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# **BOULEVARD CHILD ENRICHMENT CENTER HANDBOOK PARENT HANDBOOK 2009-2010**

## **I. NAME**

The name of this organization shall be Boulevard Child Enrichment Center. Boulevard Child Enrichment Center is a non-profit organization owned and operated by Boulevard Baptist Church, 700 Boulevard, Anderson, South Carolina, 29621. (864) 225-8696

## **II. MISSION STATEMENT**

The mission of Boulevard Child Enrichment Center, a ministry of Boulevard Baptist Church, is to assist children ages 6 weeks through 5 years in the development of intellectual, spiritual, social, emotional and physical growth. We accomplish this by offering a developmental curriculum and providing a stimulating enrichment program in a Christian environment. It is our objective to nurture children so they become independent, self-confident, innovative thinkers who can adapt to challenges and relate to others.

## **III. ADMISSION POLICIES**

- A. Children will be expected to participate in all aspects of the program offered. (Each child needs to be developmentally ready to benefit from the total program.) This will be determined through classroom observations throughout the year.
- B. Children must be 6 weeks old to enroll. Children **must be toilet trained** before entering a 3 year old class.
- C. The Child Enrichment Center reserves the right to dismiss a child whose needs cannot be adequately met unless it is determined that:
  1. There will be no adverse effect upon other children (either through direct behavior of the child or because of teacher time taken from other children).
  2. The parents will work with the teacher and directors to meet the individual needs of the child.
- D. A child who meets the requirements of admission as set forth herein shall not be excluded from enrollment because of race, color, religion, national origin, or ancestry.
- E. The school shall maintain a waiting list in general chronological order of applications received with preference being given to siblings of enrolled children and to Boulevard church members. The waiting list application must be renewed annually each January by calling the CEC office to update the information and confirm continued interest.

#### **IV. REGISTRATION AND ADMISSION PROCEDURES**

A. Completion of the following forms and payment of the registration and supply fees constitute registration. The following items must be completed and turned in prior to the first day of school:

1. Student Information Form
2. Notarized Emergency Permission Form
3. Signed Benadryl Permission Statement
4. DSS Information Form
4. Registration Fee and Supply Fee (non-refundable)
5. Current South Carolina Certificate of Immunization Form

B. Upon completion of registration, a representative of the school will review the registration forms. When needed, a representative of the Child Enrichment Center will conduct a personal interview with the parent and evaluate the child to determine readiness for preschool.

#### **C. Classroom Assignments**

Many factors are considered in making class assignments. The Directors reserve the right to make the decision. Special requests for placement cannot be granted. All of our teachers are excellent teachers and your child will have positive experiences with each one.

#### **D. Curriculum**

Our curriculum is designed to provide hands on experiences that develop the whole child. Children need to touch, manipulate, smell, look at and feel the things in their world in order to learn from them. Our schedule is very flexible with a time for learning centers where children work and play with art materials, manipulatives, computers, blocks, dramatic play, language arts, science, math activities, music, books and other media whereby they can work individually or in small groups. They also have a regular period for outside activity as well as field trips for the four and five year olds. There is also a time when the children can share in group experiences, which involve stories, conversation, Bible stories, music, puppets and other activities to enhance and develop the theme of the week. We use the WEE (Weekday Early Education) Learn Curriculum Guide published by LifeWay Christian Resources as a basis for our curriculum. Our teachers also use many other resources to enhance the core curriculum. The four year olds and Pre-Kindergarten classes use the Anderson District 5 Pre-K Standards as a guide in planning their curriculum. The teachers turn in lesson plans to the office each week that include activities that enable the children to work on developmental skills appropriate for their age level.

All children are assessed informally on developmental milestones. These milestones are checkpoints to help us evaluate the child's progress along the developmental road and then provide activities appropriate to the child's individual growth.

**V. PAYMENT PROVISIONS**

- A. Tuition and Fee Schedule will be printed annually. Tuition discounts are available to families with multiple enrollees.
  
- B. A non-refundable registration fee and supply fee is to be paid upon registering the child. These fees are renewed annually.
  
- C. Tuition is payable monthly in advance and is due on the first school day of each month. A late charge of **\$5.00** will be added to any account that is not paid on the **5th** day of the month, or if the 5th falls on a weekend on the following Monday. If there is a holiday or center closure on the 5<sup>th</sup>, tuition is due on the 6<sup>th</sup> with no late fee charge. **An additional late charge of \$10.00 will be added to any account that has still not been paid by noon on the 15th day of the month, or if the 15th falls on a weekend, by noon on the following Monday. After 30 days there will be a \$25.00 late fee added, and your child will be dismissed if your account is 6 weeks past due.**

Reminder:

- ❖ If a check is written for an amount that varies from your regular tuition, please note the reason for the variance.
- ❖ If you need a receipt for tuition, please indicate on the check by writing “receipt requested” at the bottom of the check.
- ❖ Tuition checks should be placed in the blue box by the sign in sheet (check(s) do not have to be placed in an envelope).
- ❖ For new children in the center please write child’s name on the bottom left hand space on the tuition check.
- ❖ If you have a change of address or phone number please inform the office using the appropriate form (see handbook).

