

**Southern Hills Early Childhood Program**  
A Ministry of the Southern Hills Methodist Church



**2024-2025**  
**Parent Handbook and Program Policies**

*\*\*The Southern Hills Early Childhood Program reserves the right to change these policies as necessary and will, through letter or memorandum, disseminate any changes of policy to families enrolled in the program.*

**Our Mission:**

Southern Hills Early Childhood Programs mission is to provide a safe, loving environment, along with growth in spiritual, cognitive, physical, social and emotional development areas of each child and family of the program. This mission is viewed as a ministry and calling to the community. As such, SHECP serves and glorifies God through our work with children and families.

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## Chain of Command

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Lead Teachers and Assistant Teachers

## **I. Introduction to Southern Hills Early Childhood Program**

### History

Southern Hills United Methodist Church (SHUMC) has a 42 year history of dedication to the education of children. Southern Hills Early Childhood Program (SHECP) was established in 1987 as an after-school program and then a preschool program. Currently, there are 13 classrooms and the program is licensed to serve 304 children. Children between the ages of 6 weeks and through the Summer after 5th grade/12 years old are eligible for application and selection for enrollment.

### Christian Education

SHECP honors the spiritual needs and development of young children, and recognizes the spiritual growth of persons as a key factor in healthy human development. As a church-related organization, these spiritual needs are addressed through the basic teachings of the Christian faith. Various aspects of the Christian faith and Christian tradition are an important part of the program. This experience includes weekly chapel times for our two's, preschool and pre-Kindergarten children. Most importantly, the program recognizes Christian education as an attitude and a way of behaving that promotes the health and wholeness of children. We believe that children are a blessing and a reward from God. SHECP does not deny services or education to families who do not embrace the Christian faith. At the same time, parents should know that the program is an outreach ministry of Southern Hills United Methodist Church.

### Philosophy of Education

SHECP endorses a developmentally appropriate curriculum that is responsive to individual differences in ability and interests. The major goal of SHECP is to build a community of learners through child-centered and active learning experiences. The teacher is a professional educator who recognizes each child as a unique individual and designs appropriate educational experiences that meet the different levels of ability, development, and learning styles of each child. The teachers work in a close partnership with parents, communicating regularly to build mutual understanding and consistency in each child's developmental program.

### Children and Parent Rights

KRS 199.898: Right for children in child care programs and their parents, custodians, or guardians: posting and distributing requirements.

1. All children receiving child care services in a day care center licensed pursuant to KRS 199.896, a family child care certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
  - a. The right to be free from physical or mental abuse;
  - b. The right not to be subjected to abusive language or abusive punishment; and
  - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:
  - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operations and whenever the children are in the care of the provider;
  - b. The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards and how to file a complaint;
  - c. The right to file a complaint against a child care provider without any retribution against the parent, custodian, or child; and
  - d. The child care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

If any of the above items are not being followed by our center, you may contact the Cabinet for Human Resources, Division of Licensing, at 859-246-2301.

#### Notice of Nondiscriminatory Policy

SHECP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SHECP does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## II. Hours of Operation and Weather Closures

### SHECP Program Hours and Closures

SHECP opens at 7:00 A.M. and closes at 6:00 P.M. Monday through Friday, 52 weeks a year. When entering the facility, parents will check the white board located in the lobby. The board will tell you where in the building your child’s classroom is located. Families are required to pick their children up each day by 6:00 P.M.

