



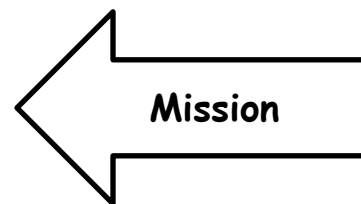
HARVEST

D A Y C A R E

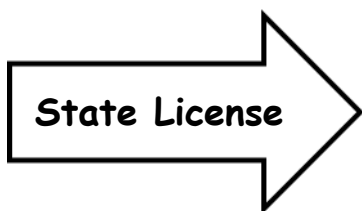
A ministry of Church of The Harvest

Policies and Procedures Handbook

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 along side, you the parent, and assist you in your goals to have children who understand the Bible and have a love for God and others.



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 to the law of South Carolina. Staff members are required to have FBI and SLED background checks. Employees will submit to 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. THDP staff members participate in continuing education courses and professional advancement courses in order to remain current to ever changing needs of today's families.



For your confidence and peace of mind, we maintain an open door policy at all times and welcome your visit to the school, announced or unannounced. We extend an open invitation to you to drop in often for informal visits. You are also welcome to come and have lunch with your child. We encourage parents to help with special events and field trips.

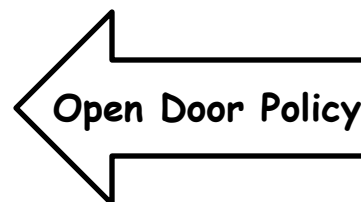


Table of Contents

Page 3

- Mission
- State License
- Open Door Policy

Page 4

- Our Mission
- Admission
- 5 Years and Up
- Reserving/Holding Spots
- Enrollment process

Page 5

- Nondiscriminatory Policy
- Enrollment Agreement
- Hours of Operation
- Tuition

Page 6

- Payment Options
- Fees
- Return Check
- Absences and Vacation credit

Page 7

- Holiday Closings
- Arrival & Departure
- Parking

Page 8

- Field Trips
- Discipline

Page 9

- Termination of Services
- Required Items
- Immunizations

Page 10

- Illness policy
- Illness “24 Hour rule”

Page 11

- Medication
- Emergency Medical Plan

Page 12

- Outdoor
- Inclement Weather
- Footwear

Page 13

- Diapering
- Potty training
- Clothing & Personal Belongings
- Items from home

Page 14

- Toys from home
- Lunch & Snack
- Birthdays

Page 15

- Tracking
- Late pick-up
- Moving Up & Transitioning

Page 16

- Confidentiality
- Access to child
- Accidents/Incidents

Page 17

- Biting

Page 18

- Conflict Resolution
- Custody Quarrels
- Reporting Child Abuse & Neglect

Page 19

- Intoxicated/Impaired Parent or Authorized Person

Page 20

- Special Needs
- Extra curricular activities/ Therapy
- Policy changes



Our Program

THDP offers creative and educational curriculum which emphasize multicultural learning, creative listening, reading and writing. We use the ABeka curriculum which is a Bible Based curriculum for ages 12 months to 5 years.

THDP 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.



Admission



5 Years And Up

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 5-12 years old please you may contact the afterschool director at 803-479-2394 or email afterschool@the-harvest.org.

THDP cannot hold positions or spots for children who have temporarily withdrawn without a deposit. An 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.



Reserving/Holding Spots



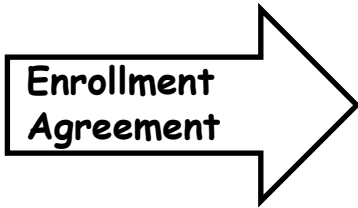
Enrollment Process

The Harvest Daycare accepts children 6 weeks to 5 years old.

After touring our facilities and if you are interested in being on our wait list and enrolling the following information needs to be completed:

1. Fill out wait list/registration form and pay fee.
2. Complete Enrollment Packet prior to start date.
3. Provide an up to date Immunization Record on the DHEC form
4. Sign Up on Kidcheck.com (for check in/out)

THDP admits children and families regardless of sex, race, 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.



