



# **HARVEST**

D A Y C A R E

A Ministry of The Harvest Church

## **Policies and Procedures Handbook**

Revised January 2022

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## **Mission**

It is our belief and approach, to our ministry, that the Bible and Christian values are the foundation for a happy and fulfilled child. The Harvest Daycare and Preschool program is designed to offer a safe, Christian environment where Biblical values can be taught and modeled. These are influential years in a young child's life, and we are here to come alongside, you the parent, and assist you in your goals to have children who understand the Bible and have a love for God and others.

## **State License**

The Harvest Daycare and Preschool is licensed with the South Carolina Department of Social Services. Our child-staff ratios meet the standards set by DSS. The facilities are inspected and passed by the South Carolina Department of Health and Environmental Control and The South Carolina Fire Marshall's office in accordance with the law of South Carolina. Staff members are required to have FBI and SLED background checks. Employees will submit health assessments by DHEC. All teachers maintain a continuing education program, with annual instruction. Staff members are certified in CPR, Blood Borne Pathogens and First Aid. The Harvest Daycare staff members participate in continuing education courses and professional advancement courses in order to remain current to ever changing needs of today's families.

## **Our Program**

The Harvest Daycare offers creative and educational curriculum which emphasize multicultural learning, creative listening, reading and writing. We currently use ABCJesusLovesMe for 12 months-2 years and BJU (Bob Jones University) for ages 3 years-5 years. The curriculums that are used are Bible based curriculums.

## **Admission/Nondiscriminatory Policy**

The Harvest Daycare serves the needs of children from 6 weeks to 5 years old. We accept children without regard to race, color, sex, national origin, or religious beliefs. No child will be denied access to activities, materials, or equipment on basis of sex, race, national origin, culture or family structure.

## **Enrollment Process/Agreement**

The Harvest Daycare and Preschool accepts children 6 weeks to 5 years old. After touring our facilities and if you are interested in being added to our waitlist and enrolling, the following information needs to be completed:

1. Fill out wait list/registration form and pay fee.
2. Complete Enrollment Packets prior to start date.
3. Provide an up-to-date immunization record on the DHEC form.
4. Sign up on mybrightwheel.com (this is used for checking in/out and daily reports)

The Harvest Daycare and Preschool Enrollment packet must be updated and signed each year by September 1<sup>st</sup>. Parents should keep The Harvest Daycare office informed of any telephone number, address, and/or job change (this is to include keeping Brightwheel up to date as well).

## **Hours of Operation**

The Harvest Daycare is open Monday through Friday, 6:30AM-6:00PM

The Harvest Afterschool is open from school pick-up time until 6PM each day. For days that school is closed and during the Summer, afterschool will be open from 6:30AM-6:00PM.

## **Harvest Afterschool**

The Harvest offers a program for children who are registered in kindergarten to 12 years old. If you would like more information about the Harvest Afterschool and/or Summer Camp Program for children ages 5-12 years old, please contact the afterschool director at 803-479-2394

## **Reserving/Holding Spots**

The Harvest Daycare cannot hold positions or spots for children who have temporarily withdrawn without a deposit. For example: your child visits grandparents during the summer and you want to have them withdraw and return in August or would be traveling abroad for several weeks for Holidays. Other than our stated vacation policies, no additional time can be granted. All applicable fees and tuition MUST be maintained.

## **Tuition**

Any payment errors should be brought to the attention of the bookkeeper. The Harvest Daycare office does not keep bookkeeping records. For all bookkeeping questions you can email Brooks Cannon at [brooks.cannon@the-harvest.org](mailto:brooks.cannon@the-harvest.org)

Payments made for fieldtrips, graduation, t-shirts, etc. must be made separately from weekly tuition since these items are nontaxable by check, exact cash, or credit/debit card. Since each child must be planned for in advance, written notice of intent to withdraw a child from the school(s) must be turned in at least two full weeks (14 days) prior to the child's last day. Without written notice, two full week's tuition is due and payable upon withdrawal.

## **Payment Options**

We only accept ACH draft for tuition payments and annual fees.

- ACH weekly draft will be drafted every Monday
- ACH monthly draft will be drafted the 1<sup>st</sup> Monday of every month
- ACH monthly payment of tuition includes a \$25 discount per family

\*If a federal holiday falls on a Monday, the draft will be processed on a Tuesday.

## **Fees/Return Payments**

The Harvest Daycare requires an application fee to register and to reserve a spot for your children on the waiting list. An annual fee is required for each class and due by September 1<sup>st</sup> of each year. These fees are non-refundable.

