. After you have been successful at home, we will be glad to work collaboratively to do our part at school. Please do not send your child to school in pull-ups and/or underwear without first talking with the teacher. This enables us to try and avoid as many accidents as possible.

Provisional Employment

LMPC Day School may provisionally employ a person in order to comply with state laws and regulations when an unexpected staff vacancy occurs. This means that a "Sled Catch" has been conducted, but results from the FBI have not been received.

Ratios

Staff-child ratios are within the South Carolina Child Care Licensing Laws and Regulations. These ratios are posted throughout the school.

Registration

Every child attending the LMPC Day School must re-enroll every school year. Full-time children enroll for 12 months (August -August), and part-time children enroll for 10 months (August – June). The Day School will also enroll children throughout the year when/if spaces are available. To retain a child's space for the following school year, the required re-enrollment forms and registration fees must be turned in by the designated date to the Day School office. Registration is typically held in February prior to the next school beginning in August.

School Hours and Holidays

LMPC Day School operates Monday thru Friday, from 7:00 am to 6:00 pm and uses Lexington-Richland District School District 5's calendar as a guideline for holidays and closings. All holidays observed by Lexington-Richland School District 5 will be observed by Lake Murray Presbyterian Church Day School.

Spaces

Full-time and part-time spaces are available in all age groups with a limited number of spaces in each classroom. Any openings resulting from children withdrawing from the program will be filled throughout the school year. Children will remain in their age groups until the following August when they move to their new classroom. **We do not age up children from room to room during the school year.**

Skin/Lip Lotions

LMPC Day School will only apply over-the-counter creams/lotions, sunscreen, etc. with proper authorization and parent signatures on file. We recommend application of these items by a parent prior to arrival at school. This policy is in place for the safety of all children. If your child is particularly sensitive to the sun, you may also want to send a hat for use on the playground.

Tracking of Children

We will keep a written and electronic account detailing each child's entrance and departure time from the classroom and all children are signed in/out daily on a class roster. Teachers will take head counts and conduct a roll call upon entering/exiting a room or playground and various times throughout the day, to ensure all children are accounted for.

Training

All childcare center staff are required to take Continuing Education classes yearly to comply with licensing regulations. South Carolina Endeavors has been designated by the South Carolina Department of Social Services (DSS) to maintain a training registry for all DSS childcare training hours. Training hours may include the areas of: Curriculum, Growth & Development, Safety, Health, Nutrition, Guidance, Professional Development, and must include Blood Borne Pathogens training as required by OSHA. Staff will also receive training in CPR/First Aid and emergency and evacuation plans on an annual basis, in addition to other special interest trainings (as applicable).

Tuition and Payment Policies

LMPC Day School operates on income from registration and tuition fees with additional funds provided through the school's fundraising efforts. The registration and tuition fees are set by the Day School Committee and LMPC Session and are based on the needs of the school. Before registering your child in our program, we ask that you prayerfully consider the financial obligations that are set and that you agree to abide by our policies.

Tuition Credit and Waivers

There will be no deduction in tuition for daily absenteeism or for school closings. Fees are based on a contracted period and are due regardless of attendance. If you need financial assistance, please submit a letter in writing to the LMPC Day School Committee through the Day School Director detailing your needs. The Day School Committee prayerfully reviews all requests and seeks to meet the needs of all those in the care of our Day School within the available means. You will be notified of the committee's decision in writing.

Waiting List

LMPC Day School requires a non-refundable application fee to have your child's name placed on our waiting list(s). A waiting list is started when there are no available spaces in a particular age group and/or classroom. Interested persons may get on the waiting list two ways: by participating in registration (February) or by submitting a Waiting List Application to the Day School office. Waiting list applications will not be accepted from January through February to prepare for and complete registration. Parents may put their child's name on more than one waiting list, if applicable. Information regarding registration will be mailed out prior to registration to each child on the waiting list. To download a Waiting List Application, please go to the "Registration Information" tab, then "Waiting List Form" tab on the LMPC Day School website.