- D. A charge of \$20.00 will be added to your account for any check not honored by the bank.
  
- E. Each family is entitled to a yearly statement of child care expenses for tax purposes at no charge. **Requests must be made during the month of January to assure receipt of the statement in a timely manner.** The CEC Office will post a sign-up sheet.

F. Overtime Charges

- 1. When children are enrolled for the **preschool morning program only** (8:30-11:45 a.m.) there will be an extra charge for **early arrival** of \$2.00 per day added to the account when students are at school before 8:20 a.m.
- 2. Overtime charges as given below will be added to your account for children **picked up late:**

<b>Morning Program - pickup at 11:45</b>	<b>11:50 a.m. - 12:00 noon</b>	<b>\$2.00/child</b>
	<b>Each additional minute</b>	<b>\$1.00/child</b>
<b>Full - Day Program - closing at 5:30 p.m.</b>	<b>First five (5) minutes</b>	<b>\$2.00/child</b>
	<b>Each additional minute</b>	<b>\$1.00/child</b>

**You will be asked to sign a Late Pickup Slip when you pick up your child. The CEC office will notify you of the charges assessed. Please be mindful that the CEC Staff have other commitments and must leave at closing.**

- G. Tuition Credit - No credit on tuition will be given for any absence including illness or family vacation (Exception: Full day, year-round students: refer to vacation policy statement below). No credit on tuition will be given for school holidays, teacher workdays, or other holidays in which the CEC is closed.

**VACATION POLICY:**

Only students who are enrolled full day, Monday through Friday, **year-round (12 months)** will be allowed a **one-week vacation credit** during the calendar year, January through December. A child must attend the CEC for six (6) months before the vacation privilege begins.

1. The vacation policy allows for a child to be **absent** from the CEC for one (1) week without charge. The child must not be present during the vacation week.
2. A **written request** for the designated vacation week must be received in the CEC office at least **four weeks** prior to the requested week of vacation. **Vacation credit will not be granted without a written request ahead of time.** A Vacation Request Form may be picked up at the sign-in desk or in the CEC office.
3. Vacation week may not be broken up into various days throughout the year, i.e. a complete school week (5 days) must be used as a designated vacation week.  
**HOLIDAY OPTION:** A family may choose to use the following five CEC holiday closings as their vacation week. These holidays on which the Center is closed include: Thanksgiving and the Friday following Thanksgiving Day, Christmas Eve and Christmas Day (or the two designated Christmas closing days) and New Year's Day (or the designated New Year's closing day). If the Holiday Option is chosen, the week of tuition credit will be taken off the November monthly tuition charge.
4. **The CEC office will confirm the month of credit at the time the vacation request is submitted. Credit will only be granted for accounts that are currently paid in full with no outstanding balance.**

H. Holding Fees

1. Summer Holding Fee

**Full-day children** who will not be attending during the summer months must pay a designated non-refundable holding fee calculated by the number of weeks in a given summer calendar to hold their place in a class for the fall. These fees will be posted annually. This holding fee would entitle parents to bring their child one day per week as prearranged with the Directors and Teacher.

Parents who have 3 children enrolled full-time in the CEC will only pay 1/2 of the holding fee for the 2nd and 3rd children. The 1/2 price holding fees do not entitle the 2nd and 3rd child to attend during the summer session.

2. Infant Room Holding Fee

Persons wishing to reserve a place for an infant who is not ready to take an available opening in the infant room can pay a non-refundable holding fee for one month only, to hold the place. After one month, regular tuition is required.

I. Withdrawal from program.

Each child is enrolled for the entire school year or the balance of the school year. A written notice submitted to the CEC office is required two weeks prior to the child's withdrawal from the program. No refunds will be given if a child is withdrawn in the middle of the month.

J. It is the parents' responsibility to notify the Directors in writing of any changes in schedule, address, telephone numbers, place of employment, hours of care or other pertinent information concerning the family. Please see change of information form in appendix of this handbook.

## VI. TIMES OF OPERATION

### A. Hours of operation

1. **Hours for half-day students are 8:30 a.m. to 11:45 a.m.** Late fees will be imposed after 11:50 a.m. In the mornings, children should not come into the classroom before 8:20 a.m..
2. Hours for full-day students are from 7:30 a.m. to 5:30 p.m. Late pickup fees will be imposed after 5:30 p.m.
3. We ask that you have your children here by 8:30 or they will miss valuable group time. If you are running late and they will not be here by 9:00, please call and let us know when they will be arriving. **Please do not bring your child between 11:30 a.m. and 2:30 p.m.**

### B. School Holidays

The CEC school calendar, updated annually in August, is attached to this handbook. Please follow this calendar closely for special days and closings. The Center will be closed for the following: New Year's Day (or designated New Year's holiday), Good Friday (In the event of inclement weather and school district snow days, we may be open on Good Friday), Memorial Day, July 4th (or designated holiday), one Teacher Workday in August, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day (or two designated Christmas holidays subject to some variation depending on the current calendar).