\*A \$30 fee will be charged to your account for returned payments.

## **Absences and Vacation Credit**

Daycare and Preschool families will receive a vacation credit of one week at the end of each enrollment one year anniversary, during which you will not be required to pay tuition in order to maintain enrollment. Vacation credit is not accumulative. A maximum of one week may be used in any one-year period. To qualify for vacation credit, you agree to notify the Director in written form by completing the vacation request form, at least two weeks before you take your vacation. Vacation credits must be used in 5 consecutive day blocks.

## **Holiday Closings**

The Harvest Daycare is closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Two days for Christmas
- Two days for Staff Development (dates to be determined at the beginning of each calendar year)

If an observed holiday falls on a Saturday or Sunday, the holiday will be observed either the preceding Friday or the following Monday.

## **Termination of Services**

Parents must notify the center in writing at least two weeks in advance of withdrawing from the program. Service may be terminated when at the Director's sole judgment or if any of the following becomes excessive:

- Failure to pay tuition in a timely manner
- Failure to comply with center policies and refusal to sign updated policies
- Habitual late pick-ups
- Requests for special accommodations that center staff cannot meet
- Being unreachable and out of touch by phone
- Failure to provide documentation and updated enrollment papers yearly requested by The Harvest Daycare staff.

- Failure to keep immunization records current
- If a child's behavior or parents' behavior in the center threatens the physical or mental health of other children or of the center's staff.

## **Arrival and Departure**

- Children are to be checked in and out daily through Brightwheel.
- Please walk your child to class and hand them off to his or her teacher.
- The names of all authorized adults to pick up each child must be on file with the center.
- If someone other than the parent or guardian will be picking up your child, please notify the daycare office preferably in writing and make sure they can present an ID when picking up your child.
- If there is a court order prohibiting any individual from having access to a child, the center must have a copy of the documentation ordering such prohibition.
- An adult or someone with a valid driver's license must be the one picking up a child. Please do not send (young) siblings in to pick up your child from their classroom.

## **Late Pick-Up**

A fee is charged if children are picked up after 6:00PM. This is added to the next payment due. Emergency situations may be expected providing you contact the appropriate director and advise them. Late fees are \$15.00 plus \$1.00 for every minute you are late. In the event that a child has not been picked up by the close of business, every effort will be made to contact the parents and emergency contacts. The parents will be called by 6:15PM and requested to immediately pick up their child. If the child has not been picked up by 6:30PM, the director will try and notify the emergency contacts. If by 7:00PM no one has contacted the daycare in regard to picking up the child, the local authorities will be contacted.

## **Parking**

The parking lot is a very busy area certain times of day. Please help us maintain a safe environment for our children and parents.

- Please do not leave cars running
- Please do not leave children unattended in cars
- Please hold your child's hand in parking lot
- Please drive slowly in our parking lot
- Please do not park in handicapped spaces unless you are permitted
- Please do not park by yellow curb in front of the gym

## **Immunizations**

A completed certificate of immunization obtained from your child's pediatrician must be presented at the time of enrollment. Anytime your child is updated with immunizations, please provide the Director

an updated DHEC certificate with an expiration date. Immunizations must be current to attend daycare. For more information on immunizations required for daycare, please visit [www.scdhec.gov](http://www.scdhec.gov).

## **Illness Policy**

We are a wellness center. In an effort to reduce the spread of illness, if you have any doubt that your child is not feeling well, please keep your child home. Any child who has a temperature of 100.1 or higher, vomiting or 3 or more diarrheas while attending our center, a parent will be called and the child must be picked up immediately and cannot return to daycare for 24 hours unless a doctor's excuse is made available. The Harvest Daycare follows the DHEC childcare exclusion list. A medical exclusion form for each illness that requires a parent to pick a child up early must be signed at the time of pick up. The medical exclusion will be with the form from DHEC about contagious illness. Children that are sent home must remain out of childcare for 24 hours from the last symptom unless the medical exclusion form has been signed by a physician. For a full list of medical exclusions please go to [www.scdhec.gov](http://www.scdhec.gov). If your child is diagnosed with any communicable disease, please contact the Director or Assistant Director so they may inform the other children in your child's classroom. Any child with contagious diseases such as TB, scarlet fever, chicken pox, measles, AIDS, infectious hepatitis, etc. cannot be admitted to the center and will be excluded until medical clarification of complete cure is provided by child's physician.

