Dear CEC parents,

We are delighted to welcome you to the First Baptist Church of Clemson Child Enrichment Center! Children are an important part of our church family and are blessed that we have the opportunity to minister with you and your family through the Child Enrichment Center. We trust that you will have a wonderful experience as your child grows physically, mentally, socially, and spiritually through their time with us.

We extend a personal invitation to you and your family to experience other ministries offered at First Baptist Church of Clemson. If you are looking for a church, we invite you to visit with us as you have opportunity. On Sunday mornings, we have Sunday School classes for all ages beginning at 9:15am with a variety of curriculums and teaching styles. Our Sunday morning worship begins at 10:30am with childcare provided for infants through 3 year olds. Our 4 year olds – 2nd graders attend worship designed especially for them in our Children’s Chapel.

On Wednesday evenings we host a family night supper for the entire family called Faith on the Fives beginning at 5:05pm. Meals are provided by our church host and reservations are not required. Following supper we have Bible studies for adults, college students, youth (6th - 12th graders), children (1st – 5th graders), and a Mission Friends class for our 4 & 5 year olds. Nursery care is provided for our infants through 3 year olds.

Throughout the year you will receive notices of special events hosted by the church such as our Fall Family Fun Night, Easter Egg Hunt, and Vacation Bible School just to name a few. Please know that you and your family have an open invitation to participate in the ministries offered by the church as we look forward to getting to know you all better.

If First Baptist Church of Clemson can help or support you in any way, please do not hesitate to call on us. We look forward to caring for your child through the CEC ministry and hope to get to know you and your family better through days ahead. Once again, thanks for choosing First Baptist Church Child Enrichment Center. Your child is a blessing to us.

Serving together in Christ,

Dr. Tiffany Hamilton
Minister of Youth and Administration
Dear Parents,

Welcome to First Baptist Church of Clemson Child Enrichment Center. This is a place of learning and teaching all in God's name. Thank you for choosing to bring your child to our program.

We plan to give your child the attention needed for them to grow intellectually, physically and spiritually during the coming year. Our stimulating curriculum should be challenging and fun. You and the CEC are essentially becoming partners in the development of your child.

This handbook has been prepared so that you will have a better understanding of our program. Please take some time to read the information. We encourage you to visit, ask questions, and participate whenever possible. We look forward to a fun filled year of learning with your child.

Sincerely,

Becky DeWitt, Director
The purpose of this handbook is to set forth a standard of policies and procedures pertaining to all children.

**Philosophy**

The mission of the Clemson Child Enrichment Center, a ministry of Clemson First Baptist, is to develop the intellectual, spiritual, social, emotional and physical attributes of children by offering a developmental curriculum and providing a stimulating enrichment program in a Christian environment.

**Admission Policies**

A. Children must be at least 6 weeks old to enroll.

B. A child who meets the requirements of admission as set forth herein shall not be excluded from enrollment because of race, color, religion, national origin or ancestry.

C. The school shall maintain a waiting list in general chronological order of applications received with limited preference being given to siblings of enrolled children and to First Baptist Church members (for initial enrollment only).

D. Children will be expected to participate in all aspects of the program offered. It must be determined that each child is developmentally ready to benefit from the total program. This will be determined through classroom observations throughout the year.

E. Children are grouped according to school age when they enter the Two Year Old Room.

F. The Child Enrichment Center reserves the right to dismiss a child whose needs cannot be adequately met unless it is determined that:
a. There will be no adverse effect upon other children (either through direct behavior of the child or through staff time needed by other children).

b. Accommodations can be made with the approval of the CEC Ministry Team.

