

***Child Care Center***

**Policies and Procedures Handbook**

Golden Strip School of Music Child Care Center (GSSM-CCC) utilizes a music based curriculum. This approach to early childhood education is based on the fact that young children love sounds and music, especially when the music is a completely interactive experience with instruments and other students.

Golden Strip School of Music Child Care Center is licensed with the South Carolina Department of Social Services (DSS). As per the laws of the State of South Carolina our facility has been inspected by the South Carolina Department of Health and Environmental Control (SC-DHEC) and The South Carolina Fire Marshall’s Office.

Our staff members have had background checks completed via a DSS search of the Central Registry of Child Abuse and Neglect. Staff members have also completed required health assessments by SC-DHEC. Teachers and staff are CPR, Blood Bourne Pathogen, and First Aid certified. All teachers and staff participate in annual continuing education and professional advancement courses.

Golden Strip School of Music Child Care Center maintains an open door policy during all hours of operation. We want parents (with photo ID) to feel free to drop in anytime and visit your child when your schedule permits, maybe even have lunch with them and stay to play a song or two with us.

Golden Strip School of Music Child Care Center accepts children ages 3 through 5 years old.

A completed certificate of immunization from your child’s pediatrician must be presented at the time of enrollment. Please provide the Director with an updated SC-DHEC certificate with an expiration date whenever your child is updated on immunizations. Immunizations must be kept current to attend GSSM-CCC. For more information on required immunizations please visit [www.scdhec.gov](http://www.scdhec.gov)

It is the policy of GSSM-CCC not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve.

GSSM-CCC hours of operation are Monday through Friday 7:30am – 5:30pm

To enroll your child at GSSM-CCC the attached Enrollment Packet must be completed. A registration fee of $85 is due once the director has assigned a start date. This is a one-time, nonrefundable charge. If a child is withdrawn then reenrolls at a later date, a second enrollment fee will be expected. Each year by September 1st the Enrollment Packet must be updated and signed. Please keep the Director informed of any changes to contact information and/or employment status.

GSSM-CCC will maintain a waiting list when full enrollment has been reached in the Child Care Center. Children are accepted into the Child Care Center on a first come basis. The number of children in the Child Care Center is governed by South Carolina Child Care Licensing Law. Position on the waitlist is determined by the date of initial contact. In order to reserve a spot on the waiting list an application fee must be paid. When an opening occurs the Director will contact the parents or guardians of the first child on the waiting list by phone.

GSSM-CCC cannot hold positions/spots for children that temporarily withdrawal from the Center without a deposit equal to the time they will be withdrawn. Examples of temporary withdrawal: traveling for several weeks during Holidays, taking the summer off to visit family. All applicable fees and tuition MUST be paid and kept current during the withdrawal time period.

Tuition is due on the 1st day of each month, unless the 1st falls on a Saturday or Sunday, then tuition will be due the following Monday. Tuition not paid by the 10th of the month is considered late and subject to a $15.00 late fee.

Any returned payment is subject to at $30.00 fee.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday.

A $25.00 per month discount will be applied for families with multiple children attending GSSM-CCC.

GSSM-CCC is closed for the following Holidays:

* New Year’s Eve Day and New Year’s Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving and the Friday after Thanksgiving
* Christmas Eve and Christmas Day

If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected as the holiday.

Any child who is in our care for more than 10 hours in one day will be charged an additional $20 fee for each day.

Two-week notice is required before withdrawing a child from our center. Your Account must be paid in full before withdrawing—including your child's tuition for that two-week period.

The director at GSSM-CCC reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

* Non-payment or excessive late payments of tuition and fees.
* Not observing the rules of the center as outlined in the parent agreement.
* Failure to comply with center policies concerning ill children.
* Child has special needs that we cannot adequately meet with our current staff.
* Physical and/or verbal abuse of staff or children by parent or child.
* Failure to keep immunization records current.

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care.

You are welcome to stay for a short while and assist your child through the drop-off transition. Simply notify the classroom teacher when you are ready to leave.