**24 HOUR RULE:** Children must be symptom free for 24 hours. This 24 hours is NOT from the time the child was picked up from the center, but 24 hours after the child last had the following symptoms:

- Temperature of 100.4 or higher
- Vomiting
- Diarrhea

## **Medication/Emergency Medical Plan**

Any child on medication must bring medicine properly labeled and with his or her name. Parents must fill out a permission for medication form as well. Please leave medicines at the daycare office to be placed in the lock box. Medicine may NOT remain in diaper bags, book bags, or cubbies which includes any ointments, etc. Over the counter medicines will only be given with doctor permission i.e., shots, teething, ear infection, allergies, etc.

Parents are responsible for notifying the center immediately if there are any changes in who is to be notified in case of emergency or if phone numbers at work or at home change. If you are going to be at a different phone number during the day from the one you listed with the school, you must notify the center.

In the case of a medical emergency in which emergency medical care and treatment is needed the following steps will be followed:

- Call 911 and the parent/guardian will immediately be called after that.
- If the parents cannot be reached, we will attempt to reach the emergency contacts and the physician listed on file.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.

- First Responders will assess and determine whether the child needs to be taken to the nearest hospital (Lexington Medical Center) or parents preferred hospital by ambulance.
- A staff member of The Harvest Daycare will accompany the child to the hospital and remain until a parent or guardian arrives.
- Emergency information for the child will be taken with the child to the hospital or emergency room.

## **Tracking**

Children will be supervised at all times while at the center. No child of any age may be left, even momentarily out of a parents' or staff members' sight. Children must be monitored at all times and tracked accordingly to insure proper supervision and safety. In addition to sign-in procedures and attendance, children are also accounted for by using the tracking sheets as children through the center. These transition sheets account for the arrival time of the children as well as the child's whereabouts through the day until departure for home.

## **Discipline**

The Harvest Daycare is a non-corporal punishment facility. Our teachers and caregivers are expected to approach discipline in a positive manner. Caregivers will give positive guidance and redirection to encourage positive behavior. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. When needed we will have a child sit at the table with a book away from others in hopes that they are able to be redirected and eliminate the behavior. We will work with each child and make every effort to assist them in accepting responsibility for their actions; however, we are not equipped to deal with persistent discipline problems which could result in dismissal. Any situation that cannot be resolved or failure of parental support may result in expulsion. Please note that this also includes biting, hitting, potty mouth, parent misconduct towards teachers, other children, and/or administrators.

## **Required Items/Clothing and Personal Belongings**

Items that are required for a parent to bring from home i.e., diapers, pull ups, wipes, formula, baby food, sunscreen, changes of clothes, etc. are solely up to the parent to provide. If your child is running low or needs more certain items, then the child's teacher will notify you through Brightwheel. Please check Brightwheel daily.

- Each child should keep at least one complete change of extra clothing. Including socks and shoes at the center. Please label extra clothing with your child's name and place extras in a Ziploc bag. Potty training children should keep at least two extra changes of clothing.
- Parents of infants and toddlers also need to provide diapers, pull-ups in potty training rooms, and wipes. We only accommodate disposable diapers.
- Children who sleep on cots or mats may bring a small blanket and small plush item to sleep with that will fit in their cubby. Please take these items home weekly to wash.



- Children 12 months and up should have sunscreen labeled with child's name and left with the child's teacher.
- All children who are walking must wear shoes at all times. Shoes should have appropriate ties that keep shoes tight and secure on child's feet at all times. Please do not send your child in flip flops or shoes that will come off easily. Flip flops, sandals, etc. are hazardous to children when playing on the playground and have been known to cause several accidents. Please send your child in proper shoes daily.
- Toy: To avoid hurt feelings, breakage, or loss of toys/favorite items, we ask that children keep all toys at home. Children may bring in a soft item for nap time only. The classes who have "show and tell day" may bring in a toy from home and these items will be stored in the child's cubby until it is time to use them. At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc.

## **Lunch and Snack/Birthday Celebrations**

We provide a well-balanced lunch as well as morning and afternoon snack. Menus are available and posted on Brightwheel at the beginning of each month as well as posted at the front desk. Lunch and snack are included as part of your tuition. No deduction is taken if your child brings a lunch from home. If your child has food allergies, please let the daycare office know. If your child has allergies or food preferences, you must provide a lunch from home. Substitutions will not be made. Parents that wish to bring their child's lunch from home should pack a well-balanced, healthy lunch in an insulated lunch bag, labeled with your child's name. We are unable to store lunch boxes in the kitchen refrigerator, so please make sure there is an ice pack placed in the lunchbox. We will not use microwaves to heat any of the children's food or bottles due to creating potential hot spots in the food and causing injury to the child.