Registration and Admission Procedures

Completion of the following forms and payment of the registration and supply fees constitute registration. The following items must be completed and turned in prior to attending the CEC:
1. Student and Emergency information and permission form
2. Registration fee, supply fee and tuition (all non-refundable)
3. Current South Carolina certificate of immunization form (DHEC form 1148)
4. DSS form 2900
5. Parent Handbook signature sheet

Curriculum

If young children are to learn, they must have first-hand experiences. Our schedule is very flexible. Children work and play with art materials, manipulatives, blocks, dramatic play, music, books, and other media. There is also a regular period for outside activity twice a day. We will have a center-wide Biblical Curriculum for spiritual development. The two year old class uses Wee Learn Curriculum. The three year old class uses High Reach curriculum (similar to High Scope) which focuses on discovery and exploration. The pre-kindergarten class uses Great Start, Grow Smart, the SC preschool Learning standards. The Creative Pre-K Curriculum, Zoophonics and other sources are used to meet these standards.

Payment Provisions

A. Tuition is currently $525 per month for infants born on or after 9/1/14 and $515 for older children. Please note your child’s name on the memo line of your check. Tuition and fees are evaluated annually by the CEC committee.

B. Registration
   a. A non-refundable application fee of $50 is to be paid upon registering the child. This is a one-time fee as long as your child is continuously enrolled at CEC. If the child is withdrawn and re-enrolled an additional $50 application fee must be paid.
   b. In addition, one month prior to attending CEC, a $200 non-refundable deposit is due. This deposit will be applied to the first month’s tuition.
C. Supply Fee is $75. *The annual supply fee is due by September 1, 2014 and June 1, 2015* for the school year running mid-August to mid-August. This non-refundable fee will be pro-rated for children beginning during the year.

D. Tuition is payable monthly in advance and is due on the first school day of each month. A late charge will be added to any account that is not paid by noon of the 5th day of the month, or if the 5th falls on a weekend, by the following Monday. A late fee of $10 will be added if tuition is paid by the 10th of the month and the fee will be $20 for those paying between the 10th and the 15th. *Your child will be dismissed if your account (which includes any outstanding fees or tuition) is 2 weeks past due.*

E. A charge of $30.00 will be added to your account for any check not honored by the bank.

F. Each family will be given a yearly statement of childcare expenses for tax purposes by January 31st.

G. Overtime charges, as given below, will be added to your account for children picked up late: Closing is at 5:30 p.m.

- First five minutes $2.00/child
- Each additional minute $1.00/child

You will be asked to sign a Late Pickup Slip when you pick up your child. The CEC director will notify you of the charges assessed.

H. Payments of cash will not be accepted by the center. Please note your child’s name on the check or money order memo line.

Tuition Credit – No credit on tuition will be given for any absence including illness or family vacation. No credit on tuition will be given for days missed due to holidays, scheduled closings, or due to circumstances beyond our control.

It is the parents’ responsibility to inform the Director in writing of any changes in schedule, address, telephone numbers, place of employment, or other pertinent information concerning the family.
After School/Holiday/Summer Care

The CEC may offer after school, holiday or summer care to those alumni that just graduated from the CEC. It will be offered for one year after graduation only as enrollment allows. Please check with the director for availability and fees.

Withdrawal from Program

A written notice submitted to the CEC office is required two weeks prior to the child’s withdrawal from the program. No refunds will be given if a child is withdrawn in the middle of the month without director approval. All accounts must be paid in full at time of withdrawal.

Times of Operation

Hours of operation

Hours for students are from 7:15 a.m. to 5:30 p.m. Late pickup fees will be imposed after 5:30 p.m. or announced closing time. We reserve the right to reduce our hours of operation during periods of low attendance.

School Holidays

The CEC school calendar, updated annually in August, is attached to this handbook. Please follow this calendar closely for special days and closings. The Center will be closed for the following: New Year’s Day (or designated New Year’s holiday), Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4th (or designated holiday), Thanksgiving Day, the day after Thanksgiving and the week of Christmas. Also, we will close for one teacher workday in August.

Daily Procedures

A. Signing children in and out

An authorized adult must sign each child in and out each day. Sign in/out sheets are located in each classroom in the morning and with your child’s teacher at the end of the day.

B. Change in going home routine

Please inform the teacher in writing if someone other than a person on your approved list will be picking up your child. If we do not recognize the person picking up your child, we will ask for picture ID. Please inform anyone picking up your child to be prepared for this.

