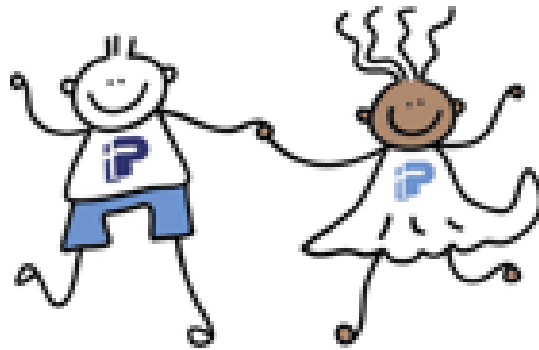


PARENT HANDBOOK

2025-2026



“Where Learning and Faith Go Hand in Hand!”

PISGAH CHILD DEVELOPMENT MINISTRY

Pisgah Lutheran Church
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WELCOME TO PISGAH PRESCHOOL CHILD DEVELOPMENT MINISTRY!

We at Pisgah Child Development Ministry (PCDM) look forward to working together with you and your family this year. We will work hard to achieve the confidence you have placed in us, and we will seek to provide only the best experience we can possibly share with you and your child.

Please familiarize yourself with the contents of this handbook and retain it for future reference. If you need additional information, or have questions regarding our program, please call PCDM's office and we will be glad to serve you to the best of our ability.

PURPOSE

PCDM is a Christian developmental program designed to nurture each individual child spiritually, mentally, socially, emotionally, physically, and academically. We believe that each child is unique and develops in each area at his or her own pace.

PHILOSOPHY

We believe that children are active and naturally curious. The total development of each child is considered and planned through a variety of activities. We are committed to working with families in creating the best possible environment for children attending Pisgah Child Development Ministry. We will develop a positive self-image, an awareness of the world around them, and an understanding of God's love for them.

OBJECTIVES:

- Knowledge of God's love and presence in everyday life
- Character Development
- Creative Expression
- Motor Skill Development
- Social Readiness
- Academic and Developmental Growth

PISGAH CDM CURRICULUM

To prepare your child for public school within Lexington District 1, we will parallel our curriculum to meet some of the district's requirements. In addition to this, our curriculum will be open-ended, which allows for flexibility and the changing needs of the children. It is not intended that every child achieve mastery of skills presented to them but instead be introduced to those skills. We will ensure that all activities are developmentally appropriate for each age group, and your child will be individually evaluated periodically throughout the year using the Ages and Stages Milestones.

We use a weekly thematic based curriculum that introduces letters, numbers, colors, shapes, along with daily circle times. We pair this with our weekly chapel stories and bible verses. Spanish is also taught throughout the week.

ADMISSION POLICY

Pisgah Child Development Ministry admits students of any race, color, national or ethnic origin to the rights and privileges, programs and activities generally accorded or made available to students at the school. The Preschool Program enrolls children 12 months of age (Per DSS must be walking and off their bottle) through 4 years. Due to age requirements for entering the public school, **the child must be**

of his/her age by September 1st of that current school year. (See SC Department of Education School Attendance Law Article 1, Section 59-69-10 A).

Registration for the current students begins in February of each year for the following school year. Openings are then made available to the public on a first-come, first-served basis. Children may be enrolled at any time during the school year if there is an opening.

FORMS/CHECKLIST FOR ADMISSION

- PCDM Registration Forms
 - Student Information Form
 - Signed Financial Agreement
 - Child Pick-up Permission Form
 - Medication
 - Emergency Authorization
- Immunization Records (current and up to date)
- DSS Form 2900
- Emergency Data Card
- Parent Handbook Signed for Policies and Procedures, Discipline Policy
- Photo Permission
- Parent Code of Conduct
- Consent to be Monitored and Audio Recorded
- Bus Permission form (4K & Afterschool Students ONLY)

IMMUNIZATIONS

According to South Carolina Department of Health Immunization requirements, each child enrolled at Pisgah Child Development Ministry **MUST** meet applicable immunization requirements. All immunizations required for the child's age must be completed by the date of admission and must remain current throughout the school year and the entirety of their enrollment at Pisgah Child Development Ministry.

NON-DISCRIMINATORY POLICY

Pisgah Preschool will not discriminate against any family based on race, affiliation, ethnic origin, or gender.

NO SMOKING POLICY

There is a no smoking policy in effect on the premises of PCDM during school hours or when children are present for special occasions and/or events.

LIABILITY INSURANCE

Pisgah Lutheran Church provides liability insurance for Pisgah Child Development Ministry. Our liability insurance only covers your children from 7:30 am to 6:00 pm. We cannot be liable for your child prior to 7:30 am or after 6:00 pm. (SC Statue 63-13-210 (A) (B))

TUITION FEES AND PAYMENT POLICY

A child must be registered, **with fees** paid up to date to reserve a space in the program for the next year. Current enrollment does not automatically ensure enrollment for the following year(s). Dates of registration will be sent home through PCDM's newsletter (posted at the front desk as well as Brightwheel) and/or email. It is the responsibility of the parents/guardians to register a child. ***Reminder calls will not be made.***

PRESCHOOL & SCHOOL-AGED PAYMENT POLICY & PROCEDURES

Tuition will be charged weekly for the current week's childcare service. A statement will be sent out every Friday through Brightwheel. You will be able to set up your payment on the Brightwheel mobile app by adding a credit card or checking account. If you choose to set up your credit card through Brightwheel, there will be a processing fee added to your payment. We will only be able to take cash or check payments at the front desk. When paying with cash or check, the payment should be placed in the hands of the Director or a staff member.