### SHECP Closing Calendar:

SHECP is closed for the following Holidays and Professional Development Days:

2024-2025 Closing Calendar for SHECP

January 2024	Jan. 1st: Center Closed: New Years Jan. 2nd: Center Closed: New Years Jan. 3rd: Center Reopen
February 2024	Feb. 16 <sup>th</sup> : Center Closed: Professional Development Day for Staff
March 2024	March 29 <sup>th</sup> : Center Closed: Good Friday
May 2024	May 27 <sup>th</sup> Center Closed: Memorial Day
June 2024	June 19 <sup>th</sup> : Center Closed: Juneteenth
July 20234	July 4 <sup>th</sup> : Center Closed: Independence Day
August 2024	Aug. 30 <sup>th</sup> : Center Closed: Professional Development Day for Staff
September 2024	Sept 2 <sup>nd</sup> : Center closed: Labor Day
November 2024	Nov 28 <sup>th</sup> -29 <sup>th</sup> : Center Closed: Thanksgiving
December 2024	Dec 24 <sup>th</sup> - 27 <sup>th</sup> : Center Closed: Christmas Break Dec. 31 <sup>st</sup> : Center Closed: New Years Eve
January 2025	Jan 1 <sup>st</sup> : Center Closed: New Years Day

Incident Weather Closures:

Administrators make every effort not to close the center. Extreme weather conditions, such as snow or ice, may warrant a closure.

SHECP will have an automatic 2-hour delay if the Fayette County Public School system is closed or on a delay. SHECP will open at 9:00 am when operating on a delay.

SHECP will post a delay or closure notice by 6:00-6:15 am. SHECP will make every effort to accommodate our parents and their work while ensuring the safety of the children and our staff.

In the case of snow, SHECP operates independently of the Fayette County Public School systems. If Mary Queen and Lexington Catholic are closed, SHECP will be closed if the Head of School sees fit. SHECP will also send out a Brightwheel message to all families for the closures, as well as post on our social media pages (Facebook, Instagram, and website)

If SHECP makes the decision to close earlier than SHECP's normal closing time of 6:00pm, SHECP will send a message through Brightwheel, and give no less than a 2-hour notice before closing for families to pick up.

No deductions or allowances can or will be made for those days upon which SHECP is closed because of inclement weather.

**ALL CLOSURES WILL BE IN THE DISCREPANCY OF THE HEAD OF SCHOOL**



### III. Enrollment, Tuition, Discounts, and Fees

#### Enrollment

Enrollment Fees: (*Billed within your first three months of attendance*)

- \$160 Registration and Activity Fee per child
- School Age requires a \$50.00 Summer Camp fee for all children who are enrolling in Summer Camp.

Registration and activities fees are billed out and collected annually. On August 1st, all families will receive an invoice via Brightwheel for these fees.

#### Tuition

Tuition Rates for 2024-2025 are as followed: (Rates will change in June 2025)

<b>Classroom:</b>	<b>Tuition Rates</b>
Infants:	\$250 per week
Toddlers:	\$250 per week
Twos:	\$240 per week
Threes:	\$235 per week
Fours:	\$235 per week
School Age (Afterschool):	\$100 per week
School Age (Summer Camp):	\$200 per week
School Age (Drop-in):	\$50 per day

If your child transitions to the three year old classroom and they are not fully potty trained, your tuition will be the two year old rate until such time that they become fully potty trained.

#### Tuition for the School-Age Program

SHECP provides an After-School program from 3:00 P.M. to 6:00 P.M. for children ages 5 to 12 who are enrolled in elementary school. SHECP also provides all-day programming during days Fayette County Public Schools are closed as well as during spring break, summer break, fall break, Christmas break, and any snow days. Activity fee for the School Age Program is \$50.00.

Summer camp begins on the first day of Summer Break for FCPS and ends on the day before the first day of the new school year.

### Discounts (Effective June 1, 2023)

There is a family discount for multiple children enrolled at SHECP. Discounts apply to the oldest child or children enrolled in the program. A 10% discount is given to families with two children. (The oldest child will receive a 10% discount.) Southern Hills United Methodist Church members receive a 10% discount on each child enrolled in the program. For families to receive the church member discount, families must be actively involved in the Southern Hills United Methodist Church community. UK employees also receive a 10% discount.

*Discounts cannot be stacked.*

### Tuition Payments

All payments must be made through Brightwheel. Please note that tuition is billed for the upcoming week or month. Families will receive an invoice via Brightwheel on Thursday and payment is due on Friday. Payments can be made weekly or monthly. Your family MUST let administration know which payment schedule you prefer.