The Harvest Daycare and Preschool Enrollment Packet must be updated and signed each year by September 1st. Parents should keep THDP office informed of any telephone number, address, and/or job change.

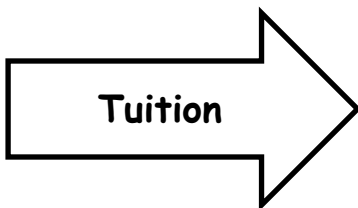
THDP is open Monday through Friday, 6:30am to 6:00pm.



Any payment errors should be brought to the attention of the bookkeeper. THDP office does not keep bookkeeping records. The contact phone number for the Accounting Department is (803) 808-6037 ext. 104.

Payments made for fieldtrips, graduation, t-shirts, etc. must be made separately from weekly tuition since these items are non taxable by check, exact cash or credit/debit card.

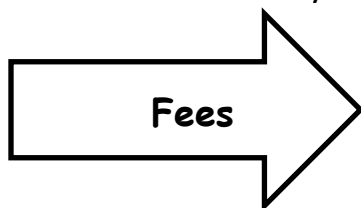
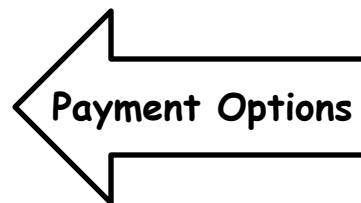
Since each child must be planned for in advance, written notice of intent to withdraw a child from the school(s) must be turned in at least two full weeks (14 days) prior to the child's last day. Without written notice, two full week's tuition is due and payable upon withdrawal.



We only accept ACH draft for Tuition Payments and Annual Fees.

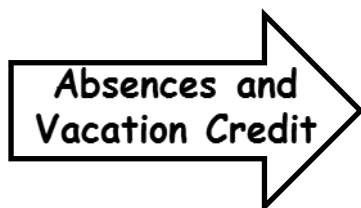
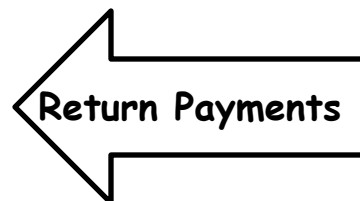
- ACH Weekly Draft will be drafted every Monday*
- ACH Monthly Draft will be drafted the 1st Monday* of every month.
- ACH Monthly payment of tuition includes a \$25 Discount per family.

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



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

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



Daycare and Preschool families will receive a vacation credit of one week at the end of each enrollment 1 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 1 year period. In order to qualify for vacation credit you agree to notify the Director in writing filling out a vacation request form, at least two weeks before you take your vacation. Vacation credits must be used in 5 consecutive day blocks.

THDP 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

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

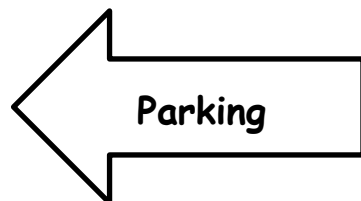


- Children are to be check in and out daily either with Kid Check or sign in/out sheet.
- Please walk your child to class and hand them off to his or her teacher
- The names of all authorized adults to pick up each child must be on file with the center.
- If someone other than the parent or guardian 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 drivers license must be the one picking up a child. Please do not send (young) siblings in to pick up your child from their class room.



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 gym door.





Field Trips

Field trips are available for all Pre-K classes and are not mandatory for children to attend. Field Trips require written permission. If you are available to assist in chaperoning on field trips, please advise the daycare office. Children may not attend a field trip without a signed permission slip form from their parent or legal guardian. Children who have had incidents with behavioral problems may not attend field trips. While attending field trips we must maintain a safe environment and we will not be able to deal with children with behavioral problems to ensure all children are safe. An attendance/tracking record and emergency card for each child will be taken on all field trips. Children participating on field trips must wear their THDP field trip shirt. Children will not be allowed to go to restrooms unsupervised or left with non staff members while on field trips. Should an emergency occur while on a field trip, the staff will assess the situation and take immediate action to ensure the health and safety of all children. The daycare will be notified immediately.

