

The Christian Ministry of  
**J.W.U.M.C**  
The Day School

# Parent Handbook

626 Savannah Highway  
Charleston S.C. 29407

# Tuition/Smartcare

- Each family is assigned a smartcare account once the family has been accepted into The Day School Program.
- Once verified it is the guardians responsibility to make sure the account stays current.
- All families with tuition Plan C must pay tuition at the 1st of each month, there are no exceptions. The owner of the account will be responsible for any late fees
- All Morning and After school clubs will be charged at the beginning of each monthly cycle. Children may not attend these clubs until the monthly charge has been paid in full
- All accounts must have a balance of \$0.00 before registration is accepted for the following school year
- Tuition may be paid either through the smart care app or check/cash. All checks are given to the church office every Thursday; please expect up to a week for checks to clear. \*Please note it may take up to 2 weeks, if checks are received on a Friday.

# Communication/Calendar

## Communication

- The primary method of parent communication outside of school will be through email, the Seesaw App, and Take Home Folders. Please ensure that your child's book bag is big enough for the Take Home Folder to fit inside.
- Please make sure your child comes to school with their "take home" folder and guardians check it daily for information from the DS office or Church.
- Day School office hours are Monday-Friday, 9:15am-1:15pm. Any emails or phone calls received after Friday will not be answered until Monday.
- If concerning your child, you may communicate with your child's teacher directly via their preferred contact method. **\*Please only do so during their scheduled work hours which are 9:00am-12:45pm.**

## Calendar:

- The Day School will mimic the Charleston County School District calendar accordingly, however, it reserves the right to vary the school calendar if necessary.
- Please make sure to check your local listings for any weather related school closures. The Day School will follow all CCSD's weather related school closures.

# Coming to School

## Clothing:

- Please send your child to school each day wearing socks and shoes or closed toed shoes with backs.
- Playground/gym time is built into every classroom schedule. Closed toed shoes are safest on the playground.
- During cooler weather, please send a jacket with your child each day.
- All students should have a complete change of clothes in their backpacks each day including appropriate underwear
- Underpants are required in our fully potty trained programs
- We ask that all clothes be labeled
- Crafts and outside play are common, please remember this when dressing students. **\*The Day School will not be held liable for children's clothing being damaged, or lost.**

## Sunscreen and Insect Repellant:

- If desired, please apply sunscreen and insect repellant before dropping off children at the Day School. Weather permitting, each class will enjoy playground time.
- The Day School will not be held liable for application or reapplication of the above.

# Lunch & Class Parties

## Lunch

- Each child needs to come with a labeled lunch daily. Please do not pack any food that will need to be microwaved or cut up by the teacher
- Please pack a labeled water bottle daily

## Food Allergies:

- At the beginning of each school year we are asking that all parents inform the school of any food allergies their child may have.
- Each class will be treated on an individual basis according to the needs of each individual class.
- If an epipen is required, parents will need to provide this along with any additional instructions that the Day School staff needs to know at Meet The Teacher/First Day of School. This will be kept in the Director's office.
- Teachers will be asked to convey any food allergies to those providing snacks for class parties, birthday's, etc...
- Ideas for food allergy safe snacks: Gummy Worms, Smarties, Skittles, Fruit Snacks, Pirates Booty, Pretzels, Oreos, and Teddy Grahams.

## Birthday Parties/Class Parties:

- Parents are welcome to join their child for lunch from 12:00pm-12:30pm in celebration of their birthday.
- Children may celebrate their birthdays at the Day School by bringing a snack or dessert for their class. Please check with the child's teacher for specifics regarding students' food allergies, schedule etc.
- The Day School holds some holiday celebrations and special events, your teacher or room mom will communicate to the individual classrooms if any help is needed

# Drop off/Pick up & Pick up People

## Drop Off/Car Line:

- All children need to be dropped off Monday-Friday using the Carline entrance at the back of the church.
- We are asking all parents to stay in vehicles unless you are in the designated "drop off zone." The Day School Staff will unbuckle any children on the passenger side and escort them to the sidewalk where they can say goodbye.
- Please communicate to your child's teacher(s) or Day School staff at drop off if we should be expecting a child to be picked up early.
- Day School doors will close and lock immediately after pickup is finished daily.

