**Angel’s Club CDC**

**Parent Handbook**

**1 Creative Drive, Columbia SC 29210**

**803. 602.5433**

**Operating Hours: 6:30am-6:00pm Mon-Fri.**

**Monique Sweat/ Director**

**Shalis Taylor/ Director**

Angel’s Club is a private daycare serving ages 6 weeks- 4yrs. old. We believe that ages 2-5yrs. old are the most important ages in a child’s life for growth and development. We know that children are more prone to academic success when they have an environment that fosters homework help and enrichment. Our goal at Angel’s Club is to provide a loving, nurturing, environment that is conducive to learning. In providing this type of environment we believe that your child will be able to grow socially, emotionally, physically and academically. We currently use a creative curriculum which supports the SC Early Learning Standards.

When your child leaves Angel’s Club he/she will be well ready for kindergarten and beyond.

Thank you for entrusting Angel’s Club with your child care needs.

**Fees**

Registration fee $75.00 (6wks-29months)

Registration fee $65.00 (30 months -4yrs not enrolled in school)

Registration fee $55.00 (summer camp)

**Full- time**

6 weeks- 18 months $220.00

19 months - 29 months $210.00

30 months- 3 years $190.00

4- years old $160.00 (not in school)

**Part-Time (25hrs. per week)**

6 weeks- 29 weeks $190.00

30 months- 3 years $160.00

4 years old $130.00 (not enrolled in school)

**Drop-in**

6 weeks- 29 weeks $70.00 per day

30 months- 3 years $60.00 per day

4 years and up: $50.00 per day

**Summer Camp fee:** $165.00

**Summer drop in**: $50.00 per day

CARE IS NOT TO EXCEED 10 HOURS PER DAY

(For example: if you check your child in at 7:00 a.m. He/she should be checked out no later than 5:00 p.m., to avoid late charges.)

Tuition is due every Monday & Tuesday of each week. After Tuesday a late fee of $30.00 per child will be charged to your account. If payment is not made in full by the following Monday morning, your child will be considered dis-enrolled.

Tuition can be paid weekly, bi-weekly, and or monthly.

Bi-weekly and monthly payments must be paid in advance.

The following forms of payment are accepted; cash, credit/debit, check, and money orders.

Return check fee: $35.00(once your check is returned only cash or money order will be accepted

**Late Pick-up**: $2.00 per minute per child (To be paid at pick-up). If your child is not picked up within 30 minutes authorities will be notified.

**Additional associated cost**

Additional $50 per week for potty training for any child 3 years or older.

Nap Cot: parents are allowed to purchase their own cot or Angel’s Club will provide one for $15

Angel’s Club Field trip T-shirt: $10

**COVID-19**

**Due to the global pandemic Angel's Club CDC has implemented several safety measures to ensure the overall health of the facility. All parents are asked to notify the facility in the event of the following:**

**Fever, headache, cough, travel and/or exposure to someone who has tested positive for COVID-19. Daily practices include:**

1. **Drop-off/pick-up- Upon arrival/departure all non-members (guardian) must be wearing appropriate PPE gear (face mask) before entering the facility. Only ONE guardian per member will be allowed to enter at a time.**

**b.) Temperature Checks- Upon arrival contactless temperature checks will be conducted and documented for each member. Temperature checks are conducted 3 times a day (i.e arrival, 12pm and 3pm)**

**c.) Handwashing- Each student is encouraged to wash their hands and sanitize throughout the day. Scheduled handwashing times have been established and posted**

**d.) Sanitation-Staff are cleaning and sanitizing throughout the facility daily. Sanitation per an EAP certified company is also conducted weekly.**

**In the event a member or staff test positive for COVID and/or are exposed to someone who tested positive, Angels Club admin staff will access and follow the guidelines of the CDC, along with the suggestions of our local Childcare Licensing Division. A 14-day quarantine timeframe will be mandated in the event and medical follow-up may be necessary to return,**

**Arrival and Departure**

An adult should accompany all children when entering and leaving the building. An adult must sign children in and out daily. Children will only be allowed to leave with authorized adults listed on the registration form, or when it is a court order the center will abide by the court order. If a person is not listed on the registration form the parent will be called. Verbal consent must be given and witnessed by two staff personnel and I.D. must be verified. If the parents can’t be reached the child will not be released. Even when an authorized adult picks up a child, I.D must be shown at the time of pick-up. If an adult appears to be intoxicated or under the influence of an unknown substance we reserve the right not to release the child in their care. If it is the parent we reserve the right to contact another authorized person on the pick- up list. If your child has a change in arrival time (later than 9am) due to a scheduled appointment AC Directors must be notified in advance. Upon returning to the center, you will still need to provide a valid doctors excuse. Failure to comply may result in your student not being accepted for the day due to ratio restrictions.