Withdrawal

Registration fees are non-refundable. Once a child is registered for a space, that child is enrolled. A child is considered enrolled for the school/calendar year (as applicable) when registration fees are paid and required paperwork is completed and on file at the LMPC Day School office. If it becomes necessary for parents to withdraw their child(ren), it is required that the parents give a 30-day written notice to the Day School Director. If a 30-day written notice is not given, the parents are responsible for one month's tuition and any applicable fees and/or

late fees. Please note that your signature on the Registration Forms means you are agreeing to all LMPC Day School's policies, including the Withdrawal Policy.

LMPC Day School reserves the right to terminate services when policies are not followed, such as, but not limited to:

- 1) Failure to pay tuition fees on a timely basis.
- 2) Three late pick-ups (after 6:00 pm).
- 3) If we are unable to meet the needs of all children in a classroom due to a child requiring special needs or individual attention, a professional screening will be required. If a professional screening identifies a physical, emotional, or behavioral impairment that requires additional or specialized services or accommodations, alternative care outside of the LMPC Day School may be necessary.
- 4) Behaviors that endanger other children or staff.
- 5) Bringing ill children to school or excessive delays in picking up children who are ill.
- 6) Repeated failure to comply with LMPC Day School Policies.

Behavior Management & Discipline Policy

Discipline Policy

We believe that children learn positive behavior through patience guidance, and redirection. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good problem-solving abilities and self-regulation. The LMPC Day School encourages personal responsibility, positive reinforcement, and guidance.

We will:

- praise, reward, and encourage children
- model appropriate behavior
- give alternatives for inappropriate behaviors
- listen and treat children with respect
- stay consistent in behavior management programs

We will not:

- spank, bite, shake, pinch, pull, slap, or otherwise physically punish the children
- criticize, make fun of, yell at, threaten, make sarcastic remarks about, or use profanity at children
- shame or punish children when bathroom accidents occur
- allow discipline of children by children
- leave children alone, unattended or without supervision

Many times, a simple redirection or a talk with the teacher is all that is necessary to correct an undesirable behavior. If further correction is necessary, the following procedures will be observed:

- A verbal warning or reprimand is given. This may or may not include removing a child from a group to calm and redirect. This quiet time can allow the child an opportunity to calm him/herself and rejoin normal class activities.
- If the above step is not successful or the behavior continues, this may result in the loss of an opportunity to participate in a class activity.

- If the loss of a privilege is not successful in correcting and redirecting a child's behavior, the child may be brought to the office. Sometimes a period of isolation away from his/her peers affords a child an opportunity to "regroup."
- If a child is disruptive or hurtful in a manner that cannot be corrected or if a child is simply unable to gain self-control, a parent will be called to come and pick up the child.

In cases of severe behaviors, such as: excessive biting, fighting, inappropriate language, disrespect for others, violent actions, or those that result in the injury of another child may result in temporary or permanent removal from LMPC Day School at the discretion of the Director and the Day School Committee.

In all cases, a Parent Advisory Notice is completed advising the parent of the incident and action taken. If an incident remains unresolved, a conference may be requested between the teacher, parent, and director to address specific concerns/problems.

Every effort will be made to support the child and family. There are many resources available to help support families with developmental or behavioral concerns.

Please note that Lake Murray Presbyterian Church Day School strictly prohibits the use of corporal (physical) punishment for any reason. No child will be deprived of food, drink, nap, and/or bathroom access for any reason. Please report any concerns to the Day School Director immediately.

Medical & Health Related Issues

Accidents

Minor first aid will be administered as needed. A Parent Advisory Note describing the incident and action taken will be given to the parent at pick up. A parent signature is required on the Parent Advisory Note. One copy will be sent home with the parent and the other copy will be filed in the child's folder. If a serious medical emergency arises, please reference "Emergency Medical Plan".