We do not offer partial payment for days missed due to illness, vacations, inclement weather, or other reasons. In the event of a financial problem, we are happy to work with your family to set up a payment plan that will help you keep your child in the program. Please contact the Director to discuss arrangements.

LATE OR NON-PAYMENT OF FEES

A \$25.00 late fee will be applied if the current month's tuition is not paid by the 25th of every month. If payment is still not received by the end of the month, the child may be dismissed from the program. A service charge of \$35.00 will be charged for each returned check. Failure to pay late fees or service charges in a timely manner, or four (4) weeks with no payment will result in your child's dismissal from the program. Three (3) tuition checks returned from the bank and/or 2 failed Brightwheel payments will result in ONLY cash payments or your child's dismissal from the program.

Please be sure to include your child's name, the date, and what payment is for on the memo line of your check.

A tuition contract was included in your registration packet. It is necessary that fees and tuition are paid when due. It is the responsibility of the parent to notify the Director if payment cannot be made on time.

VACATION POLICY

Vacation credits are issued and/or renewed each August. Each student that is enrolled **full-time** is authorized for one (1) week vacation. For example, if your child took a one-week vacation in November and he/she is enrolled in our summer program and is out another week during the summer, you will be required to pay for that week whether your child is present or not. This week must be taken in five (5) consecutive days. In the case that a student begins mid-year, the vacation week will be prorated. Students who attend our SUMMER PROGRAM ONLY will NOT receive vacation credit. Half-day preschool students will not be given any vacation credits; however, they will not be charged during District One's winter, spring, and summer breaks due to not attending during those breaks.

2025-2026 Preschool Tuition Schedules

Half Day Preschool Toddler and Twos Tuition

School Year (August 4, 2025 – May 22, 2025)

\$90/Weekly

Half Day Preschool Threes and Fours Tuition

School Year (August 4, 2025 – May 22, 2026)

\$85/ Weekly

****Students who are enrolled for half-day preschool will NOT be able to attend during the**

following Lexington School District One Breaks:

Fall Break (November 24th – November 28th)

Christmas Break (December 22nd – January 2nd)

Spring Break (April 6th-10th)

Summer Break

Families will not be charged for these weeks but will also NOT receive a vacation week for the school year.

Full Day Preschool Toddler and Twos Tuition

School Year (August 4, 2025 – May 22, 2026)

\$175/Weekly

Full Day Preschool Threes and Fours Tuition

School Year (August 4, 2025 – May 22, 2026)

\$170/Weekly

Note: This program is “NOT” set-up for daily payments. Once your child is enrolled, the tuition is due regardless of his/her attendance.

DISCOUNTS

- Church Member- 20% off weekly tuition applied per family.
- Sibling - \$10.00 off monthly tuition applied per full-time family (\$2.50 per week)

The weekly summer tuition fee of \$125/week (price subject to change) will start the first full week of June and continue until the first day of school in August. Registration packets will be distributed in the spring.

FEE STRUCTURE

Our fee structure is reviewed annually. You will be notified at least 30 days in advance of any changes.

WITHDRAWAL FROM PROGRAM

Please notify Pisgah CDM in writing two weeks in advance of your intent to withdraw your child from the program. Fees are non-refundable.

2025-2026 School-aged Tuition Schedules

Full-time Program (K5- 8th grade)

School Year (August 4, 2025 – May 22, 2026)

-Full-Time \$75.00/week (2:30pm-6:00pm)

****A \$15.00 daily charge will be added to weekly tuition for Holiday and District closings that the PCDM is open full day****

Drop-in Program (K5-8th grade)

School Year (August 4, 2025 – May 22, 2026)

Drop-in spots are not guaranteed each year and will only be administered upon availability.

-Drop-in (Elementary) \$18.00/day (2:30pm-6:00pm)

-Drop-in (Middle School) \$15.00/day (3:30pm-6:00pm)

-Full-Day Drop-in (K5 to 8th Grade) \$30.00/day (7:30am – 6:00pm)

Note: This program is “NOT” set-up for daily payments. Once your child is enrolled, the tuition is due regardless of his/her attendance.

DISCOUNTS

- Church Member- 20% off weekly tuition applied per family.
- Sibling - \$10.00 off monthly tuition applied per Full-time family.

The weekly summer tuition fee of \$125/week (price subject to change) will start the first full week of June and continue until the first day of school in August. Registration packets will be distributed in the spring.

FEE STRUCTURE

Our fee structure is reviewed annually. You will be notified at least 30 days in advance of any changes.

WITHDRAWAL FROM PROGRAM

Please notify Pisgah CDM in writing two weeks in advance of your intent to withdraw your child from the program. Fees are non-refundable.

MEALS

PCDM cannot label ourselves as a nut free facility, however, due to extreme allergies in our facility, we ask that parents **DO NOT** pack any items containing nuts or processed in a nut facility for their child.

Half Day Preschool: (7:30am-12:00pm)

- We will provide a healthy and nutritious mid-morning snack. Your child will still need to eat a good breakfast as our snacks will not be in quantities to replace breakfast. ***Please do not allow your child to come in with breakfast.*** Other children do not understand why your child is eating or drinking when they are not.