**BOTTLES:** All bottles must be labeled with child's name, date and whether it is formula or breast milk. All formula bottles must be premade for the day. Bottles must be taken home and cleaned daily. Per DSS we are unable to return leftover formula.

**BIRTHDAY CELEBRATIONS:** Birthday celebrations are welcomed, and parents are encouraged to make this day special by providing a "birthday celebration" for your child and his/her friends. **All birthday celebration treats that are brought for classes must be store bought and labeled as nut free.**

## **Diapering**

The Harvest Daycare does not allow the use of cloth diapers in the facility. All diapers must be disposable. It is the parent's responsibility to supply enough disposable diapers and wipes daily. Please check your child's daily folder for notes from your child's teacher if your child is needing more diapers and wipes (Brightwheel as well). We do not have extra supplies of diapers and will call a parent to bring a supply of diapers and or wipes if needed.

## **Potty Training**

Many children show signs of being ready for potty training **between ages 18 and 24 months**. However, others might not be ready until they're 3 years old. There's no rush. If you start too early, it might take longer to train your child. Here at The Harvest Daycare, our focus will be to begin introducing potty training beginning at age 2 and only when your child shows signs of readiness. We recognize that some children may be ready before age 2 and we will accommodate the best we can so children who are ready to start early are successful.

Our goal is that when children move to the older three-year-old classroom, they will be fully potty trained with minimal accidents while at daycare. When you feel your child is ready for potty training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and daycare provider is very important.

- *The child must be showing signs of readiness and able to control their bladder and bowel movements.*
- *The child must be kept in a pull-up (**velcro sides**) or underwear for sanitation purposes.*
- *Please keep in mind that the high activity level here at the daycare may distract your child from responding to the urge to use the potty more so than at home.*
- *Staff will never put a child on the potty unless the child is willing.*
- *Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.*
- *Please send them to daycare with loose fitting clothing that your child can manage independently. Please avoid tight clothing, pants with snaps or buttons, overalls, onesies, and tight leggings.*
- *The child will be encouraged to use the potty every hour and will have access to a bathroom if they communicate with the teacher that they have the urge to go.*
- *Parents are required to supply the pull-ups and extra clothing (including socks) daily.*
- *A pull-up or diaper will be put on the child during naptime if they are in underwear and not fully potty trained.*
- *We encourage parents to communicate with your child's teacher throughout the potty training process.*

## **Outdoor Policy/Inclement Weather**

Every class has at least two scheduled outside time daily (weather permitting). In the event that the weather prevents outside play, the children will have indoor play during the allotted times. We will not go outside in the rain, thunder, lightning, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollutions, extreme cold or heat that may cause health problems.

Our outdoor policy is as follows:

Summer—Temperature including heat index

- Below 90 degrees outside for our allotted amount of time
- 90-96 degrees we limit our outside time to no more than 15 minutes

- Over 96 degrees we will not take children outside

Cold water is provided during this time

Winter—Temperature including wind chill factor/feel like temperature

- Above 40 degrees outside for our allotted amount of time
- 32-40 degrees we limit our outside time to no more than 15 minutes
- Under 32 degrees we will not take the children outside

Please be sure to dress your child according to the weather to ensure they may participate in all outside activities.

If your child is not feeling well enough to play outside, please know that your child probably should not attend daycare.

In the event of inclement weather, we will follow the Lexington One School District delays, earlier closures, and closings. Please watch WISTV for updates and check Brightwheel for all updated information regarding inclement weather.

## **Classroom Transitions**

Children in the daycare will move up to the next age group as they reach a developmental and/or chronological stage, pending there is space available for the next program/class. Please be aware that The Harvest Daycare tends to be full, and we are not able to always move children within our daycare—except for very specific time frames. In an effort to ease the transition process, we will always make sure each child is given the opportunity to visit their new classroom and move when they are comfortable.

## **Accidents/Incidents**

In the event of a minor accident at the center, first aid measures will be taken, and an accident report form will be completed. The accident report will be placed on file at the center once it has been signed by the teacher, parent, and director. A parent may request a copy. Minor scrapes and bruises are treated with tender loving care. The center does not call parents for every minor injury. Parents will be called in the case of accidents that may need a doctor's attention or if there is any type of injury to the head.