Allergies, Medical Conditions and Health Issues

Please notify us immediately of any allergies and or medical conditions your child may have. If your child has an allergy to a certain food or has asthma, you will need to provide a **Food Action Allergy Plan** or an **Asthma Action Plan**. This plan will identify your child, his/her allergy, the action plan, and emergency contact information. Allergy medicine must be clearly labeled and will be stored in a lockbox in the Day School office. Please refer to the "Medicine" section for policy details. Communication between home and school is important for the health and safety of all the children. Please make sure you are familiar and understand the LMPC Day School's policy regarding sick children.

Diaper Cream and Ointment

If your child is still in diapers or is in the process of potty training and you would like the teachers to use diaper cream, please bring in a tube of diaper cream to be kept at school. The diaper cream must be in the original container, labeled, and only used for your child. Please note that per D.S.S. regulations, diaper cream is considered an "over-the-counter medication". An "Over the Counter Medication" form must be completed, signed, and approved. An administration log will be kept in your child's classroom.

Hand Washing

It is of the utmost importance that we keep our children healthy and avoid outbreaks of contagious illnesses. For this reason, as well as the increase of food allergies, our rules concerning

health issues are suitably strict including a healthy habit of hand washing. When entering the classrooms, all children and adults are to wash their hands.

Health and Safety

During hours of operation there shall be no smoking, vaping or consumption of alcoholic beverages in the areas used by children. Smoking shall not be permitted on campus. Use of other non-prescription narcotic or illegal substances is prohibited on the school premises. People who appear to be under the influence of alcohol or other drugs shall not be allowed in the school.

Health Requirements

Children should not be brought to school with any signs of illness or suspected illness. Children should be fever free **without medication** for at least 24 hours before returning to school following any illness. If your child is well enough to come to school, he/she is well enough to participate in the regular routine. Please advise us if your child contracted a contagious disease so other parents may be notified. It is important that each child follow these policies for their own protection and that of others. For more information regarding sick children, please refer to our "Sick Policy".

Health Statement

All children who attend Lake Murray Presbyterian Church Day School must have a statement from a parent/guardian attesting to the health status of the child within 30 days prior to admission and utilizing the appropriate DSS Form. This form is one of three required forms that will need to be completed during the registration process.

Immunizations

A South Carolina Certificate of Immunization (DHEC Form 1148) must be on file for each child at the beginning of school. **Children cannot attend without a current immunization record on file.** Your physician may fax a copy to the Day School office. The fax number is (803) 345-5140.

Insurance

Accident insurance is required of all children and is included in your registration fee.

Medications

LMPC Day School will administer prescription medication orally, such as antibiotics, to children if needed. Please note that all medication must be clearly labeled in its original container with the child's name, dosage information, and the doctor and pharmacist identification by the dispensing pharmacy. Medication with a handwritten label or labels written out by any entity other than the dispensing pharmacy will not be accepted. The medication needs to be placed in the lockbox in the Day School office. A parent must complete and sign the Medication Permission Form before medication can be administered. These forms are located in the Day School office. We try to keep the times we administer medication to a minimum. This eliminates errors in a dosage or missed dosages. We would request that you discuss with your doctor any options in the dosage of medication to eliminate the necessity of medications being given at school (ex. antibiotics given once or twice daily instead of three times, etc.). Parents must sign their children up for medicine on a weekly basis. LMPC Day School does not administer non-prescription medicines such as: Numbing Ear Drops, Cough Syrup, Tylenol, Children's Motrin, or any other comfort medicines.

Sickness/Illness Policy

LMPC Day School is equipped to care for **well children only**. In addition, it is important for us to control and/or prevent the spread of communicable diseases among the children and staff. We appreciate your willingness and cooperation in maintaining our health policies in order to protect everyone's health. If a child is well enough to attend, that child must participate in all activities, including outside play.