**CHRISTMAS EVE:** If the Center is open on Christmas Eve (this does occur in some calendar years), we reserve the right to adjust our afternoon closing time. Any decision to change our closing time to 1:30 p.m. will be announced at the beginning of December.

## **VII. DAILY PROCEDURES**

### **A. Signing children in and out**

Each child in the full-day and half-day programs must be signed in and out each day by an **authorized adult (no older siblings, please)**. **Do not send children in by themselves to sign in or out.**

### **B. Morning Program Pick-up**

We offer 11:45 pick up for 3's, 4's, and Pre-K. A staff member will be in the stairwell under the carport to facilitate loading beginning at 11:40. Some classes may load at the front circle by the playground on good weather days. You will be given a name card to place on your dashboard so we can have children ready to load in car.

### **C. Picking up Children**

1. The only persons allowed to pick up a child are those who know the child's security number and are listed on the student information form as approved for pick up.
2. Please tell the teacher when you bring your child or call ahead if someone other than the regular person will be picking them up. If a person comes for your child and you have not informed us of the arrangements, we will phone you before releasing the child. If we do not recognize the person picking up, we will ask for picture ID as well as the child's security number. Please inform anyone picking up your child to be prepared for this.
3. Please check your child's cubbie daily for papers, art work, etc. Also, check the apple board near the sign-in desk at the double doors for notices.
4. Children using the elevator must be accompanied by an adult.
5. Morning preschool children are dismissed at the covered drive entrance and the front circle adjacent to the playground.

## **VIII. HEALTH & SAFETY OF THE CHILD**

### **A. NO SHOTS - NO DAY CARE**

A South Carolina Certificate of Immunization (DHEC form 1148) must be on file for each child, and immunizations must be kept up to date.

### **B. Keep your child home:**

1. If he/she has a fever. Per the South Carolina Department of Social Services "Regulations for Child Day Care Centers" a fever is defined as "temperature for children younger than four months old is greater than or equal to one hundred and one degrees Fahrenheit rectal (one hundred degrees Fahrenheit axillary).

Temperature for children four months old through twenty-four months old is greater than or equal to one hundred and two degrees Fahrenheit rectal (one hundred and one degrees Fahrenheit axillary). Temperature for children twenty-four months or older is one hundred and two degrees oral or axillary".

2. If he/she has a heavy nasal discharge.
3. If he/she has a constant cough.
4. If he/she has skin or eye irritation.
5. If he/she is vomiting or has diarrhea.
6. If he/she has impetigo, lice or other communicable disorders.
7. If he/she is fussy, cranky, and generally not himself/herself.
8. If he/she has symptoms of a possible communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever).  
Please notify the school at once if the child does have a communicable disease.
9. If he/she has unidentified rash.
10. Until they have taken prescribed antibiotics for at least 24 hours.

If your child becomes ill during the day, you will be called as soon as possible to pick up your child. This helps prevent the spread of illness to the other children. Therefore, you are asked to keep them home for 24 hours after the symptoms and/or fever are gone without medication. If a child is brought back to the Center on medication the staff cannot be assured that the child has fully recovered from the illness. Please be familiar with our Sick Form. A copy is included in this handbook.

#### C. He/She may come to school

1. If his/her cold is over, but he/she is left with a minor nasal drip that is clear.
2. If he/she is having a nasal discharge due to allergy. A doctor's statement will be necessary.
3. If he/she has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he/she should stay home.
4. If he/she has not had a fever for 24 hours without medication.
5. When they have taken prescribed antibiotics for at least 24 hours.

When a child returns to the Center after an illness be sure that he or she is able to participate fully in the program (including going out doors). No special arrangements can be made for an "almost" well child.

6. A child diagnosed with an ear infection who is taking an antibiotic may come to school if he/she is comfortable enough to be in a group setting. The CEC staff reserve the right to request that a child be sent home if he/she cannot fully participate in the daily classroom routine in a comfortable manner.

#### D. Medicines

If the child needs medicine it must be specifically written down on a medicine form each morning. The name of the medication, the time of the day to be given, and the amount must be included on the form. If all information is not included, the child will not be given the medicine. A copy of the Medicine Form is included in this handbook.

All medications are kept locked either in a cabinet, or, if refrigerated, in a locked box in a refrigerator in or near your child's classroom.

Medical instructions will not be accepted over the telephone.

Please inform staff daily of all medications your child has been given at home, both prescribed and over the counter. Some medications may cause upset stomach, diarrhea, excitability or drowsiness. This knowledge will help your child's teacher assess whether any physical or behavioral changes are a reaction to a medication, a change in their condition, or signal the beginning of an illness.