Full Day Preschool ONLY: (7:30am-6:00 pm)

- Your child will need to bring lunch from home. This should not require refrigeration, heating, peeling or slicing. Leftover food will be returned to his/her lunch box unless there is no container to put back in. Please do not send carbonated soft drinks (Coke, Pepsi, etc.) and candy to school.
- We will also provide a healthy and nutritious afternoon snack for those children staying all day.

School-aged: (2:30 pm – 6:00 pm)

- Your child will be given an afternoon snack. Please annotate any allergies your child may have on the registration form, as well as notify the Director and teacher.

NAPTIME

- Each child who stays for full-day preschool will be provided with a cot for naptime. You will be responsible for providing appropriate child sized bedding. ***Please be sure to write your child's name on their belongings.*** They will be sent home every Friday to be washed.
- Pacifiers will be allowed during the first two weeks of school in our toddler rooms ONLY to assist in transition. *After this two-week period, pacifiers will no longer be allowed.*
- Students may bring a small “lovie” or cuddle blanket for naptime ONLY. Please leave additional stuffed animals etc. at home
- Our 4K class will start to transition away from taking naps starting mid-summer to prepare them for full day kindergarten.

PERSONAL BELONGINGS

Name label all your child's belongings. If items are not labeled, we will add tape to belongings with your child's name. Any articles left in the building will be put in the Lost & Found container and are subject to being donated after 7 days.

DO NOT BRING PERSONAL TOYS TO SCHOOL

Please leave personal toys and stuffed animals at home. PCDM cannot be responsible for personal toys. Toys may only be brought to school on designated “Show and Tell” days. However, guns, weapons or other destructive items will not be allowed. Avoid bringing toys that are fragile or have sharp edges.

POTTY TRAINING

Toddler parents are asked to bring in baby wipes for teachers to use when changing their child throughout the school year. Our toddler classrooms will be introduced to the potty after the holiday season. Parents will be asked to bring their toddler in pull-ups instead of diapers starting after the new year.

Our staff works very diligently to potty train the children in our two-year-old program to get them ready for the next year. **It is the parent's responsibility to work with your child at home and inform us of your efforts.** Children in the two's classroom need to start the school year in pull-ups (not diapers). If your child wears underwear to school, we will work hard to ensure they stay dry. Staff will check to see if the child needs to be wiped. We encourage you to bring additional underwear, clothes, socks, an extra pair of shoes and a pull-up for emergencies. Otherwise, you will be called to either bring your child a set of clothes or pick him/her up.

Children must be **completely potty trained before entering our three-year old program.** However, we do allow a one-month grace period at the beginning of the year to allow your child time to adjust to a new classroom and new teachers. **Families are responsible for making sure their child is fully potty trained by the end of this grace period.** Please keep in mind that the staff's primary focus is to educate the children. Therefore, constant changing of soiled clothing may be disruptive to the daily schedule. If your child is not fully potty trained by the end of the grace period, it will result in dismissal from the program. Please contact the Director if any special circumstance arises.

PETS

Please refrain from bringing your pets to school. Per DSS regulations *"animals shall be excluded from areas where food for human consumption is stored, prepared or served."*

DRESS CODE

Dress your child in comfortable clothing that he/she can mess up. Dress clothes can be unsafe on the playground and can inhibit a child's participation in daily activities.

Your children are encouraged to wear "tennis shoes" or other closed toe shoes. Open-toed shoes, such as sandals, often cause children to trip, stump their toes, or collect wood chips from the playground.

Any sandals must have a back strap.

Avoid clothing with loose strings. Loose strings, especially around the neck, can get caught on playground equipment, and can cause falls.

BIRTHDAY PARTIES

If party invitations are distributed at school, please include all the children in the classroom.

If you do not wish to include the whole class, please mail the invitations. We welcome treats that you would like to share with your child's class on his/her birthday. Please send **only store bought, pre-packaged, nut-free items.** Due to allergies, we cannot pass out treats that were processed in a nut facility. For safety reasons, balloons and hard candy are not allowed. Please let your child's teacher know in advance for proper planning. Digital invites can be sent out once via Brightwheel, however, PCDM will not be responsible for requesting RSVP follow-ups.

ON AND OFF-SITE THERAPIST

If you request or desire a therapist from the county to work with your child on our premises during operating hours, you will be required to sign a form releasing us from any liability while that child is in the care of that therapist. Most therapists work with their clients in a separate room for our staff and other children; therefore, we cannot be responsible for them during the time of the visit. This policy also applies to your child being picked up from our center and taken to another facility for therapy during school hours.

COMMUNICATION POLICY

Once a month, during the school year, you will receive a calendar, newsletter, and snack menu to keep you up to date with PCDM through Brightwheel document sharing. We will also use Brightwheel messaging to communicate throughout the day and to send out any needed reminders.

Brightwheel will be our main form of communication. While the Director can always be contacted via email or phone, it is important that all families download the Brightwheel app to stay current on all PCDM messages.

Please do not contact staff on their cell phones. Teachers will only be able to message and respond through Brightwheel on the classroom iPad.

Please check your child's book bag daily. The teachers will send home your child's folder with his work and/or important information on a weekly basis. *We will do our best to keep you informed, but it is the parent's responsibility to check for information sent home.*

CONFERENCES

Please call the front desk and speak to the director or assistant director if you are concerned about an occurrence at school. You will be informed through Brightwheel daily activity logging and messaging about your child's progress and behavior. Conferences can be held at the request of parents and/or staff. If at any time you have a question, we will be happy to arrange a conference.