If tuition has not been paid by Monday, late fees will begin to accrue. Our late fees are \$20 the first day of past due, and \$5 each additional day until payment has been made.

### Refunds

All fees assessed by Southern Hills Early Childhood Program are non-refundable.

### Withdrawing from SHECP

SHECP requires a two-week notice via email, if a child and/or children are withdrawing from the program. SHECP will work with families if there are unexpected changes and two week notice can not be given. Please contact SHECP Head of School or Directors.

Upon leaving SHECP, send an email to the Head of School or Director stating your child's name and tentative last day. Please note that if any family gives this notice less than 2 weeks, your account will be billed for the full two weeks.

### Child Immunization Forms

All children must have a current immunization form on file. An administrator will contact you when your child's immunization is about to expire. If SHECP does not

receive a current immunization form, your child cannot attend SHECP until the new form has been given to the administrative assistant.

### Waitlist

When classroom spaces become available within SHECP, administration will review the waitlist and will begin contacting families. There is a non-refundable one-time waitlist fee of \$100, which will be billed via Brightwheel.

Priority of the waiting list is as follows:

1. Children of Southern Hills United Methodist Church members
2. Siblings of children currently enrolled in SHECP
3. Children of Southern Hills Early Childhood Program employee
4. New families

## IV. Health, Safety, and Medication

### Drills/Lockdown

Licensing requires child care centers to practice the following drills monthly:

1. Fire
2. Tornado
3. Earthquake
4. Lockdown

Here are the Lock down security levels for our center:

- Level 1: The administrative staff have been alerted of a situation that is in the vicinity of the church that involves police activity. This could mean Harrodsburg Road or one of the neighborhoods with closer proximity to Harrodsburg Road or Southland Drive.
- Level 2: The administrative staff have been alerted of a situation that is happening in the neighborhood or on church campus.
- Level 3: The administrative staff have encountered an on-campus situation that would require the police to be called to the campus and safety measures have been taken.
- CODE RED - Level 4: In the event of an armed person alert, whether we have been made aware of or SHECP is involved in the situation, on SHECP campus, in the neighborhood, or in the surrounding vicinity we will be on lockdown mode and information will go out as stated above.

Remember our top priority is to keep the children and employees as safe as possible.

Communication will be limited until the situation has been given an ALL CLEAR. We ask that parents respect the decisions that are being made quickly and give understanding and respect to the people making those decisions.

### Abuse/Neglect

SHECP is lawfully required by the Commonwealth of Kentucky to report any and all suspected cases of child abuse or neglect. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse, emotional abuse, as well as failure to provide understanding and nurturing necessary for a child's psychological growth and development, as stated in the law of the Commonwealth KRS 620.030.

If a child makes a statement accusing a parent of physical abuse (slapping, hitting, punching, etc.) must be reported. All staff at SHECP are mandated reporters.

### Appropriate Child Behavior

We understand that curiosity is an expected and typical part of childhood development. This may include body exploration or bathroom humor and talking about private topics. At SHECP, we strive to provide a safe place for all stages of childhood development, learning, and growth.

### Hand Washing

Hand washing is the single most effective method for the elimination of disease-causing germs. Children and Staff are required to wash hands as followed:

1. Upon arrival
2. Before and after eating or handling food
3. After toileting or diaper changing
4. After handling animals
5. Wiping or blowing nose
6. Touching items soiled with bodily waste
7. After indoor and outdoor playtime (gross motor)

### Drop Off/Pick Up

If anyone other than the parent or guardian is picking up, they will be required to show identification and have their name on the child(ren) pick up list. Names added to the pick up list are done by the parents or guardian ONLY. Parents or guardians are to add and change people who can pick up on Brightwheel with their login information.

*Children will not be released to anyone under the age of 18.*

In the case of unmarried, separated, or divorced parents, SHECP requires a custodial agreement to be kept on file. If a parent or guardian loses their rights to be in contact with the child(ren), SHECP requires a copy of the court document immediately to be kept on file and before any changes can be made.