Incident reporting will be used to communicate with parents about any behaviors we may be tracking. Teachers will engage in ongoing verbal communication with families as part of this process.

## **Biting**

Biting is a natural developmental stage that children go through. It is usually a temporary condition that is most common in infants and toddlers. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions that the staff will take if a biting incident occurs. Toddlers bite other toddlers for many reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no

apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close, and constant, supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- 1) Biting will be interrupted with a firm "We DO NOT bite."
- 2) Staff members will stay calm and not overreact.
- 3) The bitten child will be comforted.
- 4) Staff will remove the biter from the situation.
- 5) Biter will be given something to do that is satisfying.
- 6) The wound of the bitten child will be assessed and cleansed with soap and water.
- 7) If the skin was broken, parents of the bitten child are called immediately
- 8) If the skin was not broken, the incident is discussed with the parent(s) when the child is picked up.
- 9) If it is determined that there was a blood exposure, further steps need to be taken under procedure for incidents involving blood exposure.
- 10) The parents of both children will be notified of the biting incident.
- 11) Appropriate forms will be filled out (confidentiality of all children involved will be maintained)
- 12) The bitten area should continue to be monitored by parents and staff.

The Harvest Daycare has instituted the following policy alongside what is written above to assist in eliminating situations of repeat and excessive biting incidents as much as possible. Our goal is to assist families in identifying what may be causing the biting incidents and redirect/reteach appropriate behavior. It is never our desire for one of our Harvest Daycare Families to have to find alternate childcare arrangements, however, our policy will be enforced for the safety of all children in our care.

#### **When Biting Occurs:**

*For the child that was bitten:*

1. First aid is given to the bite.
  - a. If the skin is broken, the area is cleansed with soap and water and the bite covered with a bandage.
  - b. Ice will be given to the child for the bite
  - c. Child will be comforted.
2. An accident report will be filled out by the teacher.
  - a. If the bite breaks the skin, the parent will be called.
  - b. If the bite does not break the skin, an accident report will be given at pickup.

*For the child who bit:*

1. The teacher will firmly tell the child, "NO. We do NOT bite."
2. The child will be removed from the situation.
  - a. This may look like:
    - i. Time sitting next to/with a teacher
    - ii. Sitting in a highchair (with a book or toy)



- iii. Going on a walk with a teacher
- iv. Going to the office to talk to director
3. An incident report will be filled out by the teacher.
4. The parent will be notified via alert on Brightwheel or phone call.

#### **When Biting Continues:**

1. The child will be shadowed to help prevent any further biting incidents. This means that the teacher will be extra vigilant and remain in close proximity to the biter as much as possible throughout classroom activities to prevent an incident before it could occur whenever possible.
2. The teacher, staff, and child's parents will work together to identify the cause of the biting (teething, communication, frustration, etc).
3. The child will be given positive attention and approval for positive behavior.

#### **When Biting Becomes Excessive:**

**If a child bites twice in a four hour period, the child will be required to be picked up from the daycare and stay home for the remainder of the day.**

Additionally:

1. A parent/teacher meeting will be arranged if a child inflicts 3 bites in one week period (5 weekdays) in which the skin of a child or staff member is bruised, broken, or marked to discuss the behavior and seek to create a plan to assist in reducing/eliminating the biting behavior.
2. If the child again inflicts 3 bites in one week period (5 weekdays) in which the skin of a child or staff member is bruised, broken, or marked, the child will be suspended for two consecutive days.
3. If a child once again inflicts 3 bites in one week period (5 weekdays) in which the skin of a child or staff member is bruised, broken, or marked; the parents will be asked to make other daycare arrangements for their child.

If a child who has been through steps one and two goes 3 weeks (15 school days) without biting, the child will return to step one if there is a new biting incident.

**\*\*Please note, while the steps are in place to be proactive and help minimize biting, the decision is ultimately left up to the director's discretion for when a child may need to go home (if skipping steps is necessary due to the severity of the situation).**

## **Confidentiality**

Parents and families of The Harvest Daycare have the right to expect that all information about their family will be kept confidential. When discussing a child's behavior and development it should only be discussed with the child's teachers, director and parents. A parent does NOT have the right to know who injured their child (hitting, biting, etc.), however they do have a right to know the circumstances of how both children were cared for or disciplined. Children's records are stored in a locked filing cabinet and computer files at the center only. Only authorized personnel—the child's teacher, the director, the assistant director, authorized office personnel, Department of Social Services, or the child's parent or legal guardian will be given access to the child's personal information.