OPEN CLASSROOM POLICY

Parents/Guardians should feel free to visit our classroom program at any time. Parental participation is eagerly welcomed; however, we request that there be no parental visit during the first few months of school to allow the children and the teachers to adapt to each other and the school schedule. Following this time, parents are encouraged to visit at any time and meet, talk by phone or in person to the teacher concerning their child's progress. Also, feel free to discuss with us confidentially any situations at home, which might affect your child's behavior or work at school. We will handle the situation in such a way as to make it easier for the child to adjust or accept the situation. Please check with your child's teacher or Director to arrange a time.

OUTDOOR PLAY & TEMPERATURE

Weather permitting, your child will have an outdoor play period each day. If a child is well enough to come to school, he/she should participate in outdoor play when it is scheduled. Exceptions will be made if the child has a written note excusing him/her from going outside. This exception is made for one day only. In the fall and winter, please send your child with the appropriate outerwear (jacket, coat, hat, etc.) Pisgah Child Development Ministry will follow the policy set by DSS. When the temperature in the summer exceeds 95 degrees Fahrenheit, the children will stay in their designated space or use the gym area in their time slot allotted. In the winter months, the temperature is not to be less than 30 degrees, or proper precautions will be taken. All outside time will be limited by the Director/Assistant Director depending on the season and the temperatures.

SCHOOL-AGED POLICIES

Note: PCDM Policies refer to all students that attend PCDM (preschool & school-aged students).

TRANSPORTATION POLICY DSS Regulation No. 114-505.I

When a child is absent from school and will not be picked up by our bus, the parents must let us know by noon of that school day. The first time we are not notified will result in a warning. Every time we are not notified after the warning, you will be charged a \$5.00 fee. This will be added to your child's tuition. The record of occurrences will be cleared and begin anew each August and January.

HOMEWORK

PCDM believes that homework is important to the learning process. We have blocked off a specific time for all students to do their homework. Please know that our staff are not certified teachers and will assist the child the best they can with homework, however, the main goal is homework completion. We encourage you to continue to check their homework at home. If a child tells us that he/she does not have any homework, a worksheet or book will be provided for them. If you prefer your child not to do his/her homework at PCDM, you will need to notify the Director, Assistant Director, or Afterschool Coordinator.

GENERAL AFTER SCHOOL RULES

We work closely with parents to solve any difficult behavior. The teacher is in full control of the class. All misconduct of a general nature will be handled by the teacher. Each student is expected to follow the fundamental rules. Violation of these rules will result in disciplinary actions:

No fighting, provoking a fight, harassment, or verbal assault

No stealing

No disrespect to any adult (teacher, director, substitute, staff, etc.)

Dress or appearance which is disruptive to the program

Inappropriate behavior on school property

Damage or vandalism to school property

Absence from designated after school area without permission

Misuse of lavatory privilege

CARE OF PROPERTY

Any damage done to property, whether willful or accidental, must be paid for by the student's family.

All students must immediately report to the Director's office any damaged property.

SCHOOL ELECTRONIC DEVICES, CELL PHONE & SMART DEVICES POLICY

We will allow school-aged students to bring school approved devices to be used only during virtual learning times at PCDM. PCDM is not responsible for any lost or damaged items.

PCDM does not permit students to use their cell phone or smart devices while at the facility or while on the bus. If the students have a smart device in their possession, they must keep it in their book bag. If they need to use the phone for any reason, they may ask a staff member, or the Director and we will be glad to assist them with the use of the facility phone. PCDM is not responsible for any lost or damaged phones or smart devices.

First Offense: The student will be given a warning and must put the smart device away. Parents will be notified.

Second Offense: The student's smart device will be taken. The device will be returned to the parents at the time of pick-up.

DISCIPLINE AND GUIDANCE POLICY

DSS Regulation 114-503.F(3)(f)

Discipline in the school begins with the efforts of the classroom teacher and open communication between staff and family. Effective discipline in the classroom and the school can be a reality only through the cooperative efforts of all who work with students.

PCDM recognizes discipline and guidance for what it is, an opportunity to teach students how to make correct choices regarding their own behavior and in their interactions with others. Discipline at PCDM is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. We employ positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Competition, comparison, or criticisms are not used. If it is necessary to separate a child from other children, adult supervision is maintained, and the separation period is age appropriate. Corporal punishment or other humiliating or frightening discipline techniques are strictly prohibited. A child is never deprived of food, water, naps, or bathroom facilities. A staff member will **NEVER** resort to corporal punishment with any child.

AGGRESSIVE/CHALLENGING/DISRUPTIVE BEHAVIORS

Aggressive Behavior: Inappropriate/harmful behaviors that are repeated or serious enough to negatively impact students physical (biting, spitting, kicking, hitting, choking, pushing, scratching, and poking) or emotional well-being.

****Any exceedingly aggressive behaviors that harm other children or PCDM staff will be independently reviewed by CDM committee and will consider unenrollment on a case-by-case review.**

Challenging Behavior: Any repeated pattern of behavior that interferes with or is at risk of interfering with a child's optimal learning or engagement in pro-social interactions with peers or adults.

Disruptive Behavior: Behavior that persistently interferes with or obstructs the teaching or learning process in context of the PCDM program.