#### E. Allergies

If your child experiences any kind of allergic reaction to a known substance you must describe the allergy in detail on your child's profile form. An information sheet must also be completed in your child's classroom. Your child's name and their particular allergy and reaction will be posted and explained to all staff who come into contact with your child. Every possible precaution will be taken in your child's classroom as they participate in their daily activities to protect them against allergic reactions. Parents are responsible for notifying the CEC Office and teachers of any changes in their child's condition.

#### F. Communicable disease

It must be reported immediately to Department of Social Services when a child comes down with a communicable disease. Call the CEC office.

#### G. Absences

If your child is going to be absent from school for any reason please call the CEC office. If no one is available leave a message on the voice mail.

#### H. Periodic fire, tornado and earthquake drills will be conducted according to South Carolina code.

#### I. Evacuation of Building

In case of minor disaster (broken water pipe, natural gas leak, carbon monoxide) we will move the children as quickly as possible from the building using the fire drill exits (posted outside each classroom) to the Christian Activity Center.

If we need to remove children from Boulevard facilities, arrangements have been made with Anderson University. We are to go to the downstairs area of Rainy Fine Arts Center (enter at rear of building).

The children will be transported by available vehicles (church bus, church mini bus, private cars). Safety seats will be used for children who have them.

Parents will be informed of our evacuation via our voice mail, through WYFF Channel 4 TV, WRIX radio station and telephone calls. See page 14 for other stations under Inclement Weather.

J. Emergency Medical Plan

When a medical emergency occurs, there are certain steps we will follow to ensure the care and safety of the child.

Medical conditions that warrant emergency care and treatment include but are not limited to the following:

- ❖ Open wounds requiring a doctor's attention
- ❖ Possible broken extremities
- ❖ Allergic reactions

If any of these conditions exist, we will first notify emergency personnel and then will contact parents. If it is necessary for us to transport a child to the AnMed Children's Center, a director or designated staff member will do so in their personal vehicle and will have another staff member present with them to aid with the child.

**IX. LEGAL RESPONSIBILITY**

A. Liability Insurance

Boulevard Child Enrichment Center is covered by a childcare group accident insurance coverage plan.

B. Parents' Responsibilities

**Please sign the statement at the back of this handbook verifying that you have read and understand the Parent Handbook and School Calendar and agree to abide by the CEC policies.**

C. After hours staff arrangements

Any arrangements made between the parent and any employee of the school for transportation or care of the child before or after school hours is an agreement between private parties and the school assumes no responsibility.

D. Transportation and Field Trips

Occasional field trips may be taken by four year old, five years old and school-age classes. The parent will be notified of the date, time, destination and the modes of transportation. A signed permission form must be obtained in order for a child to go on a field trip. The following regulation regarding the child passenger restraint system must be applied on all BCEC school field trips:

**\*A child who is at least one year of age but less than six years of age and who weighs at least forty pounds but not more than eighty pounds must be secured by a belt-positioning booster seat. The belt-positioning booster seat must be used with both lap and shoulder belts. A booster seat must not be used with a lap belt alone.**

Each child must have an appropriate booster seat provided by the parent on the day of a class field trip. Failure to abide by this regulation will result in: (1) your child not going on a trip with the class or (2) you providing transportation for your child to and from the designated location (no other children would be assigned to your vehicle). Thank you for your attention to this request!

## X. GENERAL INFORMATION

### A. Clothing

1. Children should wear clothing which is comfortable, easily managed by the child and easily washed. Children who are toddlers and up should not wear one piece suits because they make toileting and toilet training difficult. Babies and toddlers should be dressed in clothing that allows their diaper to be changed easily.
2. Every child is required to wear shoes. Children may be allowed to remove shoes for special water activities, painting or sand play occasionally but only for the activity. Flip-flops, jellies, cleats, heavy cowboy boots (and sandals for under 2 year olds) are considered dangerous; therefore, we request that children not wear them.
3. All clothing should be properly marked with the child's full name. This includes the extra change of clothes as well as any clothing that may be taken off of the child's person, such as a sweater, coat, hat, umbrella, etc...
4. Each child is encouraged to have one change of clothes at the preschool at all times. Each child is asked to bring two containers of wet wipes for a quick cleanup after a messy art project or a cool face wipe when they come in from the playground.

### B. Meals

#### 1. Lunches

Children who stay full day should bring a nutritious lunch and drink from home. Please label each item of your child's lunch with his/her name. We usually offer an option of purchasing pizza from Papa John's on Fridays during the school year and summer session unless otherwise posted. An information sheet of the option(s) currently available is attached at the end of the handbook.

Warm-up lunches should be placed in a container that can be put in the microwave. Also, please avoid sending lunches that require extra preparation (for example, Lunchable Pizzas). Please include a fork or spoon with your child's lunch if it is needed. **Note: There may be a Food Allergy warning in a classroom. If so, we require parents to avoid sending foods that cause allergic reactions in some children, (Ex. Peanut products).**

#### 2. Snacks

A. We serve a mid-morning snack. Your child will have the opportunity to cook on their class' Cooking Day in 3's and up classrooms. We appreciate parents volunteering to provide ingredients for these learning experiences.