**Attendance**

Our program is an academic program. We ask that all children be present by 9:00 am. If your child will be late due to a doctor’s appointment, we ask that you please call and notify the school.

**Vacation**

Parents receive one week vacation time after your child has been enrolled for 3 months. Vacation time is the only time when there is no payment due. Vacation days not taken are not cumulative from year to year. Parents are asked to give a two-week written notice to request vacation time and your account must be zero balance before you can request vacation time.

**Medication**

Medication will only be administered if there is a signed medication form by Directors only. All medication must be labeled and in the original package. In the event of an error in dosage or time by the provider you will be notified immediately by phone, upon arrival, and it will be documented in the medication log. The school will not be held liable for any effects that the medication may have on the child.

WE WILL NOT ADMINISTER FEVER REDUCING MEDICATION (Tylenol, Motrin, etc.)

**Meals**

The Center serves a healthy and balanced diet that meets the U.S. Department of Agriculture USDA) Child Care Food Program Guidelines.

One meal and one snack served by the center meets the child’s nutritional requirements according to the USDA child care food program guidelines in proportion to the amount of time the child in the center each day with no more than four hours between food services. Sugar sweetened beverages are not served and only skim, or 1% milk is served to children age 2 and above. All members will receive daily meals, meals will **NEVER** be used to gage positive behavior or as a reward and/or punishment.

Menus are posted on the parent’s information board.

* Breakfast, Lunch and PM snacks are provided daily
* Breakfast cutoff time is 8:30 am

At Angels Club CDC, we are committed to providing a safe, inclusive, and supportive environment for all children. We understand that some children have special dietary requirements due to physical, religious, or cultural beliefs. Our childcare center is dedicated to accommodating these needs to ensure the well-being and comfort of every child in our care.

**Our Commitment to Special Dietary Accommodations:**

**1. Personalized Meal Plans:** We work closely with parents to develop personalized meal plans that cater to the specific dietary needs of their children. This ensures that each child receives nutrition and suitable meals and snacks.

**2. Physical Health Requirements:** For children with food allergies, intolerances, or other medical conditions, we take every precaution to avoid cross-contamination and ensure that their dietary needs are met safely.

**3. Religious and Cultural Beliefs:** We respect and honor the dietary practices associated with various religious and cultural beliefs. Our menu options are flexible, and we are happy to provide alternatives that align with your family's traditions.

**4. Open Communication:** We maintain open lines of communication with parents to discuss and update dietary requirements as needed. This ongoing dialogue ensures that we can promptly address any changes or concerns.

**5. Staff Training:** Our staff is trained to understand and manage special dietary requirements. They are knowledgeable about food allergies, religious dietary restrictions, and cultural food practices, ensuring they can provide appropriate care and supervision during mealtimes.

**6. Safe Food Handling Practices:** We adhere to strict food handling and preparation guidelines to prevent cross-contamination and ensure the safety of all meals served at our center.

**7. Inclusive Mealtime Environment:** We strive to create an inclusive and supportive mealtime environment where all children feel comfortable and included, regardless of their dietary needs.

By offering these accommodations, we aim to provide a nurturing and inclusive environment where all children can thrive. If your child has specific dietary requirements, please let us know so we can work together to meet their needs effectively.

**Food Allergies**

Any members with food allergies will be offered a supplemental meal that meets the requirements of the USDA

**Guidelines for Foods Offered During Holidays and Celebrations**

We believe that holidays and celebrations are a wonderful opportunity for joy, learning, and community building. To ensure that these events are inclusive, safe, and enjoyable for all children, we have established the following guidelines for the foods offered during these special occasions:

**1. Inclusivity and Diversity:** We strive to include a variety of foods that reflect the diverse cultural and religious backgrounds of our families. This helps children learn about and appreciate different traditions and customs.