If your child has had any of the following anytime in the last 24 hours, LMPC Day School requires that you keep him/her out of school for the protection of himself/herself and others:

- fever of 100.4 degrees or higher,
- vomiting, diarrhea (3 or more watery stools),

- and/or any condition that prevents the child from participating in usual activities or requiring one-on-one care.

If your child becomes ill at school, (this means if your child develops a fever of 100.4 degrees or higher, has diarrhea, vomits, or is not well enough to remain at school, etc.) you will be called and expected to pick him/her up within **30 minutes** of the phone call. If you cannot pick your child up, please make arrangements for someone to do so promptly. If we cannot reach either parent, emergency contacts listed on your registration form will be called. Please make sure that these persons are aware that they may be called to pick your child up in case of an illness and/or accident.

If a child is sent home for any reason, he or she may not return to school the next day.

Please note that we do follow the DSS Guidance for School and Childcare Exclusion List when it comes to any illness.

Snack & Mealtimes

Snacks and Meals

LMPC Day School will provide a morning snack at 10:00 am and afternoon at 3:00 pm. Children will need to bring their lunch if they are staying past 12:00 pm. Lunch is eaten between 12:00 p.m. – 12:30 p.m.

Children must arrive at school fed and ready to start their day as LMPC Day School does not serve breakfast. We do recognize that children have individual schedules. Out of a respect for others and food allergies, please do not allow your child to enter the building with breakfast in hand. Please note that we discourage children from sharing their personal food with each other due to food allergies. If your child has food allergies, please provide us with a list of snacks that they can have as this will assist us in purchasing snacks. Please remember to clearly label your child's lunch box.

In the Infant Rooms, children bring their own bottles, baby foods, etc. Starting with the Toddler Rooms and older, children must bring foods that can be eaten independently and without assistance.

Please note that we do **NOT** give bottles in the toddler classes. They must be able to drink from a “sippy” cup and eat table foods. There are no microwaves or refrigerators in the classrooms. Please be sure that your child is comfortable with self-feeding prior to sending spoon-fed items to school.

Please send foods that are ready to serve. We do not have the resources to heat up or cut up individual foods. It is also helpful if you only send what you think your child may eat. It is usually best to send three or four items, as sending too much can be overwhelming to the child. There are many different products available to pack your foods in. Some are insulated, which may be the trick if your child likes a particular food warmed. A typical lunch may include a sandwich, fruit, small cheese crackers (goldfish, etc.), a cookie, and a drink. Following are some suggestions, however, please send what you feel your child will eat:

- Sandwich (cut up to whatever size your child is able to eat comfortably)
- Meats: Ham, Turkey, Chicken, Bologna, Hot Dog (quartered)
- Cheese: sliced or cubed
- Fruits: fresh or canned, cut up
- Crackers
- Vegetables: corn, green beans, peas, lima beans, carrots, etc.

Please feel free to experiment with foods - your child may eat one thing one day and not touch it again for a while. This is completely normal.

When preparing lunch, please remember that round, firm foods can be a choking hazard. Examples include hard candy, popcorn and pretzels. Some foods must be cut into bite-size pieces to avoid choking (1/2 inch or less), so please prepare these foods ahead of time. Round food items such as hotdogs, meat sticks, cheese sticks, and grapes **must be sliced and quartered**.

Special Snack Days

Many times, teachers and parents coordinate Special Snack Days with the units of study. If you sign up to bring a snack for your child's class, we encourage healthy snacks such as fresh fruits, veggies, raisins and juices. Other ideas can be whole grain products, such as whole wheat muffins or bran muffins, crackers, or cheese.

Special Meal Days

You may sign your child up for Special Pizza Days. These meal days are optional. All special meal days will be listed on the monthly calendar you will receive from your child's teacher. There will be a minimal cost for signing your child up for these meals. The sign-up sheet for meal days will be located outside your classroom door and will be taken down Thursday afternoon so the order can be placed. Once orders are called in, we cannot call to add or deduct orders. We order an exact count of meals based on the number of children who are signed up for that day. Please do not ask the teachers to sign your child up. If your child is signed up for a meal, you will be charged whether your child is present in school or not.