C. Please be aware of transition times when dropping off and picking up children.

If the room is quiet, we ask that you enter and leave quietly. Please do not engage your child in play while other children are still napping.
D. Dropping Children Off - Picking Children Up

- Children in the Creeper and Toddler Class are asked to be dropped off by 10:00 a.m. This allows children time to actively get involved in the room before it is time for lunch and nap.
- Children in the Two, Three and Four Year Old Class are asked to arrive by 9:00 a.m. due to the pre-school starting at this time.
- Please avoid picking children up during naptime if possible.
- Children must stay with their parents at all times. They are not allowed to run inside the church building or outside in the church parking lot. This is for the child’s safety and is a DSS requirement.
- When picking children up from the playground, please help promote by not allowing children to open the gate or climb on railings, walls or fences. Gates should be opened by teachers or parents only.
- Be sure to sign your child in and out.
- Please refrain from cell phone use during pick up and drop off.
- Never leave children alone in your car. It only takes a second for an accident to happen.
- Please be sure to turn off your vehicle and lock it before entering CEC.
- Children cannot be signed out or picked up by anyone under the age of 16.

E. Do not call or text your child’s teacher while they are on duty. They need to focus on the children while at work. Please call the CEC office to leave a message if needed.

F. CEC will not be responsible for logistical arrangements or transportation to or from other programs, extracurricular activities, etc. which are not part of the FBC-CEC program.

Health and Safety of the Child

A. Immunizations
   A South Carolina Certificate of Immunization (DHEC Form 1148) must be on file for each child, and immunizations must be kept up to date.

B. When to keep your child home:
   1. If he/she has a fever of 100 degrees axially (armpit). A child must be fever-free for 24 hours before returning to CEC.
   2. If he/she has a heavy nasal discharge.
   3. If he/she has a constant cough.
   4. If he/she has skin or eye irritation.
   5. If he/she is vomiting or has diarrhea.
   6. If he/she has impetigo, lice or other communicable disorders.
   7. If he/she is fussy, cranky, and generally not him or herself.
   8. If he/she has symptoms of a possible communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever).
9. If he/she has unidentified rash.
10. Until they have taken antibiotics for at least 24 hours.*

*Exception: If a child is taking antibiotic for an ear infection, is not running a temperature, and can function comfortably in a classroom, he/she may come to school with a doctor’s note.

If your child becomes ill during the day, you will be called to pick up your child. This helps prevent the spread of illness to the other children. Therefore, you are asked to keep them home until the symptoms and/or fever are gone without medication.

Please be familiar with our Sick Form.

C. He/She may come to school:
   1. If his/her cold is over, but he/she is left with a minor nasal drip that is clear.
   2. If he/she is having a nasal discharge due to allergies. A doctor’s statement may be necessary.
   3. If he/she has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he/she should stay home.
   4. If he/she has not had a fever for 24 hours without medication.
   5. When they have taken prescribed antibiotics for at least 24 hours.
   6. Has been free of vomiting and/or diarrhea for 24 hours.

When a child returns to the Center after an illness be sure that he/she is able to participate fully in the program (including going outdoors). No special arrangements can be made for an “almost” well child.

D. Medicines

- If the child needs medicine it must be specifically written down on a medicine form each morning. The name of the medication, the time of the day to be given, and the amount must be included on the form. A parent’s signature is required. If all information is not included, the child will not be given the medicine. Prescribed medicine must be in its original container, with the child’s name and provided by the parent. No medical instructions can be on an “as needed” basis.
- DSS prohibits giving medicine to children in excess of the recommended dosage.
- All medications are kept locked either in a cabinet, or, if refrigerated, in a locked box in a refrigerator in or near your child’s classroom.
- Medical instructions will not be accepted over the telephone.
- Please inform staff daily of all medications your child has been given at home, both prescribed and over the counter. Some medications may cause stomach upset, diarrhea, excitability or drowsiness. This knowledge will help your child’s teacher assess whether any physical or behavioral changes are a reaction to a medication, a change in their condition, or signal the beginning of an illness.
• The CEC will not administer over the counter cold or cough medication.