**2. Healthy and Nutritious Options:** While celebrations often include special treats, we prioritize offering healthy and nutritious food options. This includes fruits, vegetables, whole grains, and low-sugar items to promote overall well-being.

**3. Special Dietary Accommodations:** All foods provided during celebrations will take into account the special dietary needs of children, including allergies, intolerances, and dietary restrictions based on physical, religious, or cultural beliefs. Parents are encouraged to inform us of any specific requirements.

**4. Allergy Awareness:** We are committed to preventing allergic reactions. All foods will be clearly labeled, and ingredients will be checked to avoid common allergens such as nuts, dairy, eggs, and gluten. We will ensure that no cross-contamination occurs during preparation and serving.

**5. Parent Involvement:** Parents are welcome to contribute to celebrations by bringing in foods that meet our guidelines. We ask that all store-bought items be accompanied by an ingredient list to ensure the safety of all children.

**6. Portion Control:** To promote healthy eating habits, portion sizes will be appropriate for young children. Treats and sweets will be offered in moderation.

**7. Balanced Celebrations:** Alongside treats, we will include fun and healthy alternatives such as fruit platters, vegetable sticks with dips, and whole grain crackers. This ensures a balanced approach to celebrations.

**8. Educational Component:** Celebrations will be used as an opportunity to educate children about healthy eating, cultural diversity, and the importance of nutrition. Activities may include storytelling, cooking demonstrations, and discussions about different foods and tradition.

**Infant/Toddler**

To ensure your child is adequately equipped for daycare we ask that you:

Label all clothing, bottles and cups

Provide infant formula, pampers/pull-ups and wipes as needed

Provide an extra outfit to leave at daycare

**Infant formula, pampers/pull-up and wipes are not provided**

**Illness/Accidents**

Children should stay at home if they do not feel well. If your child has any of the following they will not be allowed to attend daycare:

Fever 100.4 or higher

Vomiting or diarrhea within the past 24 hours

Body rash with itching or fever

Itchy head, active head lice

Eye infection- redness, itching and/or crusty drainage from eye

If your child becomes ill at school, we will remove him/her from the class, and contact you immediately for your child to be picked up. If you cannot be reached or your child is not picked up within 30 minutes your emergency contact will be notified and your child must be picked up within the hour.

In case of an accident/incident every attempt will be made to notify you. If you cannot be reached, we reserve the right to have emergency medical attention rendered if needed. An accident/incident report from the teacher will be written and signed by all parties involved

**Physical Policy for a Safe and Least Restrictive Environment for Toddlers and Infants**

Our physical policy is designed to ensure that all areas and practices within our daycare center promote the safety and development of every child in our care.

**1. Safe Physical Environment:**

* **Age-Appropriate Equipment:** All furniture, toys, and equipment are age-appropriate and regularly inspected for safety. Items with small parts, sharp edges, or potential choking hazards are strictly prohibited.
* **Secure Areas:** All play areas, classrooms, and sleep areas are securely maintained. Gates, locks, and barriers are used to prevent unauthorized access and ensure that children remain within safe boundaries.
* **Cleanliness and Hygiene:** Our facility adheres to strict cleanliness and hygiene standards. Surfaces, toys, and equipment are cleaned and sanitized regularly in accordance to DSS guidelines to prevent the spread of germs and illnesses.

**2. Supervision:**

* **Constant Supervision:** Toddlers and infants are supervised at all times by trained staff members. Ratios are maintained to ensure that each child receives adequate attention and care.
* **Sight and Sound Monitoring:** Children are always within sight and sound of caregivers, ensuring immediate response to any needs or emergencies. Daily tracking sheets are also used to log child’s activities.

**3. Least Restrictive Environment:**

* **Freedom to Explore:** Children are encouraged to explore their environment within safe and clearly defined boundaries. We provide ample opportunities for free play, movement, and choice, fostering independence and confidence.
* **Minimal Use of Restraints:** Physical restraints are never used unless absolutely necessary for the safety of the child or others. Any use of restraints is documented and communicated with parents.
* **Adaptive Equipment:** Adaptive equipment is provided as needed to support children with special needs, ensuring they can participate fully in activities while maintaining safety.