Please note that the Toddler classes do not participate in Special Lunch Days until October.

Classroom Expectations & Procedures

Arrival

Children arriving before 8:30 a.m. will need to be checked into Early Morning Extended Care rooms for their age group. As teachers arrive, they will escort the children to their assigned classroom. The toddler, two, three and four-year-old classes begin Circle Time at 9:00am. Please make every effort to have your child to school on time. If you do arrive after class begins, please have your child come in quietly.

Birthdays and Special Snacks

We love celebrating birthdays at school during snack time! If you would like to provide a special snack and drink during morning snack time, please let your child's teacher know ahead of time. Doughnut holes, cookies and **mini** cupcakes are popular treats. Items must be store bought and clearly labelled that they are 'peanut and nut free'. If you wish to give out party invitations at school for parties at home, every class member **must** receive one so no child feels excluded. Please check with your child's teacher before you distribute any invitations in their cubbies. Also, please watch the Parent Board (small bulletin board outside of the classroom) for sign-up sheets or emails from your classroom parent for seasonal parties and special snacks.

Book Bags

We request that your child has a standard size book bag or backpack, which he/she can easily open and close and that will hold personal items such as lunch boxes and folders. We do not permit book bags on rollers. All book bags and personal items should be clearly labeled. Please check your child's book bag daily.

Calendars and Newsletters

Calendars will be sent home at the beginning of each month in all classrooms. Each calendar will consist of weekly themes, scheduled events for the month, and information regarding activities that your child's class will participate in as well as reminders, suggestions, and other pertinent information.

Chapel

LMPC Day School is a ministry of Lake Murray Presbyterian Church. Religious training that is non-denominational in nature will be included as a normal part of the learning schedule in all classes. Children in the threes and older classes will participate in a weekly Chapel service (Wednesdays) and will be led by one of LMPC Ministers, Director of Children's Ministries, or interns. There may be special collection days throughout the year where the children are encouraged to bring canned foods to support the local food pantry (We Care). Parents are always welcome and encouraged to attend Chapel.

Class Management

Everyone is encouraged to work together to create a pleasant atmosphere for our school and all children and teachers are responsible for cleaning up their classroom. Children will be assigned classroom helpers duties each day and will be given daily opportunities to exhibit their independence.

Clothing

Comfortable, washable play clothes are the most suitable clothing for all children to wear at school. They should wear clothing that they will be able to run, play outside, paint, water play, etc. and not worry about getting their clothes soiled. Please dress them appropriately keeping the above in mind. Accidents happen – therefore, all children must have an extra change of seasonal clothing at school in a labeled (Ziploc) bag. Please be sure to include extra underwear, socks, and shoes* (*for children who are potty training, we encourage you keep at least 2 extra changes of clothing at school). Please do not allow your child to wear flip-flops, clogs, cleats, Crocs or any other open back (strapless) shoes. We prefer tennis shoes as the children can play safely and keep their toes protected.

Please note that we encourage our children to be physically active and the children will go outside year-round unless it is too wet. In extreme hot/cold weather they may go out briefly unless it has been officially designated as "dangerous" (temperatures above 100F or below 20F). All coats, hats, sweaters, etc., should be clearly marked with your child's name. We cannot be responsible for lost and/or damaged items. When outside time is decreased because of weather, inside physical activity is increased to assure their daily physical activity is maintained.

Communication

If you need to speak with your child's teacher about an important issue, please know we strongly encourage communication between home and school. Unfortunately, the best time is not when you are dropping your child(ren) off in the mornings when the teachers are trying to welcome their children in their classrooms or at pick-up time when they are dismissing. If you need to schedule a conference for a more private conversation, please let your child's Lead Teacher know that you need to talk, and she will be happy to call you at a time more convenient. Parents are also more than welcome to call the Day School office (803-345-1152) and leave a message for the teacher to call you.