B. Children staying all day will be served an afternoon snack.

### C. Birthday Parties

We ask if you plan party favors, please put them in small individual bags; do not bring balloons, and please keep safety and nutrition in mind as you plan. Please do not exchange or unwrap gifts at the Center.

#### D. Bringing objects from home

1. Special items may be brought from home for "Show and Tell". Check your child's monthly class calendar for the day and theme or topic. After the child shares his item, it will be put away until he takes it home. Please have him bring this item in a sack marked with his name. No toy weapons are ever allowed. We ask that children not bring toys for Show & Tell unless the teacher has a special toy day after Christmas. Nature items, family photo or things related to unit theme are acceptable for Show & Tell.
2. We know sometimes your child is holding an object that is providing some security for them as they separate from you at the door. It is okay for them to bring it into the classroom, and their teacher will help them to put it away at an appropriate time. The Center is not responsible for loss or damages to anything brought from home.
3. Toddlers and older children must eat their breakfast before coming to class. Morning snack is scheduled at 9:00 a.m.
4. Animals brought from home must be properly caged. Advance notice and permission must be acquired from the teacher.

#### E. Parent - School Communication

Parents will be informed of the latest developments and announcements relative to the school through the monthly newsletter. PLEASE READ ALL NEWSLETTERS, LETTERS, AND POSTED SIGNS.

#### F. Conferences

1. Conferences will be made available once a year for each parent of the 3 year old, 4 year old and Pre-K 5 students.
2. If a parent requests a special conference, an appointment will be made with the teacher.

#### G. Pictures

A professional photographer takes photographs of the children each year. Parents are not obligated to purchase these.

#### H. Discipline

1. Corporal punishment or humiliating or frightening techniques are never used. Discipline is never associated with food or rest.
2. Biting policy  
Because biting is such a dangerous offense due to germs and the possible spread of disease, we do have to respond to this behavior. Each incident will be dealt with on an individual basis. We do recognize that biting can be a typical developmental trait in older infants and toddlers.
3. Disciplinary problems are prevented or lessened by having consistent discipline policies in the home.
  - A. Not expecting more than the child is able to do.
  - B. Giving recognition for achievement.

4. Aggressive Behavior Policy:

If a child exhibits continued aggressive behavior such as biting, scratching, hitting, kicking, choking, etc., the parent(s) will be notified. At the discretion of the Directors, the parents(s) may be called to administer discipline within the center guidelines as they see fit depending on the age of the child and the severity of the incident. The teachers will document any aggressive behavior. Parents will be notified if a conference is needed with a teacher and a Director. **The Directors may require parental/guardian permission to request an observation of a child or a referral to an appropriate professional or agency.**

5. **We reserve the right to suspend a child from the program. Before a child can return from suspension, we may require written notification from a qualified professional that the child is capable of functioning in a developmentally appropriate way in a group setting. Tuition fees will not be changed due to suspension.**

6. The Child Enrichment Center reserves the right to dismiss a child whose needs cannot be adequately met unless it is determined that:

1. There will be no adverse effect upon other children (either through direct behavior of the child or because of teacher time taken from other children).
2. The parents, teachers, and directors collectively are able to meet the needs of the child.

This is a private organization and we reserve the right to dismiss a child due to inappropriate behavior by the child or his parents.

I. Progress Reports

1. Progress reports will be discussed during Parent Conferences.

J. Student Records

The CEC office keeps pertinent student records for 3 years.

K. Inclement Weather

The Child Enrichment Center will make every effort possible to open in inclement weather. If conditions are too hazardous for any staff to get to the Center we will inform these stations: WLFJ, FM 89.3, WRIX FM, 103.1, or WRIX AM, 1020 radio and television station WYFF, channel 4, of BCEC closing or delayed opening information. We will also place the information on our voice mail (225-8696).

L. Respect of Staff

This is a private Christian weekday ministry. We ask that all parents and children conduct themselves in an orderly and respectful manner, and treat each other and our staff as God our Father would treat them. This is a private organization and we reserve the right to dismiss a child due to inappropriate behavior by the child or his parents.

#### M. Security System

The CEC has a security system installed on all doors leading into children's area of the building. Each family is issued a security card with a tiny transmitter chip in it that is unique to that family and will allow access to the CEC during operating hours. The card will work on the main entrance and on the entrance through the hallway door by the director's office only. The other two doors (second floor and basement) are only accessible by staff. If a card is lost or stolen, that card can be deleted from the system, making the card inoperable thus maintaining the integrity of the security system. The card protects access to the building and makes our system secure.

