

DAYCARE  
AND  
PRESCHOOL  
HANDBOOK

2014-2015

We are Savannah Christian Prep





# SAVANNAH CHRISTIAN PREPARATORY SCHOOL DAYCARE / PRESCHOOL PROGRAM

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1599 Chatham Parkway  
(912) 234-1653, ext.550  
savcps.com

P.O. Box 2848  
Savannah, Georgia 31402-2848

Parents:

Welcome to our Daycare / Preschool program at SCPS. Our center is here to provide the loving care and guidance that all children need at this important time in their lives.

Our Child Development Center is planned for ages six weeks through 3 years old with the goal of helping them in their spiritual, emotional, social, physical and mental development. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

This handbook has been prepared in order that you may be familiar with the policies, and better understand the program as we work together to help you and your child have a successful year at our school.

We really appreciate your cooperation.

Yours in Christ,



Ruth Rushing  
Daycare / Preschool Director

## **I. Hours and Days of Operation**

- A. The center will open at 6:30 a.m. and close at 6:00 p.m.
- B. The center will close on the following days each year:
  - Fourth of July
  - The week before school opens
  - Labor Day
  - Thanksgiving Day and the Friday after
  - Christmas Holiday (one week- the week of Christmas)
  - New Year's Day
  - Martin Luther King Day
  - Good Friday
  - Memorial Day

## **II. The Center Program**

- Working with paints, clay, crayons, blocks and other manipulative materials
- Enjoying stories, poetry, dramatization, films and books
- Learning to share, take turns, plan work and play with others
- Learning to respond rhythmically to music, singing new songs and listening to different kinds of music
- Learning about seasons, community helpers, introducing letter and sound recognition, and number recognition
- Taking part in Bible stories, verses and spiritual awareness
- Acquiring good health and cleanliness habits

## **IV. Assessments**

- A. Early and accurate identification of infants and young children who have developmental delays is key to the timely delivery of early intervention services. Establishing a comprehensive, first-level screening program is the first step in obtaining needed services for infants and young children and their families.
- B. Children ages 6 months and above will be evaluated in November and May. Parent Questionnaires will be a part of the assessment. Once the assessment is complete parents will receive a summary sheet.

### III. Information on Fees & Illness

- A. Weekly fees are due on Monday of the current week. Monthly fees are due by the 5th of the month. (A \$25 late fee will be assessed to all accounts that are past due. Any account over two weeks past due will result in immediate withdrawal of the student.)
- B. Should the child remain at SCPS after the stated closing time of the facility (6 p.m.), a late pick-up fee will be charged at the rate of \$25 per each quarter hour.
- C. Full-Time Daycare students are entitled to use a sick week on 3 occasions during the period from July 1<sup>st</sup> through June 30<sup>th</sup>. A sick week is intended to ease the financial burden created by an extended illness. To qualify for a sick week, the child must be absent from SCPS for 4 or more days in one calendar week. During such absence, the total weekly charge will be reduced to one-half. After 3 sick weeks are used during the fiscal year mentioned above, all other absences will require the payment of the full weekly charges, regardless of the number of days absent. If the parent has used all 3 sick weeks and still desires to have an extended absence without paying the full weekly charge, the parent may withdraw the child for the desired length of time. Payment of a registration fee will be required upon the child's return and there is no guarantee of a saved space. One vacation week is also available per year at no cost.

The daycare will be closed two weeks each year – the week before school opens and a week during Christmas holidays. There is no charge during these two weeks.

- D. Medication will be administered only upon written consent of the parent. Medicine must be in a container bearing a pharmacist's label with the name and dosage clearly legible. It is acceptable for a parent to divide the medicine into two containers and leave one at SCPS. The container left of SCPS, however **MUST** be the one that contains the pharmacist's label and is currently being given. Medicine not being administered or expired cannot remain at school. No over the counter medicine will be dispensed unless the container has a pharmacist's label which states the child's name and the required

dosage. All medications must be brought to the office. Office personnel will administer medications.

- E. In the event of illness, accident, or injury, the parents will be notified immediately. The center is authorized to secure emergency medical treatment and care for the child as may be necessary. The Memorial Medical Emergency Room is the designated facility for the initial emergency care and treatment.
- F. Should a child become ill at the center (according to Georgia Childcare Licensing Policies and Rules), he or she should be picked up as soon as possible after the parents have been notified.
- G. Children who have ringworms, impetigo, pinworms, pink eye, and other communicable illnesses, should not attend the center. If the child vomits or has diarrhea, and/or fever in the morning, he or she should not attend the center that day. If a child has a temperature of 101° or higher – he/she must be picked up from the center. **The child may return to school the following day ONLY with a written excuse from their physician that states what the child has and the child is not contagious. The excuse must be handed in at the time of drop off or the child will not be allowed to attend. The excuse must be the original. No faxes. The child should return only after the fever and other symptoms have been gone for 24 hours.** We are depending on you to help us maintain good health at the center.

## V. Health and Safety

- A. Each child will have on file the proper immunization record and report of physical examination. The child's immunization must be kept updated and the original copy should be given to the office. There should be no corrections made on the certificate without an initial from the authorized persons. If your child is ill, and is unable to obtain the immunization, the doctor or health department must note this on the immunization form. (Form # 3231).