## Pick Up

- All parents and emergency/authorized pickup people will need to park and walk in to pick up their children Monday-Friday.
- If coming after drop off or before pickup, all parents, family members, and guests will need to use the walkie talkie located outside the Day School doors and wait to be let in by a Day School Staff member.
- Any families who repeatedly pick up children later than 12:35pm are at risk of being charged \$1.00 per minute they have been left waiting.

## Pick Up People

- All emergency/authorized pickup people will need to present two forms of identification.
  - Designated pickup card (received at "Meet The Teacher") upon entering
  - Valid Driver's License
- Please add any people to your child's authorized pick up list should they need to pick up your child.

# Clubs

## Wake up Club/

- Wake up Club begins the 1st week of October running Monday - Friday and will end the 2nd to last week of School
- Wake up Club runs from 9:05-9:30am Monday-Friday. Pricing options and a signup sheet will be presented at "Meet The Teacher."
- Wake up Club is available for all students.
- All Morning clubs will be charged at the beginning of each monthly cycle. \*Children may not attend these clubs until the monthly charge has been paid in full

## Dance/Yoga

- These morning clubs are offered by business's outside of The Day School, and will be charged accordingly
- All Dance/Yoga will be billed prior to the start of the child's first day attending. Charges will need to be paid in full before children can participate

## After School Adventures

- AA begins the 2nd week of October running Monday - Thursday
- Afterschool Adventures is only available for our students who are THREE and fully potty trained by October 1st.

# Day School Policies

## Potty Training Policy:

- Being fully potty trained is a class requirement for both our 3's and 4's classes.
- A child in the 3's class who has more than 1 accident within 30 days of each other, will be sent home for 1 week in an effort to complete potty training at home before returning to school. Being fully potty trained is a class requirement for both our 3's and 4's classes.
- Any parents choosing to potty train children who are enrolled in a class where potty training is not a requirement and are choosing to send their children in underwear:
  - If a child has more than 2 accidents within a week, parents will be notified and expected to pick up their children immediately. The child will either need to come in with a pull-up on over their underwear or remain off campus for 5 school days they regularly attend

## Biting Policy:

- Each time a Day School student bites another student (or teacher/staff member), the incident will be documented by the school and reported to the parent.
- After the second biting incident within a week period the child doing the biting will need to get picked up immediately
- The third documented bite within a 30 day period, will put the child at risk of having to be picked up immediately and remaining home for up to 5 school days the child regularly attends. The child may return to school on a date specified by the Director. There will not be a tuition adjustment for the time spent out of school.
- A conference will be held between the Day School administration and the child's guardians if after two or more weeks the child has their third biting incident.



# SICK POLICIES

## Fever, Vomiting, Diarrhea, Flu Symptoms:

- If a child has a **FEVER (OVER 98.6)**, they must remain home until they have been fever free for 24 hours without any fever reducing medicine.
- **Please keep children home if VOMITING OR DIARRHEA** should the child show any above symptoms while at school, they will need to be picked up and remain off campus for 24 hours.
- If the child shows symptoms of **FEVER, COUGH, SORE THROAT & HEADACHE**, please consult your physician as these can be signs of **FLU** and your child should be kept home until symptoms have subsided and the child has been fever free for 24 hours.
- If a **RUNNY NOSE IS ACCOMPANIED BY either COUGHING, SNEEZING GREEN DISCHARGE OR, if the child is GENERALLY NOT FEELING WELL**. The child should be kept home!

## Strep Throat:

- We require that a child with **STREP THROAT, WAIT** to return to campus **24 HOURS AFTER BEGINNING ANTIBIOTICS, AND 24 HOURS AFTER THE FEVER RETURNS TO NORMAL** without fever reducing medicine.