**4. Safe Sleep Practices:**

* **Sleep Environment:** Infants are placed to sleep on their backs in individual cribs with firm mattresses and fitted sheets. Soft bedding, pillows, and stuffed animals are not allowed in cribs to prevent suffocation hazards.
* **Monitoring:** Sleep areas are monitored regularly, and caregivers perform routine checks to ensure the safety and well-being of sleeping infants.

**Social and Emotional Well-being Policy**

Angels Club CDC has a grave commitment to promoting a positive, respectful, and nurturing environment for all children. Our approach to behavior management focuses on positive guidance strategies and collaboration with families to teach children appropriate behaviors. The following policy outlines our methods and commitment to working with families to support each child's social and emotional development.

**Positive Guidance Strategies:**

1. **Modeling Positive Behavior:**
   * Staff members serve as role models by demonstrating positive behaviors, such as kindness, patience, and respect. Children learn appropriate behaviors by observing and imitating adults.
2. **Clear Expectations and Consistency:**
   * We establish clear, age-appropriate expectations for behavior and communicate these consistently to children. Consistent routines and rules help children understand what is expected of them.
3. **Positive Reinforcement:**
   * We use positive reinforcement to encourage desirable behaviors. This includes verbal praise, rewards, and recognition for positive actions, which helps to reinforce good behavior.
4. **Redirection:**
   * When children display challenging behaviors, we use redirection to guide them towards more appropriate activities. This helps children understand the impact of their actions and learn alternative behaviors.
5. **Conflict Resolution:**
   * We teach children problem-solving and conflict-resolution skills. By guiding them through the process of resolving disagreements peacefully, children learn to manage their emotions and interact positively with others.
6. **Encouraging Self-Regulation:**
   * We support children in developing self-regulation skills by teaching them how to recognize and manage their emotions. Techniques such as deep breathing, counting, or taking a break can help children calm down and regain control.
7. **Positive Language:**
   * Staff use positive language to guide behavior, focusing on what children should do rather than what they should not do. For example, saying "Please walk inside" instead of "Don't run."

**Collaboration with Families:**

1. **Open Communication:**
   * We maintain open lines of communication with families to discuss their child's behavior and development. Regular updates, parent-teacher meetings, and informal conversations help keep parents informed and involved.
2. **Consistent Strategies:**
   * We work with families to ensure consistency in behavior guidance strategies between home and daycare. By using similar approaches, children receive clear and consistent messages about appropriate behaviors.
3. **Parent Resources and Workshops:**
   * We provide resources and workshops for parents on positive guidance strategies and effective behavior management techniques. This empowers families to support their child's development at home.
4. **Individualized Support:**
   * We recognize that each child is unique and may require different strategies. We collaborate with families to develop individualized behavior support plans for children who need additional assistance.
5. **Feedback and Input:**
   * We welcome feedback and input from families regarding our behavior management practices. By working together, we can continuously improve our approaches to meet the needs of all children.
6. **Joint Problem-Solving:**
   * When behavioral challenges arise, we engage in joint problem-solving with families to identify underlying causes and develop effective strategies. This collaborative approach ensures that solutions are tailored to the child's specific needs

**5. Emergency Preparedness:**

* **Emergency Procedures:** Clear emergency procedures are in place for situations such as fire, severe weather, and medical emergencies. Staff are trained to execute these procedures efficiently.
* **First Aid:** First aid kits are readily available throughout the facility, and staff are trained in pediatric first aid and CPR.

**Screen Time Policy**

We prioritize the healthy development of all children in our care. To support the growth and well-being of infants and toddlers, we have established a policy of no screen time for children under the age of 2.

**Policy Details:**

1. **No Screen Time:** Children under 2 years of age will not be exposed to screens, including televisions, computers, tablets, or smartphones, during their time at the daycare.
2. **Alternative Activities:** Instead of screen time, we provide a variety of age-appropriate activities that promote physical, cognitive, and social development. These activities include:
   * Interactive play
   * Storytelling
   * Music and movement
   * Sensory activities
   * Outdoor play

**Prohibited Use of Activities as Punishment**

To support their emotional and social development, we have established a policy that strictly prohibits the use of activities as punishment.