Only adults are allowed to pick children up from GSSM-CCC, please do not send siblings in to pick your child up. All individuals picking up children must know that child’s pick-up code. Only adults with valid ID and listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. GSSM-CCC staff and teachers will request a picture I.D. from any individual picking up a child. If there is any concern, the staff of GSSM-CCC reserves the right to deny a person's request to pick-up a child.

Your child’s classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the classroom.

Remember, your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.

Our parking lot can be a very busy place, please help us maintain a safe environment for our children and parents. Please drive slowly in our parking lot and do not leave vehicles running. Do not leave unattended children in your vehicle. Please park in designated parking spots only, do not park in front of the school. Please hold your child’s hand in the lot until you reach your vehicle.

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this we include two in-service days per year. The center will be closed to children during these in-service days. Tuition is expected.

GSSM-CCC does not offer sick child care, this means that you’ll need to make other care arrangements if you child is sick. In an effort to reduce the spread of illness please keep your child home if he or she is not feeling well. If while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. Any child that has a temperature of 100.1 or higher, vomiting or 3 or more incidence of diarrhea while attending GSSM-CCC a parent will be called and the child must be picked up and cannot return to GSSM-CCC for 24 hours unless a note from a doctor is provided. Consideration will be taken if your child is allergic to certain food/drink products or on medication. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

If your child is diagnosed with a communicable disease please contact the Director or the center office so that we can inform the other children’s families. Any child with a highly contagious disease such as TB, chick pox, Hand Foot Mouth, measles, pin worm, conjunctivitis (pink eye), etc. cannot return or be admitted to the center until medical certification of a complete cure is provided by a physician.

Children with head lice cannot return to the center until they are nit free.

Over the counter non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. Over the counter medications will only be administered with a doctor’s permission. The parent must provide all medications. The medication must be properly labeled with the child’s name. Please give the medication to your child’s teacher or the office so that it can be placed in a locked cabinet. Do not leave medications in book bags or cubbies.

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately. A staff member will accompany the child to the hospital and remain with him or her until a parent or guardian arrives.

Because of the wide range of activities offered at GSSM-CCC it is recommended that children be dressed in washable, comfortable clothing. Outdoor playtime and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Children must wear shoes at all time while at the center. Shoes should have appropriate ties to keep them tight and secure at all times. No flip-flops, sandals, open toed shoes or shoes that come off easily are allowed to be worn.

Children will be taken outdoors each day, weather permitting. Children should be dressed accordingly: light jacket, cap, and rain boots for damp days; appropriate winter clothing, an extra sweater or sweatshirt at school is recommended for sudden changes in temperature.

We will not go outside in rain, thunder, lighting, extremely hot or cold conditions, or when advisories have been posted to remain indoors due to weather conditions such as high levels of pollutions, extreme cold or heat.

Outdoor Policy:

Summer

* Below 90 degrees outside for our allotted amount of time.
* 90-96 degrees we limit our outside time to no more than 15 minutes
* Cold water is provided during these times.
* Over 96 degrees we will not take children outside

Winter

* Above 40 degrees outside for our allotted amount of time
* 32-40 degrees we limit our outside time to no more than 15 minutes.
* Under 32 degrees we will not take the children outside Please be sure to dress your child according to the weather to ensure they may participate in all outside activities.

During times of inclement weather the center does not follow Greenville County Schools for delays, early dismissal or closings. A determination as to the safety of our staff and your children will be made by center staff. In the event of a delay, early dismissal or closing parents and/or guardians will be notified via email and text.

Toys from home are not allowed unless the center is having a show and tell day. During show and tell day the toy must remain in the child’s cubby until it’s time to show them. No toy weapons are allowed including toy guns, knives, swords, etc.

Do not send you child to the center with gum, candy or money.

Birthday celebrations are welcome. Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Inform your child's teacher in advance about what kind of treat you plan on bringing so that any allergies can be addressed. This is for the safety of all of the children. Feel free to ask your child’s teacher for suggestions. Parents are always welcome at their child's birthday celebration to help make the day special.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

GSSM-CCC will provide water for lunch and two snacks with water each day. Please notify you child’s teacher or the center Director about any food allergies and/or sensitivities. Parents should pack a well-balanced healthy lunch in an insulated lunch bag, labeled with your child’s name. We may not have room in the refrigerator for everyone's lunch so please bring in an insulated bag with ice pack. Do not send foods that need to be warmed up, we will not use microwaves to heat any of the children’s food.