Conferences

Parent-teacher conferences are encouraged and welcomed by appointment. We strive to help all the children adjust to school by developing good habits and attitudes. Remember, we are here to help you and your child and to ensure that your child's first educational experience is a happy and rich one. We will hold Parent/Teacher Conferences in the spring for the older hall, and if needed, throughout the year for all ages. Your child's teacher will let you know via newsletter when it is time to sign-up for a conference. Please do not hesitate to speak to your child's teacher or the Director if you have any immediate concerns.

Daily Schedule

The school day begins at 9:00am every morning. We request that you have your child at school and ready to learn by 9:00am. School is an important part of your child's life, and we want them to have every successful opportunity by participating in circle time and class discussions. Your child's daily schedule will be posted outside of your child's classroom so you can be informed of your child's daily activities.

Diapers and Wipes

Disposable diapers are to be furnished by the parents. You may supply diapers daily or bring a package to use when needed (these will be labeled and kept in your child's room.) Wipes are provided by the Day School, with the exception of the Infant Classes. If your child has sensitive skin and requires special wipes, please inform your child's teacher.

Dismissal

Part-time children who are not staying for extended care will be dismissed at 12:00pm from their classroom. Please wait in the hallway until your child's teacher dismisses her class. Only those listed on the Pickup Authorization form may pick up a child.

Permanent changes to the Authorized Pick-up Form must be made in the Day School office. Proper I.D. must be shown to pick up a child if the teacher on duty does not know the person picking up your child. If your child is part-time and you pick-up your child after 12:05pm you will be charged an extended care fee even if you are present in the room with your child.

Your children should always remain with you. Please do not let your children run ahead of you or run in the hallways, etc. We are setting the stage of how children are expected to behave in "BIG" school. Please do not allow your child's sibling to enter any classrooms other than their own. This will help reduce accidents and injuries to both children and toys.

Dropping-off & Picking Up Children

A parent or guardian must accompany the child(ren) into the building and to their classroom and notify the teacher of your arrival. This will ensure that the teachers know of the child's presence in the classroom. In the mornings, please drop off your child at their classroom door. We encourage children to come into the actual classroom independently. If you arrive at school in the morning after 9:05 am, the school day has begun and someone from the office may escort your child to class.

ALL CHILDREN WILL NEED TO BE PICKED UP FROM HIS/HER ASSIGNED CLASSROOM.

Flyers, Handouts, Advertisements, etc.

Any materials, flyers, brochures posted or sent out **must be pre-approved thru the Day School office**. Please check with the Day School office for more information.

Messages

Children should bring a written note to school when there are any special instructions for the teacher. If you need to leave a message with your child's teacher, you may call the Day School office (803-345-1152) and we will get it to the appropriate teachers.

Parking

If close parking spaces are full, we ask that you do not use the handicapped spaces (even for a minute). Please do not leave children unattended in parked vehicles. The use of cell phones during pick up is prohibited and discouraged when driving on church grounds.

Personal Belongings

PLEASE LABEL EVERYTHING - all personal items such as coats, sweaters, mittens, caps, book bags, lunch bags, etc., should be labeled with your child's name. Many times, children will have the identical item.

Please do not allow your child to bring personal items such as toys, bracelets, money, etc., to school. There will be times when your child will be asked to share a personal item for show-n-tell or for another class activity. Please read the teacher's newsletter carefully for information regarding what is to be shared. All other toys should remain in the car or at home.

Scholastic Book Club

The Day School's partnership with Scholastic will enable you to purchase the best and newest books for your child at the lowest prices anywhere! Your child's teacher will be sending home Book Club orders forms every month. Ordering is optional. The best and most convenient way to order is online. Each class will have their own ID and will send home information to order so that your class gets credit. For every purchase, your child's classroom will receive points which will enable them to receive free books and learning materials.