E. Communicable disease
   It must be reported immediately when a child comes down with a communicable disease. Call the CEC to speak to the director.

F. Absences
   If your child is going to be absent from school for any reason, it is greatly appreciated if you will notify the CEC.

Legal Responsibility

A. Liability Insurance
   The FBC Child Enrichment Center is covered by a childcare group accident insurance coverage plan.

B. Parents’ Responsibilities
   Please sign the Parent Handbook Verification Statement Form indicating that you have read and understand the Parent Handbook and School Calendar and agree to abide by the CEC policies.

C. After hours staff arrangements
   Any arrangements made between the parent and any employee of the school for transportation or care of the child before or after school hours are an agreement between private parties and the school assumes no responsibility. Any such arrangements should not be made while employees are on duty.

General Information

A. Clothing
   • Children should wear clothing, which is comfortable, easily managed by the child. Babies and toddlers should be dressed in clothing that allows their diaper to be changed easily. Children under 2 years old should not wear small hairbows or clips which could be a choking hazard.
   • After a child learns to walk they are required to wear closed toe shoes.
   • Children should be able to run, jump, climb and play actively without shoes falling off their feet.
   • All clothing should be properly marked with the child’s full name. This includes the extra change of clothes as well as any clothing that may be taken off of the child’s person, such as a sweater, coat, hat, umbrella, etc.
   • Each child should have at least one change of clothes at the preschool at all times.
• Children must wear diapers or underwear to the CEC.

B. Meals

Infants Bottles of breast milk will be warmed in a bottler warmer. Infant formula bottles will be warmed in the microwave unless parent requests use of bottle warmer. All bottles are shaken and tested for temperature before feeding.

Breakfast
Please feed your child breakfast **before** drop off. If necessary, you may sit with your child while they eat or finish their breakfast in the library area of CEC before taking them to class.

Lunches
Children should bring a nutritious lunch and drink from home. **Please label each item of your child’s lunch including cups and utensils with his/her name.** Warm-up lunches should be placed in a container that can be put in the microwave. Please include a fork or spoon with your child’s lunch if it is needed. We ask that a piece of fruit is included for a dessert instead of cookies, cakes or other refined sugar foods. **DSS prohibits us from serving popcorn or nuts to children under four years of age. Grapes must be cut in half. Hotdogs must be cut lengthwise, then quartered.**

Snacks
Parents need to provide a healthy mid-morning snack. The CEC will provide an afternoon snack.

C. Parents are asked to apply sunscreen to their children each morning during the warm months. Sunscreen will be applied again during the afternoon before outdoor play.

D. Personal toys are not permitted at the center except for scheduled Show and Tell activities. Classroom/church toys are not permitted to be taken home. Electronics and toy or real weapons are prohibited.

E. Birthdays
While we do not provide birthday parties, we are happy to celebrate with your child on their special day. You are welcome to send birthday muffins or cookies for the afternoon snack. Please keep safety and nutrition in mind as you plan. Do not bring balloons, candles, gifts or party favors. Birthday party invitations may be given out at school as long as all classmates are invited.
F. Parent-School Communication
   Parents will be informed of the latest developments and announcements relative to the school through the monthly newsletter. Please read all newsletters, letters, and posted signs.

G. Discipline
   Corporal punishment or humiliating or frightening techniques are never used. Discipline is never associated with food or rest.

   1. Biting
      Because biting is such a dangerous offense due to germs and the possible spread of disease, we do have to respond to this behavior. Each incident will be dealt with on an individual basis. We do recognize that biting can be a typical developmental trait in older infants and toddlers.

   2. Disciplinary problems are prevented or lessened by:
      o Not expecting more than the child is able to do.
      o Encourage children in use of verbal skills
      o Giving recognition for achievement.
      o Timely, unobtrusive interference before a crisis develops.