If a child is acting in a manner described as above, the discipline methods noted below will be used at PCDM:

First Occurrence:

1. Talk with the child about the behavior and how to handle it without conflict.
2. Place the child in the "Thinking Chair" inside the classroom, *facing classroom activities*.
3. Discuss the problem with the Director - after talking to the child and "thinking time" does not work.
4. If the child becomes aggressive or unruly, remove the child from the classroom, and bring the child to the Director's office immediately.
5. An incident report is filled out for the parents of both the aggressor and the victim.

Second Occurrence: A conference will be held with the parent(s), teacher, and the Director to explore the possible reason for the behavior. During this conference, a written behavior plan will be formulated to include, but not limited to the following items:

1. Goals and activities designed to help the child gain control of themselves
2. Addressing issues that may be contributing to disruptive behavior
3. Responsibilities of the parent, child, and PCDM staff

Third Occurrence: Parent/Guardian will be contacted via phone call and the child will be sent home immediately. A review of the written behavior plan will be conducted to ensure the above goals are being met.

Fourth Occurrence: A conference will be held with the parent(s), teacher, director and any PCDM committee member(s) to determine whether PCDM is the appropriate program for the child until the behavior(s) in question is/are eliminated. *At this point, PCDM reserves the right to remove/unenroll a child from our program.*

CALENDAR AND CLOSINGS

****Students who are enrolled for half-day preschool will NOT be able to attend during the following**

Lexington School District One Breaks:

Fall Break (November 24th – 28th)

Christmas Break (December 22nd – January 2nd)

Spring Break (April 6th – 10th)

Summer Break

Families will not be charged for these weeks but will also NOT receive a vacation week for the school year.

All PCDM will be closed on the following days:

- Labor Day (9/1/2025)
- Thanksgiving (11/27/2025 – 11/28/2025)
- Christmas (12/24/2025 - 12/26/2025)
- New Year (1/1/2026)
- Martin Luther King Day (01/19/2026)
- Good Friday (04/3/2026)
- Memorial Day (05/25/2026)
- Independence Day (07/04/2026)

If Lexington 1 closes early or opens late due to inclement weather, we will follow the same schedule. For example, if Lexington 1 schools have a two-hour delay, we will open at 9:30 am. Please look at WLTX (channel 19) and/or WIS (Channel 10) for school delays, closings, etc. We will also send notifications and updates via Brightwheel.

INSERVICE DAYS AND SEVERE WEATHER MAKE-UP DAYS

We will be open on these days. However, lunch and drink should be brought each day.

Full-time children will have \$15.00 added to their weekly tuition for each day when the district is closed.

Drop-In children will pay the \$30 daily rate.

INCLEMENT WEATHER

PCDM follows Lexington District One inclement weather as a guideline to help us make the safest decisions to keep your children safe. If district schools close earlier due to inclement weather, you will need to pick your preschool child up within 2 hours of school dismissal. A Brightwheel alert will be sent out regarding the early dismissal of our preschool students.

Our PCDM buses will only pick up from district schools if district buses are able to run their routes. Please have your Brightwheel notifications on as we will send out alerts communicating any closures. If Lexington School District One is not in session, and we experience inclement weather, the PCDM committee will review on a case-by-case basis.

Note: Tuition fees are owed regardless of days missed due to inclement weather or other reasons.

ATTENDANCE AND LATE ARRIVALS DSS Regulation No. 114-504.A(3)

Children are expected to attend each day. Frequent absences suggest our program does not meet your family's needs. **Our daily activities begin promptly at 8:30. It is imperative for children to arrive on time.** Children who are dropped off after 8:30 will have to be dropped off at the front door, parents will not be able to walk the child to the classroom as that can disrupt a class that is already in progress.

ARRIVAL PROCEDURES

PCDM doors open at 7:30 am sharp. Please do not drop your child off prior to 7:30 am.

While we have an open-door policy, we strongly encourage families to drop off their children under the awning at the front door. A staff member will always be present to walk your child to their classroom.

If you choose to walk with your child into the building, please park in the parking lot to prevent blocking the drive-thru at the front entrance. Please keep the flow of traffic moving in the same direction. Do not drive around the brick awning to have your car facing Pisgah Church Road.

Teachers will sign each child in and out through Brightwheel each day. They will also update their daily activities throughout the day that you can check on with the Brightwheel mobile app.

When dropping off children in the car line, parents MUST wait until their car is parked under the awning. Parents cannot let children out of their vehicles if it is not under the awning.

Upon arriving with your child, please leave your child at the door to their room with a warm good-bye. Prolonged goodbyes may make the transition difficult for your child and our staff. If your child continues to cry, be assured that we will contact you. Our doors remain locked for the staff and for your children's safety. Please ring the doorbell if a staff member does not greet you at the door.

Every teacher is required to verify attendance by conducting roll calls. This is performed by calling the name of every child on his/her roster, visually verifying the child is present and then checking the child's name off the roster. The procedure is repeated until all the children's names have been called. This procedure is how all the teachers will account for the children inside the building, leaving the playground, the sanctuary, exiting the building, and on the bus for all the field trips.

PISGAH CDM DEPARTURE PROCEDURES

Half-day preschool day ends at 12:00 p.m. You may pick up your child between 11:30am-12:00pm.

A \$5.00 late fee will be charged for the first 5 minutes after 12:00 pm. An additional \$1.00 will accrue for every minute thereafter.

Full-time: Our center closes at 6:00pm Monday-Friday. A \$5.00 late fee will be charged the first 5 minutes after the 6:00 pm pick-up time. An additional \$1.00 will accrue for every minute thereafter.