Photographs and/or videos of the children in our programs may be taken from time to time and may appear in social media, newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs and/or videos of your child, to be used without compensation, is part of this agreement.

Proper communication between our parents and the teachers and staff of GSSM-CCC is extremely important. Teachers will be sending home information on a regular basis. You are welcome to call to arrange a meeting with your child's teacher, even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a cubby, please check these daily for notes, newsletters and other information.

Each family has the right to confidentiality. GSSM-CCC keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of GSSM-CCC unless written permission has been obtained from the parent(s). A parent does not have the right to know who injured their child (hitting, biting, etc.) but they do have the right to know how GSSM-CCC handled the care and discipline of the children involved.

GSSM-CCC’s Emergency Preparedness Plan is available from the Director or the schools’ main office.

Parents have free and full access to his or her child without prior notice unless there is a court order limiting parental access. Your free access must not disrupt instructional activities or classroom routines. We must think of all the children in the classroom and repetitive disruptions will require us to impose limitations on access on a case by case basis.

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center Director.

Staff members are required by law to report any suspected child abuse or neglect. Per the laws of South Carolina: Child abuse or neglect occurs when the parent, guardian, or other person responsible for the child’s welfare: Inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which present a substantial risk of physical or mental injury to the child.

We reserve the right to make policy changes whenever necessary. We are unable to predict or list in this handbook every contingency that may occur, however we will inform you of any changes that are necessitated before implementation or as soon thereafter as possible. You will be notified no less than thirty days in advance of any tuition or fee changes.

**Golden Strip School of Music Child Care Center**

**Discipline Policy**

At Golden Strip School of Music Child Care Center the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

* ***Environment*** -- A place designed for children.
* ***Logical Rules*** -- Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
* ***Curriculum*** -- Is developmentally appropriate, based on the children's interest and level of readiness.
* ***Positive Behavior*** -- We reinforce the behaviors we wish to see repeated.
* ***Redirection*** --ften interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
* ***Positive Reminder*** --Telling the children what we want them to do rather than using "no" or "don't."
* ***Time Out*** -- Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

**Difficult Behavior**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

**Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

**Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. Parents may be asked to consult outside professionals, or bring in behavioral specialists to help identify the problems or provide new strategies, in order for GSSM-CCC to continue care. Our goal is to work as a team to better serve each child.

**Dis-enrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be dis-enrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. In certain instances a child may be physically restrained in order to keep the child, other children, or staff safe from harm. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

**Golden Strip School of Music Child Care Center**

***POLICY CONTRACT***

Please carefully read, sign, and return the following form to the center director.

***I have been provided a Golden Strip School of Music Child Care Center Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition, any late fees, or change in schedule fee amounts, and understand that these may change depending on schedule and rate adjustments during the course of enrollment. A two week notice must be given for dis-enrollment. This contract can be terminated by GSSM-CCC at any time if policies and procedures are disregarded by parents/guardians.***

1st Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Tuition \_\_\_\_\_\_\_\_

2nd Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Tuition \_\_\_\_\_\_\_\_

3rd Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Tuition \_\_\_\_\_\_\_\_

Monthly Tuition is due the 1st of every month. A $15 late fee will be assessed to the account if not paid in full by the 10th of the month

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Registration Fee $ \_\_\_\_\_ is due upon enrollment.

Approved Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I have read and agree to the policies and procedures as presented in the Golden Strip School of Music Child Care Center Handbook

\_\_\_\_ I give my permission for GSSM-CCC to use photographs/videos of my child for advertising, training and education purposes, and to be put on social media (names will not be used).

Both parents must sign OR parent/guardian with sole custody of the child:

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*GSSM-CCC limits daily enrollment to 10 hours a day maximum. Fees will be applied for over 10 hours.