Show-n-Tell

Individual teachers may assign a show-n-tell day. We would like for all show-n-tell items to be educational and limited to their assigned day. Please check your calendar to see when your teacher has scheduled show-n-Tell. The only time your child should bring a toy to school is if it

meets the criteria for the unit. Toy weapons, (i.e., guns, swords, knives) are not. Please note we cannot be responsible for lost or broken items.

Sign-up Sheets

Keep an eye on the bulletin board outside of each classroom and emails from teachers and room parents for opportunities to sign up for special days or events.

Supplementary Academic Activities

All the children participate in Music classes. In addition, the children on the older hall will participate in weekly Chapel, Art, and Fitness activities each week.

TV/DVD's

Movies are to be used in conjunction with educational themes only or special interest areas. Viewing movies and tapes are limited, subjected to Director's approval, and are theme related. Any scheduled "Movie Day" will be included on the monthly calendars.

Vacation Bible School (VBS)

During the summer, children enrolled in the three-year-old classes and older may participate in VBS. A separate registration form and fee may need to be completed for each child participating. Please contact the church office for further information at 803-345-5140.

Weekly Folders

Children will be given a folder to take home on a weekly basis. These folders will contain items such as school information, notes to parents, artwork, worksheets, permission slips, etc. Each day, please review contents that are sent home and send back any necessary paperwork as noted. Please DO NOT put tuition checks in children's folders. Checks can be mailed, dropped off in the lock box outside the front door, or the lock box on the front desk.

Tuition, Fees, and Payment Policy

On the 15th of each month, your tuition/charges for the following month will be sent to you via an emailed statement. Charges such as early morning care, afternoon extended care and

special (optional) lunch days are collected in arrears. All charges are due **by the 1st** of each month. On the 5th of each month, any outstanding balances are considered past due and a late charge of \$20 **per child** will be applied to all unpaid balances. If the due date falls on a weekend or holiday, payment is due the business day **before** the due date. An additional late charge of \$20 will be applied if payment is not received by the 10th of the month. Non-payment or consistent late payments may result in the cancellation of enrollment.

Remember, no adjustments will be made to tuition due to weather related closings, building related closings, illness related closings, or your child's attendance.

Payments can be made by: (NOTE: We no longer accept payment by credit card)

- a. Signing up for ACH payments.
- b. Check made payable to *LMPC Day School*
 - a. Hand-delivering a check to the Day School office.
 - b. Placing a check in the metal box marked "Tuition" located inside or outside the reception area of the Day School office.
- c. Mailing payments to:

Lake Murray Presbyterian Church Day School
2721 Dutch Fork Road
Chapin, SC 29036

*****Please do not leave your payment in your child's folder or book bag*****

Families whose enrollment is terminated due to nonpayment will lose priority status for their subsequent registration. Families with past due accounts will be unable to participate in registration or place a child on the waiting list for any session. To be eligible to participate in registration, all past due accounts must be current at least one week before the first day of registration.

Returned Checks

If a check is returned for insufficient funds, a charge of \$20.00 will be applied to your account. Repeated occurrences of returned checks due to insufficient funds may be required to pay by cashier's check or money order for the remainder of the school year.

TUITION AND FEES 2024-2025 School Year

REGISTRATION FEES (non-refundable) - due each school year at the time of registration

	<u>10 MONTHS (Aug-Jun)</u>	<u>12 MONTHS (Aug-Aug)</u>
Church Member	\$125.00 per child	\$155.00 per child
Non-Church Member	\$190.00 per child	\$220.00 per child

TUITION PAYMENTS

FULL TIME - 7:00 am – 6:00 pm 5 Days (M-F)

Infants	\$1050.00/month
Toddlers	\$1040.00/month
Twos	\$980.00/month
Threes & Fours	\$960.00/month