## **Access to Child**

Parents have free and full access to his or her child without prior notice **unless there is a court order limiting parental access.** Your free access must not disrupt instructional activities or classroom routines. We must think of all the children in the classroom and repetitive disruptions will require us to impose limitations on access on a case-by-case basis.

## **Conflict Resolution**

Occasionally there may be questions or concerns that arise. We want to help you resolve any issue that may arise.

1. Please direct any and all questions about specific classroom action or procedure to the appropriate teacher. You may request to speak with the teacher individually or call and speak to the teacher at the center during their work hours.
2. If a satisfactory conclusion has not been reached, contact the director.

Every effort is made to provide a respectful and professional environment. Aggressive, intimidating, or abusive interactions toward staff (to include teachers, directors, and other parents) will not be tolerated. We reserve the right to dismiss your family from our center if this is a reoccurring issue.

## **Custody Quarrels**

In the event of custody claims between parents, the parent who has custody must provide the school with a copy of the custody papers and is the only parent who may remove the child from the center without written instruction stating otherwise. If papers are not yet drawn up, we cannot be responsible or take sides in the dispute. We will make an honest effort within reason to accommodate the situation and notify both parents if there is a conflict. However, The Harvest Daycare is no place to settle angry disputes, and for the sake of the children, your own and those of others, we will not tolerate violence and intimidation. Anyone violating the decorum of the center will be asked to leave and will be subject to arrest if he or she does not do so.

## **Reporting Child Abuse and Neglect**

The Harvest Daycare staff, and care givers are required by law to report child abuse and neglect. Please be aware that staff only needs to suspect abuse or neglect to make a report. Child Protective Services is responsible for determining if the abuse report is unfounded or indicated. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Therefore, they are immune to legal liability because of a report. It is The Harvest Daycare's policy to inform parents after we have made a report unless we feel the child may be in danger.

## **Intoxicated/Impaired Parent/Authorized Person**

The Harvest Daycare believes that any person under the influence of alcohol or other mind-altering substances presents a substantial risk of injury/harm to a child.

If a person picking up a child from the daycare appears, to a reasonable person, to be intoxicated or under the influence of a mind-altering substance or a person at The Harvest Daycare believes there to be a risk to that child if released to a person, we will take the following steps to ensure the child's safety:

1. We shall not permit that person entrance into the building to ensure safety of all the children, parents, and staff.
2. We shall call the other parent or other alternative persons listed on the child's enrollment form to request permission or arrange other means of pick-up.
3. We shall call the Department of Social Services and Lexington County Sheriff's Department to assess the situation.

The Harvest Daycare shall not be responsible for any child or actions of another which impact a child once a parent or other person checks a child out from the center.

If any parent, or other person authorized to pick up a child at the Harvest, is using or are under the influence of alcohol or other mind-altering substances, while on the premises of Harvest Daycare, all precautions shall be taken immediately to ensure safety for all children. The Harvest Daycare will use the following definitions and guidelines, as set out by the statutes and laws of South Carolina, which denotes when a child is subject to abuse and/or neglect:

**Child abuse or neglect occurs when the parent, guardian, or other person responsible for the child's welfare:** Inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which **present a substantial risk of physical or mental injury to the child.**

## **Special Needs**

The Harvest Daycare embraces diversity of all kinds and supports the inclusion of children with special needs. However, we do not staff special needs specialists. Enrollment of children with special needs will be contingent on our ability to provide the best care for all children in class, or upon the presence of outside specialist or therapist that make appropriate care for the whole class possible. We will do our best to accommodate outside specialists or therapist who provide developmental support to children if parents want to have specialist visit during the center hours. We will work together with specialists to arrange a schedule that works well for the class. It is the parent's responsibility to communicate with their specialists regarding attendance or other considerations.

## **Extra-Curricular Activities/Therapy**

Children whose parents enroll them in extracurricular activities, i.e., Soccer Shots, Gymnastics, or who has a specialist or therapist visit them at our center must complete Authorization for intervention, therapy, and extracurricular activities DSS form 2930.

## **Policy Changes**

We reserve the right to make policy changes whenever necessary. We are unable to predict or list in this handbook every contingency that may occur; however, we will inform you of any changes that are necessitated before implementation or as soon thereafter as possible. You will be notified no less than thirty days in advance of any tuition or fee changes.