A letter will be sent home with your child at the beginning of the month he or she is due for an update as a reminder. You will be given that month to send in

the updated form. If your child does not have a current certificate on file, they will not be able to attend the program. **Please make sure that the form has your child's name, parent or guardian name, child's birth date, date of expiration, a physician's signature, name, and address of physician or Health Department and the date of issue.**

- B. The center needs to be notified by parents of any communicable illnesses the child has or has been exposed to.
- C. No infant will be allowed to sleep on their tummy unless there is a note from the child's physician stating he/she needs to due to health reasons. If the child turns on their own, only then are they allowed.
- D. Infants and Toddlers are NOT allowed to have clip non pacifiers per licensing.
- E. No quilted blankets are to be sent from home - only receiving blankets.
- F. No stuffed animals, pillows or dolls are allowed in cribs.
- G. Bibs can only be worn during feeding times per licensing.
- H. Shoe covers will be supplied outside each infant room. Parents and teachers are required to wear them upon entering the classroom.
- I. We are a "Peanut Free" facility.

## **VI. Nutrition**

- A. The center will provide a well-balanced hot lunch prepared in the school cafeteria. Nutritional snacks will be offered in the morning and afternoon for Daycare children 2 and under and an afternoon snack is provided for the 3 year olds. K-3 children will need to bring a nutritional snack and drink in a lunch box for their morning snack. Snacks and meals are prepared to meet

the nutritional guidelines, but also so that the children will eat them. Menus are posted in each classroom and are available to take home. Please do not send food items that need preparation, as the teacher will not have time to prepare dishes.

## **VII. General Information**

- A. Arrival and Departures - Each child must be signed in and out every day in the classroom. Be sure that the teacher recognizes your child's arrival and departure before leaving. To avoid unnecessary disruption, please have your child in their classroom before 8:30. Make sure your authorized pick up list is kept current.

On occasions we have a substitute teacher in your child's room. Please do not take offense if they ask to see some identification before they allow you to take your child home. This is for your child's safety and not meant to be an inconvenience to you. Also please explain this policy to anyone that is authorized to pick your child up.

- B. Dress - Child should wear comfortable play clothes, shoes, and socks. Please mark all clothing for easy identification especially jackets, sweaters, caps and gloves. All children will participate in outdoor play with weather permitting. A child likes and is encouraged to be independent and care for his or her own needs as much as possible. Clothing that goes on and off and fastens easily helps give him/her a feeling of accomplishment. It is important to make sure that an extra set of seasonal clothing is at the school in the event of an accident. To insure safety on the playground no backless shoes are to be worn.
- C. Withdrawal - Parents are asked to give written notice at least two weeks prior to withdrawal of the child. If this notice is not given, full fees will be charged.
- D. Transportation - At various times during the year, transportation will be provided for field trips and other special events. Parents must sign a permission slip to keep on file.



- E. Parties - The center will observe certain special holidays with parties or special activities. Birthday parties are allowed, provided the teacher is notified a week in advance. The parties are scheduled at a time convenient to the program and should be kept short and refreshments simple. Details should be worked out with the child's teacher.
- F. Please do not allow children to bring toys, money, or food to the center unless specifically asked to do so. The center has age appropriate toys. Children cannot wear hazardous items around their necks. (i.e. necklaces, chains, strings, ropes, etc.)
- G. Discipline - The staff uses positive reinforcement and other methods of behavior modification to improve disruptive or inappropriate behavior. Corporal punishment is not appropriate but we do set limits and work consistently to help children learn to live and work daily within these limits. We require the support of parents in trying to ensure that all children benefit from a firm and fair environment of love and support that encourage self-control.
- H. The daycare will be closed two weeks each year – the week before school opens and a week during Christmas holidays. There is no charge during these two weeks.
- I. Parent/Staff Relations - We encourage you to visit the center any time you can. Get to know your child's teacher and friends at the center. If you need to talk with the teacher, you should call in advance and request a conference. Please be sure to read all information carefully and look for notices and newsletters during the year. A parent information bulletin board will be used in the center to keep all such information displayed.
- J. Change of Information - The center should be notified immediately of changes in address, phone number, marital status, (copies of court documents must be kept on file in the event of a custody or marital change), pick-up and drop-off arrangements, etc. The parent agrees to supply correct information as necessary.

- K. Insurance - The school provides a supplemental accident policy. Please contact the Daycare Office if a claim needs to be filed.
- L. Evacuation plans for Hurricane/Tornado and fire drills are posted in and practiced by each building. In the event of a true emergency or severe weather, listen to local T.V. and radio stations for closings. You may be called to pick up your child due to the closing of the center. Please make sure that all numbers are kept current for this reason.
- M. Children enrolled in our K-2 program will work on potty training when the child is ready and the parents are willing to support this effort at home. All children must be potty trained to enter the K-3 program.
- N. Children cannot wear hazardous items around their necks. (i.e. necklaces, chains, strings, ropes, etc.)





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Daycare / Preschool

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LICENSED BY:  
Georgia Department of Human Resources

*Savannah Christian Preparatory School admits qualified students without regard to race, color and national or ethnic origin.*