LATE PICK-UP FEES (After 6:00 pm) \$2.00/minute/child

PART-TIME - 9:00am – 12:00pm

Infants	2 Days (T,Th)	\$250.00/month
	3 Days (M,W,F)	\$315.00/month
	5 Days (M-F)	\$565.00/month
Toddlers	2 Days (T,Th)	\$230.00/month
	3 Days (M,W,F)	\$270.00/month
	5 Days (M-F)	\$500.00/month
Twos	2 Days (T,Th)	\$230.00/month
	3 Days (M,W,F)	\$270.00/month
	5 Days (M-F)	\$500.00/month
Three's & Four's	5 Days (Mon-Fri)	\$360.00/month

EXTENDED CARE

Mornings (7:00 am – 8:45 am) \$10/hour for any part of the first hour then, \$5 for each additional half hour

Afternoons (12:05-3:00 pm ONLY) \$10/hour for any part of the first hour then, \$5 for each additional half hour

SUPPLY FEES

Supply fees are due with the first month's tuition and are used throughout the school year for classroom consumables, materials, and supplies. Supply fees will be as follows:

2 Days (T,Th)	\$75.00
3 Days (M,W,F)	\$85.00
5 Days (both PT & FT)	\$160.00

Infants will ONLY be required to pay a \$30 supply fee at the beginning of the school year. In addition, families of Infant are responsible for supplying all food and wipes for their child.

Waiting List & Registration Information

The waiting list is good for the school year in which you submit your application. Interested persons can get on the waiting list by either participating in registration, which is typically in February, or by submitting a Waiting List Application to the Day School office. Please note that Waiting List Applications will not be accepted between each January to February in order to prepare for registration. A waiting list for the new school year will be started at the end of registration or when there are no longer spaces available.

Important information regarding our waiting list process:

- The cost to place your child on a waiting list is a nonrefundable fee of \$25.00/per child for each waiting list. A waiting list will be started when there are no longer spaces available in an age group.
- Class assignments are based on the child's age on September 1st and children are not moved during the school year.
- Please note that a due date is required for all unborn children.
- Parents may put their child(ren) on a part-time waiting list, a full-time waiting list or both. Please make sure to indicate which list(s) you are interested in and include payment.
- The deadline to put your child on a waiting list for the current school year is December 31. The waiting list will be closed from January to February to prepare for registration. A new waiting list for the upcoming year will be started after registration.
- Parents who place a baby on the waiting list and then later learn of a multiple birth will be able to add the additional baby(ies) to the waiting list directly after the first baby listed. Parents with twins are given the option to hold their place on the waiting list until two spots in the same class become open.
- The waiting list is good for spaces that open during the current school year you applied.

- Once an opening becomes available, the waiting list is reviewed. Prospective enrollees will be contacted based on the available space and in the order (date) they appear on the waiting list.
- Once the parent is notified of available space, acceptance and registration must be complete within 2 business days. If a parent declines the space but wishes for their child to stay on the waiting list, a new form and fee will be required. Once a new form and fee are received, the child will be placed back on the waiting list in their current position.
- If parents fail to respond to our communications, we will assume that you are no longer interested in attending our school and your child's name will be removed from the waiting list.
- Once enrolled in the Day School, the tuition is required regardless of attendance. Tuition is due by the 1st of each month.
- For more information regarding LMPC Day School policies, please go to our website at: www.lmpcdayschool.org.

Registration Information:

Upon acceptance into the program, the following must be completed for admission:

- Registration Form
- Emergency Treatment Form
- SC Certificate of Immunization
- SC DSS 2900 Health Statement
- Pick-Up Authorization Form
- Non-refundable registration fee

Lake Murray Presbyterian Church Day School

Parent Handbook Acknowledgement

I _____ acknowledge receiving the LMPC Day School Parent Handbook.
(please print name)

Signed _____ Date _____
(signature)

Lake Murray Presbyterian Church Day School
2721 Dutch Fork Road
Chapin, SC 29036