The card is to be waved in front of the reader and that should trigger the door to unlock for 20 seconds. The reader is sensitive enough that the card can possibly even remain in one's wallet or diaper bag pouch and still be read when waved in front of the reader, depending on the thickness of the materials. You will have to experiment with your card. Cards must be protected from possible damage or loss. Avoid getting them wet or allowing them to serve as teething material.

The following information explains the use of security cards:

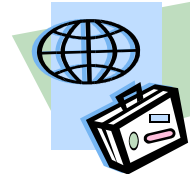
- One card is issued to every family. The cost of that card is covered in the yearly registration fee.
- One additional card may be acquired if necessary for \$20. No more than two cards will be processed for a family. We are able to unlock the door from Mrs. Willis' office so someone who only picks up occasionally can be granted access by requesting entrance at the front door.
- All cards issued to a family must be returned to the CEC upon exit from the program. There will be a \$25 charge for all unreturned cards.
- A lost or damaged card should be reported immediately to a CEC director so it can be deactivated in the system. A replacement card can be provided for \$25.
- **Please do not give a card or code to a child or unauthorized adult. We must work together to insure the safety of our children and staff. Also, please do not write anything on the card. We do not want anyone to know that the card accesses the doors here before we can deactivate it in case it falls into the wrong hands. This system is in place for you.**

Please contact the CEC office if you have questions regarding your cards or if you need assistance with them. Controlled access is very important in offering an extra measure of security for our children and staff.

#### N. Program Concerns

If you do have concerns about your child or the program, please talk to one of the Directors. If you then have unresolved issues, please make an appointment with the Minister of Education of Boulevard Baptist Church.

**CEC STUDENT VACATION REQUEST FORM**



Date \_\_\_\_\_ Class \_\_\_\_\_

Student's Name \_\_\_\_\_

Week(s) requested \_\_\_\_\_ or Holiday Option

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FOR OFFICE USE ONLY

Student's Name \_\_\_\_\_

Monthly Tuition \_\_\_\_\_ Vacation Dates \_\_\_\_\_

Vacation Discount \_\_\_\_\_ Comments: \_\_\_\_\_

Tuition Due \_\_\_\_\_ Approved: \_\_\_\_\_  
-----

**MEDICINE FORM**  
(Form Not To Be Used for Multiple Days)



Date \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

If your child is going to receive medication, we need the following information:

1. Name of medication to be given. \_\_\_\_\_
2. Amount to be given. \_\_\_\_\_
3. Time to be given. \_\_\_\_\_
4. Parent's Signature \_\_\_\_\_

**MESSAGE:**

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**OFFICE USE ONLY**

Date Given \_\_\_\_\_

Time Given \_\_\_\_\_

Medicine Given \_\_\_\_\_

Teacher's Signature \_\_\_\_\_



**IMMUNIZATION REMINDER**      DATE SENT OUT \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

OUR RECORDS INDICATE THAT YOUR CHILD IS DUE FOR IMMUNICATION(S) ON

\_\_\_\_\_

ACCORDING TO DHEC CHILD CARE REGULATIONS, UNLESS THIS IS UPDATED, YOUR CHILD **WILL NOT** BE ALLOWED TO ATTEND THE CENTER AFTER

\_\_\_\_\_.

You have 30 days from the **date for next immunizations (on South Carolina Certificate of Immunization form)** to get the immunizations. Please return the updated immunization form or ask the doctor's office personnel to fax the form to 226-8130. If your child has been ill and is unable to get immunizations, please have your doctor check the appropriate exemption box on the form. Then bring or fax the form to the CEC Office for our records.

THANK YOU!

\_\_\_\_\_

.....

**OUCH REPORT**



Date \_\_\_\_\_

Dear Mr./Mrs. \_\_\_\_\_

Today your child, \_\_\_\_\_, cried ouch!!!

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We treated it \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ We feel your child is fine now.

\_\_\_\_\_ We feel your child needs further attention.

**Boulevard Child Enrichment Center  
Change of Information Form**

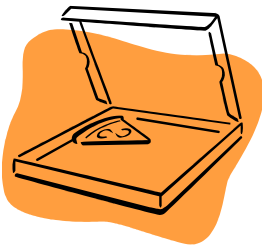
Child's Name \_\_\_\_\_  
New Address \_\_\_\_\_  
\_\_\_\_\_



New Telephone Number \_\_\_\_\_

New Cell Numbers \_\_\_\_\_  
New Medical Info. \_\_\_\_\_  
\_\_\_\_\_

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



**FRIDAY PIZZA OPTION**

To give parents a break from packing their full day child's lunch we will order Papa John's Pizza each Friday unless a notice is posted. You may order by the slice for \$1.25 each. The cost will include Sprite for the children 3 years old and older. Payment must be made to your child's teacher no **later than 9:00 a.m. Friday** morning. You may pay by check or with cash. If your child will not be here by 9:00 a.m. to be included in the count, you will need to bring them a lunch, or **call** the CEC office by 9:00 a.m. and ask that they be added to the count. You may pay in advance, however, we will not be able to give any refunds if your child is absent on a Friday you have already paid for. You will need to pack a lunch and drink for your child Monday through Thursday and on Friday if you do not purchase pizza for them.