SHECP understands that there are times in which it may be impossible for parents

to pick up their child(ren) by 6:00pm, when SHECP closes. However, there will be a late fee of \$1.00 per minute per child for all children in attendance past 6:00 pm. You will receive the late fee in your Brightwheel invoice.

### Security

Security cameras are located throughout the building, playground, and parking lot. SHECP doors are always locked. Parents or guardians must use the keypad to enter the building. Each parent will have their own individual door code to enter the building. This code is only for your immediate family. For the safety of each child at SHECP, do not give this code to anyone outside of your family. Once a family is disenrolled from SHECP, their door code will be disabled and the family will not have access to the building.

Once entered into the building, each hallway will have a secondary locked door that will have a universal code for all families and staff.

### Disaster/Evacuation Plan

SHECP works closely with the Department of Environmental and Emergency Management (DEEM) to establish disaster and evacuation plans. Fire drills, tornado drills, earthquake drills, and lock down drills are mandated by state law to be conducted once a month. If SHECP ever evacuates, our evacuation route is to Sullivan University. SHECP will alert parents or guardians if an evacuation or emergency has occurred.

### Sanitation

SHECP classrooms are maintained and kept clean throughout the day. In addition, our custodial staff sweep and mop the floors daily and make the necessary preparations for the following school day. All classrooms wash and sterilize toys daily.

Tables in the classroom are cleaned and disinfected before and after each meal/snack. Classrooms that contain diaper-changing tables, clean and sanitize before and after each diaper change. Any soiled clothing is placed in a sealed plastic bag and placed on your child's hook.

### Appropriate Dress

SHECP is an active hands-on learning childcare center that dictates that your child dresses for fun and exploration. Easy to manipulate play clothes that allow free movement are desirable. SHECP is not responsible for stained or soiled clothing. We encourage active gross motor time, therefore, we require that your child wear tennis shoes or closed toe shoes.

Please DO NOT send your child(ren) to school in/with the following items:

1. Long dresses
2. Backless sandals or flip flops
3. Overalls
4. Pocketbooks
5. Jewelry
6. Money
7. Toys
8. Any valuable items that you do not want to possibly be lost or soiled

Due to the amount of children and staff with allergies/asthma, we also request no perfume, scented lotion, or powders. Parents are responsible for checking the weather to ensure their child(ren) have appropriate clothing and or jacket/coats.

Weather permitting, each teacher is required to take their classroom outside for 30 minutes, twice a day.

### Bedding/Clothing

All children sleep on their own crib sheet. Parents are required to provide two fitted crib sheets, a small lightweight blanket, and may provide a travel pillow not exceeding 12 x 15. Sheets will not be shared between children. Bedding will be sent home every Friday or as needed to be laundered and must return on Mondays. Please keep in mind that all naptime bedding must be able to fit in the child's cubby in the classroom and the lid must be able to close properly. Smaller, child size blankets/sheets are recommended instead of larger, adult sized blankets. Please label everything with your child's first and last name.

**Infants can ONLY have a sleep sack. No loose items (swaddles, blankets, etc.) can be in the crib. Beaded pacifier clips are prohibited, as they are a choking hazard.**

Backpacks will need the following items:

1. Fitted crib sheet
2. Lightweight blanket
3. Small pillow, not exceeding 12 x 15 (*Optional*)
4. Extra clothing in a zip lock bag labeled with your child's first and last name. Zip lock bags should include: Socks, tennis shoes, pants, shirts, and underwear.

The following items DO NOT belong in your child's backpack:

1. Medicine or any item with drug facts listed on containers
2. Hand sanitizer or Lotion
3. Toys
4. Sharp items
5. Foods/snacks

### Labeling

Please label your child's clothing, hats, backpacks, bedding, and other belongings with the child's first and last name. Labeling every personal belonging with your child's first and last name reduces the confusion and possible loss of any item.