Please note: If you are picking up your preschool aged child between the hours of 12:00pm and 2:30pm, we are not able to keep your child awake for early pickups. A staff member will wake up your child from his/her nap upon arrival.

RELEASE OF CHILDREN & AUTHORIZED PICK UP DSS Regulation No. 114-503.F(2)

Siblings are not permitted to pick up a child unless they are at least eighteen years of age or older. You are asked to list on your child's enrollment form those people who are allowed to pick up your child. Please ensure they know the pick-up procedures. We will require them to show a picture ID prior to releasing any child from the facility. If someone is picking up your child that is not on the approval pick up form, we will not release the child until we receive verbal confirmation from a parent or legal guardian.

COURT ORDER DSS Regulation No. 114-503.F(1)

If you have a court order that names a person who's NOT to pick up your child, we MUST have a copy for our files and a current picture of the person(s). Your child's safety is our priority.

When a person(s) fitting the description on the court order either approaches the facility or the child, the Director will be notified. A phone call will be made to the police and the custodial person listed on the registration form. If the child is outside, we will bring him/her inside the facility. All attempts will be made to keep the child safe, whether on PCDM grounds or offsite. Offsite could include a field trip, walk, or other locations away from PCDM. The safety of the entire group of children must also be considered.

FIELD TRIPS DSS Regulation No. 114-505.I

Our 4K and school age students take field trips to various locations throughout the year. Field trips are often taken to enhance our curriculum. Parents must sign permission slips for their child to participate. Students without permission slips will be placed in other classrooms. The dress for field trips for school-age students will be the PCDM T-shirt (unless otherwise directed). Notes via Brightwheel will be sent home before making the trip so that you will be informed of all details concerning the trip. While parents will be called upon from time to time to assist with trips, they will not be able to ride our PCDM buses. We ask that parents meet us at the location or follow behind from Pisgah. Children going on field trips must leave and return on our PCDM bus.

FIELD TRIP PROCEDURES

All children will be transported by bus operated by PCDM staff.
You will be given at least 24 hours' notice of planned field trips with full details.
You must sign a permission form for each field trip off-site.
First aid kits are located on the bus and with the staff on field trips.
Staff also carry notebooks containing emergency contact information.
For emergency purposes, a cell phone will be carried by one of our staff members.

During field trips, a checklist with each child's name is provided to the teachers. Each child will be checked every time they enter and leave the bus. The PCDM tracking system of counting children will be conducted once the children are off the bus and moving from one location to the other during their field trip.

SUPERVISION

Each child will be supervised and accounted for while he/she enters and exits the building, a vehicle or moves from one location to another throughout the facility. Our process of tracking the children is to simply count each child as they maneuver from one location to the next. An overall tally of the number of students in the facility is done and written and kept at the front desk each day.

Note: This policy pertains to all children registered with PCDM (i.e. full-day and half-day preschool, and after school and summer program children).

HEALTH POLICY

Immunization Certification (DHEC): The South Carolina Department of Health requires that an up-to-date copy of a certificate of immunization, signed by your doctor, be kept on file. This is required **BEFORE** the first day of school and updated as needed.

General Record and Statement of Child's Health for Admission to Child Care Facility (DSS Form 2900): All children enrolled in a childcare facility are required by DSS to present this form. This form **MUST** be on file with the Director no later than the first day of school.

ALLERGIES

Please notify us if your child suffers from any type of allergy, especially food allergies. The children are served snacks each day and we do not want to serve a food item that might cause an allergic reaction.

ILLNESS DSS Regulation NO. 114-509.B

It is the goal of Pisgah CDM to provide a safe and healthy environment for your child. We pride ourselves in adhering to proper hand washing and sanitizing procedures, as well as the cleanliness of our facility. With the help of parents to keep their sick children at home, we can help prevent the spread of germs and keep our children from common illnesses.

When is your child too sick to attend school? When they are displaying one of the following symptoms:

- Fever (including low grade fevers starting at 100.4 degrees)
- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge
- Headache that will not respond to ibuprofen or acetaminophen.
- Stomach pains for more than 2 hours

The PCDM does not care for mildly ill children:

If your child develops any of these symptoms at school, you will be contacted and asked to pick up your child immediately and kept home until symptoms are cleared for 24 hours. Your child will be isolated from the other children. If you cannot be reached, we will call one of your approved contacts to pick up your child.

ADMINISTERING MEDICATION DSS Regulation No. 114-503F.(3)(e)

Only medicine prescribed by a physician will be dispensed in our school. It must be properly signed in and then locked in the appropriate storage area. All medication must be in its original container with the child's full name and dosage written on it.

The director or assistant director will administer medication or supervise teachers as they dispense the medicine to students. We encourage you to give medications at home. If this is not possible, all medications must be accompanied by a doctor's note and a parent's permission note.

All medicine must be properly signed in on the medication form to be dispensed. Failure to properly sign in medicine will force the staff NOT to dispense medicine to your child. Please write your child's name, prescription name and number, dosage, time to be given, and your signature on the medication form. Medication should be taken home each day. A slip with the administration of medication will be placed in your child's bag. We will also record and log it into our files. A copy of the Medication Agreement must be signed and will be placed in each student's file. If for some reason your child did not receive his/her medication on time or in case of mis-dosage, you will be contacted immediately.