THDP 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 utilize a time out (One minute per child's age). 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; this can result in dismissal. Any situation that can be resolved or failure of parental support may result in expulsion. Please note that this also includes biting, hitting, potty mouth, parent abuse towards teachers, other children, and/or administrators.



Discipline



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 concerning ill children
- Habitual late pick-ups
- Requests for special accommodations that Center staff can not meet
- Being unreachable and out of touch by phone
- Failure to provide documentation and updated enrollment papers yearly requested by THDP 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.

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's running low or needs more of a certain item the child's teacher will write on your child's daily sheet. Please check this sheet daily. If your child is out of these items we do not have extra's and you will be called to bring in more of the items that day. It is the parents responsibility to check daily what items their child is running low on or needs more of.



Required Items



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 on immunizations please provide the Director with 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.

We are a Wellness Center. In effort to reduce the spread of illness, if you have any doubt 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 can not return to daycare for 24 hours unless a doctor's excuse is made available. THDP follows the DHEC child care 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 child care 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. 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. can not be admitted to the center and will be excluded until medical certification of complete cure is provided by child's physician.



Illness Policy



Illness "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 first had the following symptoms.

- Temperature of 100.1 or higher
- Vomiting
- Diarrhea

Any child on medication must bring medicine properly labeled and with his or her name and parents must fill out a Permission for Medication form. Please give the medicine to your child's teacher or daycare office to be placed in a locked box. Medicine may NOT remain in diaper bags, book bags or cubbies his 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 medial 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 asses 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 THDP 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

Every class has a least two scheduled outside times 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 out side in rain, thunder, lighting, 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 out side 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.

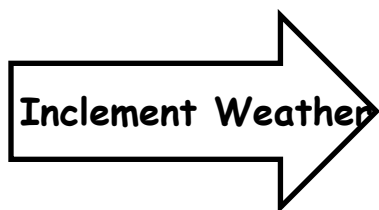


Winter-Temperature including wind chill factor

- 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 than your child probably should not be in attendance at daycare.



Due to inclement weather we will follow the Lexington One School District delays, close early and closings. Please watch WISTV for updates and check your email or text from Kidcheck.

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 play ground and have been known to cause several accidents. Please send your child in proper shoes daily.






Diapering

THDP 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 sheet for notes from your child's teacher if your child is needing more diapers and wipes. We do not have extra supplies of diapers and will call a parent to bring a supply of diapers and or wipes if needed.

Children who are in potty training classes , 18 months and up, must provide pull ups for their child. DSS does not allow diapers in potty training classes. Children 3 years old and up must be toilet trained. They should be able to use the restroom independently. Children over 3 years old who we and the parents feel are potty trained will be moved to a potty trained room. Children who continue to have accidents after they have been moved to a potty trained room will be charged a potty fee of \$25.00 per week added to their tuition.



Potty Training



Clothing & personal Belongings

- Each child should keep at least one complete change of extra clothing, including socks and shoes in at the center. Please label extra clothing with your child's name and place 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 child's teacher.

Children 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. Toys from home are not allowed. Please do not bring any toys from home unless your child's class is having show and tell



Items from home



Toys from home

To avoid hurt feelings, breakage, or loss of children's toys or favorite items are not allowed from 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.

We provide a well balanced lunch and afternoon snack . Menus are available through email, posted and available for you to pick up on the kitchen door. 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 may not have room in the refrigerator for everyone's lunch so please bring in a insulated bag with ice pack. 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.



Lunch & Snack

Bottles-All bottles must be labeled with child's name and taken home and cleaned daily.



Birthdays

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. Please ask you child's teacher about allergies and suggestions for your child's class.

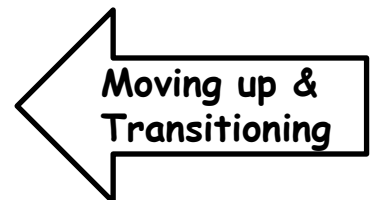
Children will be supervised at all times in the center on the playground and while on field trip outings, during operation hours. No child of any age may be left even momentarily out of a parents or staff members sight. Children must be monitored at all times and tracked accordingly to insure proper supervision and safety. In addition to sign in procedures and attendance, children are also accounted for by using the tracking sheets as children through out 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.