### Sunscreen

Parents are required to apply sunscreen before bringing their child(ren) to school. SHECP recommends that parents use a 12 hour sunscreen each day. SHECP will reapply sunscreen after nap with the appropriate sunscreen provided from home and document on a signed sunscreen form.

### Health Policies

Immunizations: Children attending SHECP must have on file, within the first ten days of admission a valid, current immunization certificate or a doctor's note stating the child is exempt. A faxed immunization certificate from your child's pediatrician is acceptable at (859) 626-8591. Any child without a valid immunization certificate at the end of the first ten days of school will be excluded from further attendance until the certificate is presented to the SHECP office.

Illnesses: Children who become sick with the following symptoms during school hours will be isolated from other children and a parent will be called to pick up the



child from school. At that time, an incident form will be completed

1. Fever of a 100.4 or higher
2. Vomiting
3. 3 diarrhea within an hour
4. Discharge from eye(s)

Children must be symptom-free without medication 24 hours before returning to school. Children on antibiotics should have completed a 24-hour schedule of the prescribed medication before returning to school. No deductions or allowances on tuition are made for absences due to illness.

### Medication

When a child requires medicine (over the counter and prescription) during school hours, please use the following procedure:

1. All medicine requires a daily authorization.
2. All medicine will be stored in a locked box.
3. Your child's teacher will dispense medicine at the time designated by SHECP Medication Form.
4. Medicine must be brought to school in its original container.
5. Prescription medicine must contain the prescription label on the box.
6. Medicine will be returned to parents when medicine is no longer needed.
7. If medication is over the counter, we will only dispense what is recommended on the label. If the label says, "consult a physician under 2 yrs", we require a doctor's note to give an alternate dosage.
8. Upon a doctor's diagnosis, we can give fever-reducing medicine to manage symptoms. However, we cannot give fever-reducing medicines before diagnosis.

Each medication form MUST specify the following:

1. Child's name
2. Today's date
3. Name of medicine
4. Amount to be dispensed
5. Time to be dispensed
6. Parent's signature

Medication forms must be filled out weekly for all prescription medicines. Over

the counter medicine, such as diaper cream may be filled out monthly.

EpiPen must be in the original container along with the prescription label. The EpiPen must remain in the center at all times that the child is present. If for any reason the EpiPen is forgotten, the child will not be allowed to remain in the center until the epi pen is present.

All medication that is out of date will be disposed of.

### Injuries/Emergencies

When any accident or injury occurs, an accident or incident form will be completed by the teacher, reviewed by an administrator, and be sent through Brightwheel. If the teacher or administration deems it necessary, administration will contact the parent/guardian. The teacher will be asked to send a picture via the Brightwheel app of the injury if a call is made.

In the event of an emergency, the administration will call 911. Children will be transported by ambulance to the hospital listed on the child's emergency forms. Parents will be contacted immediately. A member of administration will accompany the child to the hospital and will remain with the child until a parent/guardian arrives.

## **IV. Meals and Allergies**

### Meals and Snacks

SHECP provides children with breakfast and afternoon snack. Parents must provide their child's lunch. Please keep in mind that teachers are not allowed to heat up any lunches. All lunches must be a 'cold lunch', or can be placed in a thermos to keep an item warm.

Parents can bring additional food to the center for birthday parties or other special occasions that have been approved by the child's teacher.

The Federal Food Program requires the following components for all children over the age of 12 months:

- Breakfast: (3 components total) Whole/Enriched Grain Item, Fruit/Vegetable Item and Milk
- P.M. Snack: 2 components total (only one from each group) of the following: Protein Item, Whole or Enriched Grain Item, Vegetable/Fruit Item, & Milk

### Allergies

Any item that a child is allergic to is clearly posted in each classroom, posted on each classroom's clipboard, and in SHECP's main kitchen area. The Federal Food Program's medical form is required to be filled out concerning any food allergy. (See the Administrative Assistant for the proper form.)