HEALTH, SAFETY and WELFARE ISSUES

After communicable diseases, a child may return to school only when the following conditions are met, and a physician's note is presented to the Director:

- Chicken Pox – when all sores are scabbed over
- RSV – when they are fever free for at least 24 hours with NO medication & feeling well enough to participate in routine activities.
- Pink Eye & Conjunctivitis – when there is no discharge from the eye after 24 hours of doctor prescribed treatment (must present a doctor's note)
- Pinworm/Ring worm, Impetigo or Head Lice – after treatment with prescription cream/shampoo and after all lice are gone. Note: The child will not be able to reenter the program without a doctor's examination and Director's approval.
- Vomiting and Diarrhea – free of vomiting/diarrhea for 24 hours
- Fever – free of fever for 24 hours without medication
- Influenza – Must have doctor's clearance to return and be free of fever for 24 hours without medication.
- Strep throat – free of fever and on antibiotics for 24 hours
- *Cold – do not send your child if he/she has thick green nasal discharge; is very stuffy or is coughing repeatedly. We want to help children avoid colds.*
- Skin sores that are weeping with fluid.
- Mumps – until nine days after onset of parotid gland swelling.
- Hepatitis A Virus – Until one week after onset or as directed by the health department; and after the passive antibody preparation has been administered to appropriate children and staff in the program.
- Abdominal Pain (Persistent or intermittent) – until physician states that child can return to school.
- Hand, Mouth and Foot Disease – until physician states that child can return to school.
- Corona Virus – 5 days after symptoms started, free of fever for 24 hours without medication.

Note: Please notify the school if your child has one of the listed communicable diseases. Per DSS, a child will be excluded from the facility if it has been determined by local health officials or physicians that the child is contributing to the transmission of the illness during an identified outbreak of any communicable illness at the center.

MEDICAL EMERGENCY POLICY DSS Regulation No. 114-505C

In the event a medical emergency occurs at school, the following steps will be taken to ensure the safety of the child: We will administer first aid as necessary, contact the child's physician or 911 as appropriate, and contact the child's parents immediately. If parents or parent contacts are not available, students may be transferred to Lexington Medical Center Urgent Care or the Lexington Medical Hospital via EMS at the parent's expense. A staff member will escort the child if transported by EMS and will remain with that child until the parent(s) arrive. The child's emergency record will also be taken to the emergency location by the staff member. Medical conditions under which emergency care and treatment are warranted, but not limited to, are as follows:

- Allergic reactions
- Contact with poison substances
- Choking
- Fainting
- Loss of consciousness
- Semi consciousness

- Breathing difficulties
- Severe Bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to get worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

INCIDENTS

An incident report will be sent home if your child is involved in any situation that requires attention such as biting, spitting, hitting/fighting, etc. Incident reports will be upfront to be signed for the child on the receiving end of the act. Please talk with your child about his/her incident. Repeated incidents from a child who harms other children will be documented and will be subject to the PCDM disciplinary policy.

Depending on the seriousness of the accident/injury, EMS will be contacted to transport the child to Lexington Medical Center Urgent Care or Lexington Medical Hospital. Neither the Director nor members of the staff will transport children in their personal vehicles or the PCDM bus. If the accident/injury is not serious in nature, parents will be contacted to transport the child to the medical center of their choice.

ACCIDENTS

A report will be upfront to be signed when a minor accident occurs at school. In the event of a serious accident or emergency, the parents will be contacted immediately. If parents cannot be reached, the director or staff will secure attention from the EMS. If needed, your child may be transported to the emergency room by ambulance. All staff members are trained in CPR and First Aid.

CONFIDENTIALITY DSS Regulation No. 114-503.I

The teachers, staff, and committee members of PCDM have signed a confidentiality statement not to divulge any information obtained during involvement with children and/or parents to unauthorized persons. In addition to our confidentiality policy, each child's records will be safeguarded always. All children and staff records will be placed in separate folders and secured. DSS will have access to files when needed.

WEAPONS POLICY

Pisgah Lutheran Church and Pisgah Child Development Ministry prohibit students from bringing any item capable of injuring another person or property onto the church/facility premises. This includes any type of knife, firearm, other sharp object or any object that could be considered a weapon including replica guns or knives that look like real weapons. A replica gun is a device, which appears to be an operable firearm, and is presented as being a real gun, but which lacks the ability to expel a projectile.

Any student who possesses, handles, or transmits a knife, firearm or any other object that can be considered a weapon (including a replica weapon) will be immediately referred to by the director to determine if the student's possession was knowing or intentional. If the student maintains that he or she did not knowingly have possession, and the explanation is credible to the director, the student will not be suspended. If the Director does not deem the students' explanation credible, the following will occur:

First Offense:

The student(s) will be recommended for a **minimum** 2-day suspension. A parent meeting will be called to inform the parents of the disciplinary action to be taken. This action is to be determined by the director and may involve immediate suspension from the program (fee payment required for duration of suspended time) or expulsion from the program with no return entry depending on the severity of the offense.

Any student who realizes that they have accidentally brought a weapon such as a knife to school or after school should immediately go to a teacher or director and turn it in. If it is clear the student turned the item in immediately upon discovery, the student will not be suspended. Students who delay turning in such an item, or who turned an item in only after having been discovered by someone else, may be suspended with recommendation for expulsion.

Second Offense:

The students will be suspended with a recommendation to the committee for their dismissal from the program. You will be required to pick up your child immediately.