1. **Prohibition of Withholding Activities:** Staff members are not permitted to withhold any scheduled activity, such as playtime, arts and crafts, or other engaging activities, as a form of punishment.
2. **Prohibition of Using Activities as Punishment:** Staff members are also prohibited from using any activity as a form of punishment. All activities should be designed to promote learning, enjoyment, and development, not as a means of discipline.
3. **Positive Behavior Support:** Instead of punitive measures, we employ positive behavior support strategies. These include:
   * Reinforcing good behavior through praise and rewards
   * Redirecting inappropriate behavior towards more positive actions
   * Providing clear and consistent expectations and boundaries
4. **Training and Development:** All staff members receive training on positive behavior management techniques to ensure that discipline is handled in a supportive and constructive manner.

**Outdoor Play Policy and Appropriate Dress Guidelines**

**Daily Outdoor Play:**

1. **Regular Outdoor Playtime:** Children will have the opportunity to engage in outdoor play daily, weather permitting. We believe that outdoor play is essential for their growth and well-being.
   * **Toddlers and Infants:** A minimum of 30 minutes of outdoor playtime each day.
   * **Preschool and Older Children:** A minimum of 60 minutes of outdoor playtime each day, divided into two sessions (morning and afternoon).
2. **Weather Conditions:** Outdoor playtime will be adjusted based on weather conditions to ensure the safety and comfort of the children. Extreme weather conditions such as heavy rain, extreme cold, or excessive heat may necessitate indoor activities.

**Appropriate Outdoor Dress:**

1. **Seasonal Clothing:** Parents are asked to dress their children appropriately for the weather to ensure they are comfortable and safe during outdoor play. This includes:
   * **Spring/Summer:** Lightweight, breathable clothing; hats for sun protection; sunscreen applied before arrival; and closed-toe shoes.
   * **Fall/Winter:** Warm layers, including coats, hats, gloves, and scarves; waterproof boots for wet conditions; and long sleeves and pants.
2. **Extra Clothing:** We recommend that parents provide an extra set of clothing for their children, which can be kept at the daycare in case of spills, accidents, or sudden weather changes.
3. **Labeling:** All clothing items should be clearly labeled with the child's name to prevent loss or mix-ups.
4. **Comfort and Safety:** Clothing should be comfortable and allow for free movement. Avoid sending children in clothing that is too tight or restrictive. Ensure that shoes are sturdy and secure, avoiding sandals or flip-flops that can cause tripping.
5. **Sun Protection:** In addition to appropriate clothing, parents are encouraged to apply sunscreen to their children before arrival at daycare. We will reapply sunscreen as needed throughout the day, with parental consent.

**Field Trips/Transportation**

An important part of a young child’s life is learning about the community he/she lives in. Therefore, we will take trips away from school. You will be notified in advance of all field trips and a separate permission slip is required. The slip will be sent home detailing the trip. Members will be transported by van along with their teacher at their designate schedule time for outside play. (Daily schedule time is posted in each classroom)

**Emergency/Disaster Plan**

In the event of an emergency and the center is unsafe, or we must remove the children, parents will be notified to pick up their children immediately.

Some examples of emergencies that might require immediate evacuation are:

\*A fire at or near the center.

\*A train or vehicle accident with hazardous chemical spill.

If we should have to immediately evacuate the facility we will transport the children to a designated evacuation facility that our state or local officials have instructed us to and/or St. Andrews Recreational Center, located at 920 Beatty Road, Columbia SC 29210. We will make every attempt to notify you by phone as to the location to which we have evacuated. Please be assured that we will notify you of the situation as soon as possible and that we will care for your child until you or a designated person have arrived to pick up your child.

**Inclement weather**

If the center is closing due to inclement weather, you will be notified to pick up your child. Before hours you can check your local television or the center’s voice mail. For Holiday closing please refer to the school calendar.