As stated, SHECP participates in the United States Department of Agriculture's Child and Adult Care Food Program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age of disability. To file a complaint of discrimination, write to:

USDA Director  
Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue  
SW, Washington DC

20250-9410

Or, you may call 1-(202)-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## VI. Guidance Policies

### Discipline

It is very important at SHECP that a child's development is nurtured through caring, patience and understanding. However, while caring for your child(ren), the teacher or director may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors SHECP **WILL NOT** use:

1. Threats (calling police for being bad, threatening with punishment)
2. Physical punishment, even requested by the parent
3. Deprive your child of food or other basic needs
4. Humiliate your child (name calling, berating)
5. Isolate your child (made to consistently play by themselves, with no chance of redemption)

In response to misbehaving, SHECP **WILL**:

1. Respect your child
2. Establish rules
3. Be consistent in enforcing rules
4. Use positive language to explain desired behavior
5. Speak calmly while bending down to the child's eye level
6. Give clear choices
7. Redirect your child to a new activity
8. Move your child to a time out chair no longer than one minute per year of your child's age, if necessary.

If your child's behavior is very disruptive or harmful to himself or other children, SHECP Head of School will discuss the issues with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Please make your child's teacher aware of any concerns you may have and make suggestions to what types of redirection you may use at home that you find helpful.

## Behavior Management

A child having difficulty controlling behavior will be:

1. Redirected to an appropriate activity
2. Encouraged to use their language skills to verbalize needs or frustrations
3. Distracted and shown/illustrated a positive model
4. Reminded of the rules
5. Given a “time away” period of 1 minute per year of age (only 2 yrs and up)

After 3 incidents, the teacher will:

1. Continue to document child’s behavior
2. Set up a conference with parents to discuss and develop an intervention plan if she and the director feel it is a need.

If the problem persists, then the Head of School will intervene.

After a total of 6 incidents, the Head of School will set up a conference with parents to further discuss the intervention plan and to enlist the parent’s input and assistance. The behavior plan may be modified at this time.

At any time during the process of implementing the behavior policy, it may be suggested to either party that other childcare arrangements be made. SHECP will only dismiss children from the program after all appropriate steps have been implemented without significant change in the unacceptable behavior.

## Biting Policy

Biting can be an age appropriate action for children under 2 years of age.

Although age appropriate, SHECP does not ignore this behavior, no matter the age of the child. As a parent, you can expect a written report outlining the circumstances of the incident, what measures were taken to provide first-aid to the child, and if severe, a phone call from the administration letting the parent know about the incident. The teachers take every measure to ensure that biting does not happen, but there are times when biting is unavoidable.

**For ages 2 years and up: If a child bites two times in one day, The parents will be notified and the child will be sent home for the day.**

**For ages 2 years and up: If a child bites one time, breaking the skin, in one day, The parents will be notified and the child will be sent home for the day.**

### Scratching Policy

Parents are required to keep children's nails at a length that does not pose a problem for other children they may come in contact with. If your child scratches we will ask that you clip your child's before returning. We ask that you monitor your child's nails and keep them short enough to not pose a problem for the other children in the classroom.

The safety and well-being of all children is our number one concern. Thank you for your continued support and communication!

### Assessments or Evaluations

If a parent or staff have a concern on the development of a child, they will work together with a qualified therapist to ensure that the child has the support that they need to reach developmental milestones. SHECP staff will use assessment or evaluation tools for observations, as well as anecdotal observations and documentation as requested by the therapist that will be contracted by the parent. All therapists are welcome to meet with children in our center, and our staff will use suggested techniques in the children's everyday routines and activities. SHECP will not be included on any IFSP or IEP's.

Staff are required to conduct child assessments/evaluations upon enrollment, before 90 days, and every 6 months. These can be done on the Brightwheel app, with the Funny Daffer assessment, or with a different assessment tool.

## **VII. Parent Communication**

### Teacher Communication

SHECP will communicate with families through Brightwheel. Parents/Guardians will receive notifications and updates throughout the day for their child(ren).