H. Student Records
   The CEC office keeps pertinent student records for 2 years.

I. Inclement Weather
   The CEC will make every effort possible to open in inclement weather. Teachers will telephone or text parent/guardians of children in their class before 7:00 AM. A message will be left on your home or cell phone if the teacher is not able to speak with the parent directly. If in doubt, call the director at 506-4702 or call the center after 7:15 AM.

J. Conduct
   This is a private Christian weekday ministry. We ask that all parents, staff and children conduct themselves in an orderly and respectful manner, and treat each other in a Christ like manner. As a private organization, we reserve the right to dismiss a child due to inappropriate behavior or uncooperative attitude by the child or the child’s parents.

K. Program Concerns
   If you do have concerns about your child or the program, please talk to the teacher or the Director. If you then have unresolved issues, please make an appointment with the Dr. Tiffany Hamilton, Minister of Youth and Administration of First Baptist Church.
L. We reserve the right to move children to the next class if need arises to insure proper staff: child ratio.

M. Photographs
While we understand your enthusiasm in sharing pictures of your child and their experiences at CEC, please be mindful and respectful of other children if you decide to share these photos using venues such as Facebook or MySpace. We hope that each family’s right to privacy will be respected.

N. Key fob security
Each CEC family will be issued 2 key fobs to our main entrance. If a fob is lost, please report it to the CEC office so the fob can be disabled. A replacement fob may be purchased for $10. Key fobs can be reused so we ask that you turn them in to the office when your children leaves CEC.

EMERGENCY PLAN

Although a disaster is unlikely, it is important for us to have a plan in place should an emergency occur. Your child’s safety is always our primary concern.

We do conduct fire and tornado drills on a regular basis. Evacuation routes are posted in each classroom.

In case of fire, major water leak or other event that would require us to leave our building, classrooms with doors exiting toward Fort Hill Presbyterian Church will evacuate in that direction. Infants, Creepers, Threes and Fours will evacuate next door to Fort Hill and will either play on the playground or in the church narthex. Our Toddlers and Twos will evacuate out their doors near the large CEC playground and wait there or inside Fort Hill Church narthex if the weather or emergency indicates. You may pick up your child from these areas being sure to sign out with their teacher.

In a situation that requires shelter within our building like a hurricane or tornado, children and staff will take shelter in the basement near the elevator access of First Baptist Church. (We will not be using the elevator during an emergency.)
If it is necessary to evacuate the City of Clemson, in case of chemical spill, nuclear event, etc., our destination will be Rock Springs Baptist Church in Easley. Rock Springs is on Highway 123 on the right, just past K-Mart. The phone number there is (864)859-9593 or 859-9854. **Please go directly there rather than to CEC as we will evacuate immediately in an emergency.**

**CEC MINISTRY TEAM**

**Wendy Hapeshis, Chairman** (term expires 12/2015)

- **Tiffany Hamilton**, FBC Staff Liaison
- **Katie Black**, Parent Liaison
- **Emily Holleman**, Staff Liaison

- **Len Barnwell** (term expires 12/2014)
- **Betty Davis** (term expires 12/2014)
- **Michael Evatt** (term expires 12/2014)

- **Jean Nickless** (term expires 12/2015)
- **Erin Richardson** (term expires 12/2015)

**School Calendar for 2014 – 2015**

- August 18, 2014 (Teacher Work Day)……………………………..Center Closed
- October 31, 2014 (Halloween)……………………………………CEC will close at 4 PM
- November 26, 2014 (Thanksgiving)……………………………..CEC will close at 1 PM
- November 27 - 28, 2014 (Thanksgiving)………………………….Center Closed
- December 22 - 26, 2014 (Christmas)……………………………. Center Closed
- January 1, 2015 (New Year’s Day)……………………………………Center Closed
- January 19, 2015 (Martin Luther King, Jr.)………………………Center Closed
- April 3, 2015 (Good Friday)…………………………………………Center Closed
May 25, 2015 (Memorial Day)..............................................Center Closed

July 3, 2015 (Independence Day Holiday)..........................Center Closed

August 17, 2015 (Teacher Work Day)..............................Center Closed