**EARLY FORM**

Date\_\_\_\_\_

Teacher's Name\_\_\_\_\_

Child's Name\_\_\_\_\_

Time Arrived\_\_\_\_\_

My child arrived at school early today (preschool - before 8:20 a.m). I know I am responsible for paying the early arrival charges as outlined in the Parent Handbook.

Parent's Signature\_\_\_\_\_

(The bottom portion of this notice will be filled out by the CEC office and placed in your child's cubbie tomorrow, please return the form along with your payment to the blue box on the desk where you sign your child in and out.)

**FOR OFFICE USE ONLY (Amount Due \$\_\_\_\_\_)**

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**FOR OFFICE USE ONLY**

**EARLY ARRIVAL CHARGES**

**DATE** \_\_\_\_\_

**CHILD'S NAME**\_\_\_\_\_

**TIME ARRIVED**\_\_\_\_\_

**AMOUNT DUE**\_\_\_\_\_ **DATE SENT OUT** \_\_\_\_\_

**LATE FORM**

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Time Picked Up \_\_\_\_\_

My child was picked up late today. I know I am responsible for paying the late fee as outlined in the Parent Handbook.

Parent's Signature \_\_\_\_\_

(The bottom portion of this notice will be filled out by the CEC office and placed in your child's cubbie tomorrow, please return the form along with your payment to the blue box on the desk where you sign your child in and out.)

**FOR OFFICE USE ONLY (Amount Due \$ \_\_\_\_\_)**

-----  
**FOR OFFICE USE ONLY**

**LATE PICK UP CHARGES**

**DATE** \_\_\_\_\_

**CHILD'S NAME** \_\_\_\_\_

**TIME PICKED UP** \_\_\_\_\_

**AMOUNT DUE** \_\_\_\_\_ **DATE SENT OUT** \_\_\_\_\_

**HALF DAY CHILD STAYED ALL DAY**

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Time Picked Up \_\_\_\_\_

My child stayed all day today. I know I am responsible for paying the all day fee.

Parent's Signature \_\_\_\_\_

(The bottom portion of this notice will be filled out by the CEC office and placed in your child's cubbie. Please return the form along with your payment to the blue box on the desk where you sign your child in and out.)

**FOR OFFICE USE ONLY (Amount Due \$ \_\_\_\_\_)**

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**FOR OFFICE USE ONLY**

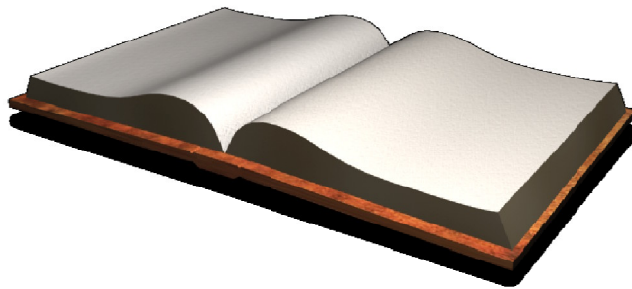
**HALF DAY CHILD STAYED ALL DAY CHARGES**

**DATE** \_\_\_\_\_

**CHILD'S NAME** \_\_\_\_\_

**TIME PICKED UP** \_\_\_\_\_

**AMOUNT DUE \$** \_\_\_\_\_ **DATE SENT OUT** \_\_\_\_\_



**I have received, read, and understand the 2009-2010 CEC Parent Handbook. I agree to abide by the CEC Policies outlined within the Parent Handbook.**

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Class#** \_\_\_\_\_

## **BOULEVARD BAPTIST CHURCH**

**On behalf of Boulevard Baptist Church, welcome to our Child Enrichment Center. We are delighted that you have chosen to allow us to minister to your family through our center. We strive to provide a quality program through appropriate curriculum and activities and a well-trained, dedicated staff. We try to provide affordable childcare without any compromise regarding the safety and well being of your children. We view our center as a ministry to both your child and your entire family.**

**Church participation by the entire family is an essential part of each family member's growth and development, and we realize that many of our families are active participants in a local church. If your family is not active in church, we do invite you to allow Boulevard Baptist Church to become your church. We offer many opportunities for all ages. We have Sunday School classes at 9:15 a.m. for babies through senior adults. During Sunday morning worship at 10:30 a.m., we provide childcare in our Extended Session program for children through kindergarten. Preschoolers enjoy age-appropriate activities while adults have opportunity to focus on worship. We have Family Night activities on Wednesdays during the school year, which include choirs (begin at age three) and Mission Friends (begin at age two) for preschoolers, and similar activities for elementary school children and middle schoolers, as well as nursery care for infants and toddlers. We also serve supper for the entire family on Wednesdays at a reasonable cost, and adults enjoy fellowship, prayer time, and studies of topics of interest led by our pastor while children are in their activities. You are invited to participate in any of our programs that you may find suitable for your family.**