## Rashes:

- **SOME RASHES ARE ONLY CONTAGIOUS WHEN ACCOMPANIED BY A FEVER, SOME ARE NOT.** The Day School requires that all rashes need to be evaluated before the child is sent to school. If a rash presents itself while a child is on campus then parents will be notified.

### Hand, Foot, and Mouth:

- Hand, Foot, and Mouth Disease usually starts with a fever, poor appetite, a vague feeling of being unwell, and a sore throat. One to 2 days after a fever starts, painful sores usually develop in the mouth. They can begin as small red spots that blister and often become ulcers. A skin rash can also develop within 1 to 2 days.
- Children may only return to school with permission from their physicians and after the open sores have healed and fever free for 24 hours.

### Pink Eye:

- You may not send a child to school if they have **EYE DISCHARGE AT THE LID, IN THE EYE CORNERS OR ON THE EYE LASHES.** **'PINK EYE' (CONJUNCTIVITIS), BOTH BACTERIAL AND VIRAL, IS HIGHLY CONTAGIOUS. THEY MAY RETURN WHEN THE DISCHARGE IS COMPLETELY GONE** and 24 hours after antibiotics have started.

### Head Lice:

- If your child has **HEAD LICE**, please notify us immediately so that we may check the other day school children. In the event lice is okie dokie your household **please CONSULT YOUR PEDIATRICIAN** regarding treatment. Students may only return to school after they have completed 2 days of treatment and have been checked by Day school administration.

# Covid Policy:

What does it mean if my child tests positive for covid ?

The Covid case will have to remain off campus for the entire 10 day isolation period or provide a negative Covid test to return to The Day School.

A.) What does that mean if we have a positive case in our household?

B.) What does that mean if I have more than 1 child enrolled at The Day School and one has tested positive?

If they are in close contact with a parent, or sibling who has Covid, the CDC recommends the child isolate themselves from the parent/sibling (if possible). The children would then need to be monitored for symptoms and if no symptoms after day 10 then they can return to The Day school. If you would like to take them to get tested after day 7, they can return to campus with a negative Covid test.

If we are made aware of a positive Covid case in any of our classes, that class will be notified immediately of the exposure date, the suggested 10 day isolation and when any positive cases can return. All students in that class will be presumed "close contact".

What does that mean if my child is in close "contact" ?

As a parent you are free to decide if you are comfortable sending your child to school or prefer to keep them home. The school will be operating on a normal schedule. If you choose to send your children to school, please do not send them if they have any symptoms or have been around someone who is sick. We will send them home.

Please follow these steps to help you take the proper actions to protect your family and others:

Monitor your child for any of the following symptoms

- Fever
- Chills
- Fatigue
- New or worsening cough
- Headache
- Congestion, runny nose
- Loss of taste or smell
- Sore throat
- Nausea, vomiting, diarrhea
- Shortness of breath or difficulty breathing
- Muscle or body aches

In group settings, some may still come into contact with the virus and become ill. Those with COVID-19 can spread the virus to others up to two days before they have symptoms or a positive test and after their symptoms have improved. Therefore, it is important that steps be taken to prevent further spread and ensure the safety of those who might be at risk of a bad infection with COVID-19.

Keep your child home if they have the symptoms above or other concerns.

- Call your doctor to let them know your child may have been exposed to COVID-19. Your child may need to get tested for COVID-19 in order to return to school.
- Keep your child separated from other children as much as possible until it can be determined if the symptoms are likely from COVID-19 or not.

Follow these instructions to help protect the health of your family and the community and help control the spread of COVID-19. The DHEC Care Line is available from 8 a.m. to 6 p.m. Monday through Friday to answer any questions you may have at: 1-855-4-SCDHEC (1-855-472-3432).

*\*\*The Day School reserves the right to contact a child's guardian IF They are showing any signs OF THE ABOVE CONDITIONS DURING THE SCHOOL DAY, OR NOT FEELING WELL ENOUGH TO PARTICIPATE IN DAILY ACTIVITIES. WE ASK THAT THE CHILD BE PICKED UP PROMPTLY AFTER BEING CONTACTED.\*\**