A fee is charged if children are picked up after 6:00pm. This is added to the next payment due. Emergency situations may be excepted providing you contact the director of the school(s) 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 6:15 p.m. and requested to immediately pick up their child.

If the child has not been picked up by 6:30 p.m. the Director will try and notify the emergency contacts. If by 7:00 p.m. no one has contacted the daycare in regards to picking up the child, the local authorities will be contacted.

Children in the daycare will move up to the next age group as they reach a developmental and/or chronological stage and if there is space available for the next program. Please be aware that THDP 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.





Confidentiality

Parents and families of THDP 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 file cabinet and computer files at the center only. Only authorized personnel-the child's teacher, the director, 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.

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.



Access to Child



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 in the child's folder. 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.

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 is a natural developmental stage that many 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 the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different 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:

The biting will be interrupted with a firm "we don't bite!"

Staff will stay calm and will not overreact.

The bitten child will be comforted.

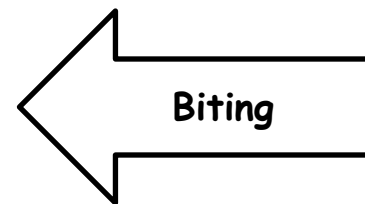
Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.

The wound of the bitten child shall be assessed and cleansed with soap and water. If the skin was broken, parents of the child who was bitten are called immediately. If the skin was not broken the incident is discussed with the parent(s) when the child is picked up. If it is determined that there was a blood exposure further steps need to be taken under Procedure for Incidents Involving Blood Exposure.

The parents of both children will be notified of the biting incident.

Appropriate forms will be filled out. **Confidentiality of all children involved will be maintained.**

The bitten area should continue to be observed by parents and staff for signs of infection.





Conflict Resolution

Occasionally there 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 welcome to call and speak to the teacher at the center during their work hours.
2. If a satisfactory conclusion is not reached, contact the Director.

Every effort is made to provide a respectful and professional environment. Aggressive, intimidating, or abusive interactions toward staff will not be tolerated.

In the event of custody claims between parents, the parent who has custody must furnish 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 to the contrary. 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, THDP is no place to settle angry disputes, and for the sake of the children, your own and those of others, we cannot 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.



Custody Quarrels



Reporting Child Abuse & Neglect

THDP staff and care givers are required by law to report child abuse and neglect. Please be aware staff needs only to suspect abuse or neglect to make a report. Child Protective Service 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 as a result of a report. It is THDP's policy to inform parents after we have made a report unless we feel the child may be in danger.

THDP believes that any person under the influence of alcohol or other mind-altering substance 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.

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 substance, while on the premises of Harvest Daycare, all precautions shall be taken immediately to ensure the safety of all children. The Harvest Daycare will use the following definitions and guidelines, as set out by that statutes and laws of South Carolina, which denotes when a child is subject to abuse and/or neglect:



**Intoxicated/Impaired
Parent/Authorized
Person**

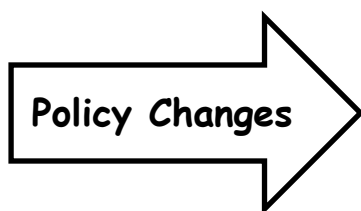
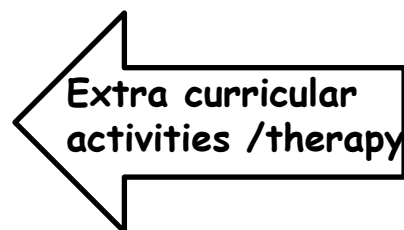
Child abuse or neglect occurs when the parent, guardian, or other person responsible for the child's welfare:

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.**



THDP 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 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 parents' responsibility to communicate with their specialists regarding attendance or other considerations.

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



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.