**Please know we care about your family. That is why we provide this ministry. If our church can offer support for you in the difficult but rewarding job we call "parenting," please call on us. If you would like information on any activities, see the directors in the CEC office or call me directly in the church office (225-8693). Once again, thanks for choosing Boulevard Baptist Child Enrichment Center.**

**Sincerely,**

**Marcy Mynatt  
Minister of Education/Administration**

**Boulevard Child Enrichment Center  
700 Boulevard – Anderson, SC 29621**

**April 29, 2008**

Parents,

The Child Enrichment Center (CEC) Committee met today and has approved the additional policies that will be an addendum to the "Parent Handbook" effective today:

**H. Discipline**

1. Corporal punishment or humiliating or frightening techniques are never used. Discipline is never associated with food or rest.
2. Biting policy  
Because biting is such a dangerous offense due to germs and the possible spread of disease, we do have to respond to this behavior. Each incident will be dealt with on an individual basis. We do recognize that biting can be a typical developmental trait in older infants and toddlers.
3. Disciplinary problems are prevented or lessened by having consistent discipline policies in the home.
  - A. Not expecting more than the child is able to do.
  - B. Giving recognition for achievement.
  - C. Timely, unobtrusive interference before a crisis develops.
4. Aggressive Behavior Policy:  
If a child exhibits continued aggressive behavior such as biting, scratching, hitting, kicking, choking, etc., the parent(s) will be notified. At the discretion of the Director, the parents(s) may be called to administer discipline as they see fit depending on the age of the child and the severity of the incident (discipline within center guidelines). The teachers will document any aggressive behavior. Parents will be notified if a conference is needed with a teacher and a Director.  
**The Directors may require parental/ guardian permission to request an observation of a child or a referral to an appropriate professional or agency.**
5. **We reserve the right to suspend a child from the program. Before a child can return from suspension, we may require written notification from a qualified professional that the child is capable of functioning in a developmentally appropriate way in a group setting. Tuition fees will not be changed due to suspension.**
6. The Child Enrichment Center reserves the right to dismiss a child whose needs cannot be adequately met unless it is determined that:
  1. There will be no adverse effect upon other children (either through direct behavior of the child or because of teacher time taken from other children).
  2. The preschool is able to meet the individual needs of the child.This is a private organization and we reserve the right to dismiss a child due to inappropriate behavior by the child or his parents.

**I have received, read, and understand the addendum to the CEC Parent Handbook on Discipline effective 4/29/08. I agree to abide by the CEC Policies outlined in this addendum.**

**Parent's**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Class#** \_\_\_\_\_

**I have received, read, and understand the addendum to the CEC Parent Handbook on Discipline effective 4/29/08. I agree to abide by the CEC Policies outlined in this addendum.**

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Class #** \_\_\_\_\_

**BOULEVARD CHILD ENRICHMENT CENTER**  
**700 Boulevard Anderson, South Carolina 29621**  
**(864) 225- 8696 Federal Tax ID#57- 0360057**

**“Our Children are Precious in His Sight”**

Dear Parents,

Welcome to Boulevard Child Enrichment Center. Thank you for choosing to bring your child to our Center.

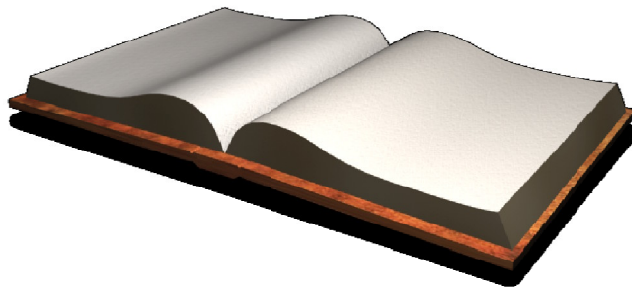
“And Jesus increased in wisdom (intellectually) and stature (physically) and in favor with God (spiritually) and man (socially/emotionally)”, Luke 2:52. It is our purpose to help your child develop in all these areas of growth – physical, intellectual, social, emotional and spiritual. Our program is set up to help children develop into the person of worth and ability that God intends them to be. The Center offers a stimulating curriculum based on the Weekday Early Education Series that encourages your child to have positive learning experiences.

You, as parents, and our staff are partners in the nurturing and development of your child. “Train a child in the way he should go, and when he is old he will not turn from it”(Proverbs 22:6). We encourage you to visit us, ask questions, share concerns, participate in activities and keep us informed regarding your child’s progress.

This handbook has been prepared with the hope that the information will provide you with a better understanding of our program as we work together to help your child have a successful experience in the Child Enrichment Center. We look forward to this partnership in ministry with your family.

Sincerely,

Pam Thomason and Angie Jones  
CEC Directors



**I have received, read, and understand the 2009-2010 CEC Parent Handbook. I agree to abide by the CEC Policies outlined within the Parent Handbook.**

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Class#** \_\_\_\_\_