Updates are as followed:

1. Diaper changes depending on the classroom your child is in
2. Bottles (If your child is in the infant classrooms)
3. Meals
4. Restroom Breaks
5. Nap times
6. Pictures
7. Messages from teachers and administration
8. Etc.

If there is an incident that occurs and needs immediate parent attention, the SHECP administration or teacher will reach out to the parent/guardian by phone.

### Other Communication

SHECP Head of School: [bwilliams@shecp.org](mailto:bwilliams@shecp.org)

SHECP Director: [gtumey@shecp.org](mailto:gtumey@shecp.org)

SHECP Office Manager: [jjosey@shecp.org](mailto:jjosey@shecp.org)

### Brightwheel

It is absolutely vital that all parents/guardians have access and are logged into Brightwheel. Brightwheel is our MAIN form of communication, and it is how parents/guardians can easily get in touch with administration and teachers.

Using Brightwheel, parents/guardians are required to check their child in at drop-off and check them out at pick-up. This can be done using the kiosk located outside of the office, or by scanning the posted QR code with your personal device using the Brightwheel app. If you receive CCAP, this is how your assistance pays. If you do not check your child in/out, CCAP will not cover tuition for that day and you will be required to pay out of pocket.

For further information regarding Brightwheel, please use the following link:

<https://help.mybrightwheel.com/en/collections/87137-for-guardians>



## **VIII. Curriculum and Programming**

### Classrooms

SHECP currently has 13 classrooms designed to meet the needs of children at various ages and developmental levels. These classrooms are set up according to age. This promotes age-appropriate learning activities and language development.

### Classroom Schedules and Program Structure

Following a daily schedule is very important to your child. Although we do not have a cut-off time to drop off in the mornings, we request that all children arrive prior to their breakfast time, or by 9:00 am.

Arriving during or after lunch must be approved ahead of time. We will make every effort to accommodate doctor appointments or any medical appointment. Otherwise, wait until the following day before 9:00 am to return to school.

Breakfast is offered from 8:00 A.M. – 9:00 A.M.

Lunch is served from 11:00 A.M to 12:00 P.M. Classes have nap/quiet time from 12:30 P.M. to 2:30 P.M.

Afternoon snacks are from 2:00 P.M. to 3:00 P.M.

Each classroom follows a schedule throughout the day. Each classroom's daily schedule is posted inside and outside the classroom.

### Curriculum

SHECP offers many learning opportunities combining the best thinking of early learning philosophers along with modern wisdom from the latest child development studies. Research shows that introducing a skill when a child is truly ready leads to mastery instead of frustration. Using each skill to learn the next one comes naturally; before you know it you have a confident child who loves learning.

### Approaches to Learning

Each child has their own learning journey. SHECP structure provides staff with the tools and guidance to accommodate children's natural curiosity and to fully support each child while building problem solving skills and confidence.

### Language & Literacy

The early years are the most important for brain development. We use sign language, story time, phonics and eventually reading and writing in our Pre-K classrooms. We have no technology in the classrooms which provides us the entire day to ask questions, introduce new vocabulary and concepts.

### Chapel with SHUMC Children's Minister

This weekly chapel, during the school year, uses Bible stories, music and art to enrich the spiritual development of each child.

### Transitions

There are two criteria that are taken into consideration when moving children from one classroom to the next.

- Chronological Age: Our goal is to move children according to birthdays.
- Availability of Space: Moves may be delayed at times for space purposes.

Parents are notified when space becomes available and will receive notification of the child's transition to the next classroom.

### School-Age Program

SHECP provides an After-School program for children in Kindergarten through the end of 5th grade. The After-School program allows for physical activity, snack time, homework time, individual and group activity time. SHECP provides transportation from select elementary schools during the school year.