**Parent Access and Communication**

Parents are allowed free and full access to his or her child without prior notice, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

**Supervision/Ratios/Tracking**

Children will be directly supervised at all times by qualified staff person. Although attendance is taken daily Parent(s)/guardian (s) are required to sign their child/ren in and out daily by using the sign in/out sheets. As the children move to a new location in or around the school staff will call the roll (using tracking sheet) and match the face with each child’s name to maintain proper supervision and monitor ratios

**Internal and External Transition:** (internal/external):

Children will experience classroom transitions up to, but no more than, once per year. These transitions are designed to occur around the time of the child’s birthday and are based on their age and developmental readiness.

**Key Points of the Policy:**

* **Annual Transitions:** Each child will transition to a new classroom up to once per year. This helps provide stability and consistency in their learning environment.
* **Age-Based Transitions:** Transitions will be planned around the child’s birthday, ensuring they move to the appropriate classroom that matches their age and developmental stage.
* **Developmental Readiness:** Transitions will also consider the child’s developmental readiness to ensure they are placed in an environment that best supports their growth and learning.

At Angels Club CDC, we understand that joining and leaving our program are significant transitions for both children and their families. We are committed to providing comprehensive support to ensure these transitions are smooth and positive experiences. Here's how we support families as they join and exit our program:

**Joining the Program**

**1. Orientation Sessions:** We offer orientation sessions for new families to familiarize them with our policies, procedures, and daily routines. These sessions provide an opportunity to meet the staff and ask any questions.

**2. Welcome Packets:** Each new family receives a welcome packet containing essential information about the daycare, including schedules, contact information, and guidelines. This packet also includes tips for easing the transition for their child.

**3. Personalized Introductions:** New children and their parents are given a personalized introduction to their classroom and teachers. This helps children feel comfortable and parents confident in the care provided.

**4. Transition Visits:** We encourage families to schedule transition visits where children can spend a few hours in their new classroom before starting full-time. This gradual introduction helps children adjust to the new environment.

**5. Parent-Teacher Meetings:** Initial meetings with teachers allow parents to discuss their child’s needs, preferences, and any concerns. This ensures that we are well-prepared to support each child from day one.

**Exiting the Program**

**1. Exit Interviews:** We conduct exit interviews with departing families to gather feedback on their experience. This helps us understand their perspectives and improve our services for future families.

**2. Transition Support:** For children transitioning to another school or daycare, we provide support by sharing progress reports and developmental assessments with the new institution, ensuring a seamless transition.

**3. Farewell Celebrations:** We organize small farewell celebrations to honor the time spent at our daycare. This helps provide closure for the children and makes their departure a positive experience.

**4. Continued Communication:** We offer an open line of communication for parents to reach out even after they have left the program. This ongoing support can be invaluable during the initial stages of their new journey.

**5. Alumni Engagement:** Families are invited to stay connected through our alumni events and communications, fostering a lasting sense of community and support.

By implementing these supportive measures, we aim to make the process of joining and exiting our program as smooth and positive as possible for both children and their families. Your child’s well-being and development are our top priorities, and we are here to support you every step of the way.

**Discipline**

In order to maintain an environment that’s conducive to learning some discipline is necessary. At no time will corporal punishment be enforced. We will use time out and redirection. Time out is 1min. per age. (If your child is 3 yrs. old he/she will get 3min. of time out). When a child’s behavior is ongoing a conference will be held with the parents. The director has the right to dismiss a child due to behavior challenges and or lack of cooperation from the parents.

**Confidentiality**

Our records are very important to us and we understand that they contain valuable information. Children records and parents’ information are kept confidential, only the director, designated staff person, and DSS staff will have access to them.

**Procedures for termination**

To terminate service, we request that a written two-week notice be given. If proper notice is not given, you will be expected to pay two weeks tuition before your child is withdrawn.

**Complaint Procedures**

If there is an issue or misunderstanding between parents and staff we ask that you contact the Director ASAP to schedule a meeting with all parties involved.

**Insurance**

Angel’s Club does not have liability insurance.

**Agreement**

I have read, received and understand the policies and procedures stated in the Angel’s Club Handbook; I further understand that at no time corporal punishment will be enforced. In the event changes are made to the policies and procedures I will be notified in writing.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_