PROCEDURE FOR HANDLING ABUSE

The PCDM and/or church staff are required by law to immediately report all cases of suspected child abuse. This will be done in a professional manner using the following steps:
(Section 20-7-510 of SC Children's Code)

1. The teacher verbally reports suspicions to the director.
2. The teacher fills out a written report to be placed in a confidential file by the director.
3. Director will report to the Child Abuse Hotline for further instruction.

FIRE DRILLS & PLAN DSS Regulation No. 114-505.H(3)

Fire drills will be held monthly during the school year. A fire drill chart is posted in each classroom. Once the signal is given, activities must cease, and all students must exit the building. The following procedure is to be followed:

- Everyone should remain calm and walk quickly in a single file line.
- Take care of anyone in immediate danger (use fire extinguisher if area is safe)
- Sound Alarm- Call out "CODE RED" and specify what location
- Immediately remove all children and staff through the nearest exit away from the fire
 - Evacuate children/staff through the nearest exit away from the fire
 - Take your emergency backpack, car keys and cell phone

- Report to your specified area for security and accountability
- Administer first aid if needed
- Please evacuate in accordance with your location in the building (see below):
 - Blue room will evacuate through back door and report to the field to the left of the playground.
 - Green room will evacuate through either the bathroom and through the back door or through the classroom door leading to the hallway and out the front door. The green room will report to the field to the left of the playground.
 - Yellow, Red, and Gray rooms will exit through the outside doors of the classroom and report to the far side of the parking lot.
 - Pink, Purple, Orange will exit out the door, down the hall, near the playground, to the rear of the church. These classes will report to the field on the far side of the boy scout building.
 - The gym will exit through the outside door that leads to the playground. These classes will report to the field on the far side of the boy scout building.
- Each class will secure their children and receive accountability. You will hold up the “pink sheet” if you are missing children or have extra. The teacher will hold up the “blue sheet” if they have everyone accounted for. The Director and the Runner will personally check with each teacher to ensure the accountability of all students and to collect the sheets.
- The Director and Runner will check the bathrooms, closets, and other isolated areas for children/staff.
- The Director and Runner will also take attendance log, timecards, first aid kit, and emergency binder out.
- For further information or explanation of duties under this plan, contact Grace Anne Hoyt at 358-9577 or Pisgah Lutheran Church at 359-2223.
- Our monthly fire drills will serve as additional training for our teachers in dealing with emergencies related to getting the children out of the building in a timely manner.

DO NOT ENTER THE BUILDING UNTIL PERMISSION HAS BEEN GIVEN BY FIRE OFFICIALS

EMERGENCY EVACUATION DISASTER POLICY DSS Regulation No. 114-505.H(3)

In the event the children must be evacuated from the facility, normal and extended evacuation procedures are in place. Normal evacuation procedures are 100-300 feet away from the building. Extended evacuation areas are Pleasant Hill Elementary School (primary) or Pleasant Hill Middle School (alternate). Both sites are within 1 mile of PCDM.

- In the event of a natural disaster or threatening situation posing a safety or health hazard, which would require emergency evacuation of the preschool building, the same procedure as for fire evacuation will be followed. These procedures are posted beside the door of each classroom.
- All classes are notified of an emergency by an alarm in each class is notified by the Director or Assistant Director. Anyone in immediate danger is to be evacuated immediately!
- The fire department is automatically notified as the alarm system sounds. Other emergency agencies will be called as indicated by the nature of the emergency, calling 911.

- A diagram posted in each classroom indicates the escape route to be followed to the nearest exit. All children able to walk will be taken by their teachers out of the designated exits from their classrooms. All classes will proceed from the building to designated areas.
- The evacuation of the preschool wing of the building is to be a complete evacuation.
- Teachers are to take Daily Attendance Rolls, Emergency Files, and First Aid Kits from each classroom with them as they evacuate the children. Teachers will close all doors as they leave the building.
- Teachers are always to know the number of children in their care. Teachers are to count the children as they evacuate the room, count again as they leave the building and proceed to designated areas, and count a final time, verifying the children with the attendance sheets.
- In the case of an emergency making it necessary to evacuate the preschool building, classes will remain outdoors 100-300 feet away from the building. Extended evacuation area are Pleasant Hill elementary School (primary) or Pleasant Hill Middle School (alternant). Both sites are within one mile of PCDM.
- All classes will remain at this location until all classrooms, bathrooms and other areas are checked by the Director or designee to be certain the building is totally evacuated. If Emergency personnel have been called, they will notify the Director and teachers what steps should then be taken. Parents will be called to pick up their children if indicated by the emergency. Teachers will remain with the children until all children have been picked up by their parents, or until it is determined safe by Emergency personnel to return to the building.

I (please print) _____ have read and understand the Parent Handbook set forth by the Pisgah Child Development Center. I will abide by this policy and ensure that close attention is given to all children enrolled at PCDM.

Child's name

Parent/Guardian Signature

Date

Director's Signature

Date

PCDM 4K & School-age Bus Permission

I authorize PCDM to pick up my child from school for the 2025-2026 school year. I understand that my child will be transported by a PCDM Bus. By participating in this program, I agree to accept responsibility for any injury my child may sustain while participating. I also agree to hold harmless PCDM, its agents, any PCDM employee, and any coach or volunteer participating in the program.

I hereby certify that by filling out and signing, it is with my full knowledge and consent that my son/daughter may be transported on the PCDM bus.

Parent Signature: _____ Date _____