During the summers, the School-Age Program offers a summer camp environment for children. The program is filled with days at the pool, field trips, group projects and games (Staffing Permitted). This program is offered to our SHUMC members and SHECP employees first, enrolled students second, waitlist families third, and then the outside children. This is also offered on a weekly basis. Families can choose the weeks throughout the summer that they want their child(ren) to attend. Tuition is for the week. Drop-in days are based on availability.

### Screen Time

Full-time classrooms (three and up) are permitted to watch 30 minutes of screen time, relating to the curriculum per week. The program content shall be related to the curriculum theme for the week and the movie must be rated G by state licensure standards. If the teachers wish to view additional screen time unreflective of curriculum, the approval must come from the Head of School or Co-Directors.

### Facilities

SHECP offers a wide variety of facilities in addition to our classrooms. These facilities include: the Poole Memorial Activities Building, which houses a full-size gym; a Chapel Room, Music Room, and Activities Kitchen. We also have a Preschool and Infant/ Toddler playground, and an outside Pavilion.

## **IX. Transportation and Other Policies**

### **Transportation Policy**

In transporting children, SHECP will have the proper insurance on the church buses and licensed drivers as required by law. All children and staff are required to have an individual seat belt and to be seat belted while the bus is in motion. In accordance with child care regulations, hazardous materials will not be transported with the children. SHECP keeps the staff to children ratio while on the buses. Our drivers cannot drop a child off at any other place than SHECP. The SHECP children are delivered to the church gym and thus do not cross over a road.

Regulations state that the church buses must have their headlights on while in route. The buses will be refueled prior to leaving to pick up the children. If while on a field trip and they need to refuel, the children will be escorted off the bus by another SHECP employee and that staff person will wait with the children until the refueling is completed. When the driver needs to be out of the driver's seat, the engine will be turned off, keys will be removed, and the brakes will be set.

Methods of transportation include: church buses & rental vehicles. Completed paperwork is required for each type of transportation.

Any activity that requires children to leave the campus of SHUMC is considered a field trip. SHECP requires permission slips and authorization forms for every child in attendance.

### **SHECP Board of Directors**

The SHECP Board of Directors is made up of the following:

1. Minister of SHUMC
2. SHUMC Children's Minister
3. Faith Formation Minister or Children's Minister
4. SHECP Head of School
5. SHECP Co-Directors
6. Church Members
7. SHECP Parents

The SHECP Board approves major changes and personnel issues. The Board is responsible for providing oversight of SHECP. The board email is [board@shecp.org](mailto:board@shecp.org).

## Staff to Children Ratios

All staff-to-child ratios are set by the Division of Licensing, and are as follows:

Age of Children:	Ratio:	Maximum Group:
Infants	1:5	10
Toddlers: (12-24 months)	1:6	12
Twos: (24-36 months)	1:10	20
Threes: (3 years to 4 years)	1:12	24
Fours: (4 years to 5 years)	1:14	28
School Age: (5 years to 7 years)	1:15	30
School Age: (7 years to 12 years)	1:25 (for before and after school)  1:20 (full day of care)	30

## Statement of Faith

Southern Hills United Methodist Church affirms the following beliefs about Christianity...

### ***About God***

God is the Creator and Ruler of the Universe. God eternally exists in the Trinity: the Father, the Son, and the Holy Spirit.

### ***About Jesus Christ***

Jesus Christ is the Son of God. Jesus is co-equal with God. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. Jesus arose from the dead after three days to demonstrate God's power over sin and death. Jesus ascended into Heaven's glory and will return someday to earth to reign as King of Kings and Lord of Lords.

### ***About the Holy Spirit***

The Holy Spirit is the third person of the Trinity. God is present in the world to make people aware of their need for Jesus Christ. God also lives in every Christian, particularly from the time the person becomes aware of salvation. God provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. God gives every believer a spiritual gift. As Christians, we seek to live under God's control and guidance daily.

### ***About the Bible***

The Bible contains God's word. Human authors, under the guidance of the Holy Spirit, wrote the Bible. It is the supreme source of truth for Christian beliefs and living. The Bible is inspired by God.

### ***About Salvation***

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into life by faith.