



Unity Baptist Daycare and Academy

Parent Manual

The purpose of Unity Baptist Daycare and Academy is to provide your children with a happy and safe place for the hours they are entrusted to us. They will receive a well-rounded day of activities geared to the age of each child. They are in the care of highly qualified teachers and care-givers.

K-2 and K-3 students will attend class from 8:30a.m. until 12:00p.m. K-4 students will attend class from 8:30a.m. until 12:00p.m. K-5 students will attend class from 8:30a.m. until 12:00p.m. The daily schedule for each class will be provided for the parents by the teacher of each class. The Director and/or Assistant Director will explain the routine to you upon enrollment. We teach from the Creative Curriculum and A-Beka Book Publications. This curriculum consists of Bible, Math Concepts, Phonics, Health Safety and Manners, Poems, Music, Writing (manuscript beginning in K-4) Science, History, Drama, Art, and Reading (beginning in K-2). Each child will pay an annual book fee and receive a set of books. These books will stay at school and the child will work from these books daily. Your child's work will be sent home each week.

Our dress code:

Children may wear clothing suitable to the weather. If we need them to be dressed in a particular way, we will send a note home in advance. All children must be dressed upon arrival at the center. Shoes must be on the child's feet at all times. No flip-flops and we recommend shorts under dresses. The parent will be called if the child's attire is not suitable for school.

Registration:

A non-refundable registration and book fee is required when a child enrolls in the center. All K-2 through K-5 children have a book fee. This is for workbooks and readers your child will be using during the school year, for the A Beka program. The registration fee and book fee are yearly fees.

Attendance and Withdrawal:

There are no reductions or refunds due to illness, absence, vacation, or holiday periods. A two week **written notice** is required if you plan to withdraw your child from the center for any reason, otherwise you will be billed for the two weeks. If any temporary withdrawal is necessary, it must be handled through the office. There is always a reinstatement fee to return from a temporary withdrawal.

Returned Checks:

An automatic fee of \$35.00 will be charged to your account for a returned check. After an account has been charged with two returned checks, all payments must be made by cash or money order.

Payment Agreement for Daycare:

I agree the daycare fee is due one week in advance and every Monday thereafter, unless arrangements are approved in writing by administration. I understand that these fees are based on the amount required annually and therefore the payments remain the same. I understand that no reductions or refunds will be made because of absence, illness, or holiday periods. There will be a 20% late fee assessed to all delinquent accounts every Wednesday at 9:00 am.

Payment Agreement for Part-Time Program:

I agree to pay the first month's tuition payment on or before the first Monday of each month. I understand all other payments are due on the Monday of each month. There will be no reduction in the tuition due to absence, illness, or holiday periods, since the cost of the school continues the same. A late charge of 20% will be assessed if not paid by the first Wednesday of the month.

Policy for collection of Daycare Delinquent Fees:

1. If fees are not paid by Monday for the following week a 20% late fee will be assessed to your outstanding balance.
2. If payment is still not received by Monday evening at 6:30p.m., your child will not be allowed to attend the center until it has been paid.
3. If tuition for school has not been paid by the 5th of the month there will be a 20% late fee assessed and your child will not be allowed to return to school until the balance has been paid.

Immunization Records:

It is required by the South Carolina Department of Health and Environmental Control that we have a record of immunization for each child. All immunizations must be kept up to date. The center must have a copy of each child's immunization record before starting daycare or school.

Drop off Policy:

Use the front entrance when bringing your child to the center. Each child must be signed in by an adult at arrival. Please do not let your child write on the sign in sheet for any reason. Do not drop your child off in the office. All children must be assisted by an adult before the parent leaves. Class begins at 8:30a.m. If your child is in the A Beka program and arrives after 8:30, please leave him/her with office personnel and he/she will take your child to class. We ask that parents not take children in to class late because this can be very distracting to the other children in the class.

Late Pickup Fees:

We understand traffic and unexpected meetings can happen, but please try to be on time each day. Our center closes at 6:00p.m.; therefore we have no staff scheduled past that hour. Picking up your child after 6:00 imposes an unnecessary hardship on our staff. In addition, licensing only allows us to operate within certain hours. Finally, our staff works very hard each day caring for your child, and it is important for them to have time for their own lives and families. For these reasons, promptness is very important. Parents who pick up their children after closing time will be charged a late fee of \$5.00 per minute per child. If you are more than one hour late and we have been unable to contact anyone listed on your enrollment forms, we are required to contact Social Services and the local police department who will pick up your child for safekeeping. You will want to make sure you keep us well informed of any name or phone number changes on your emergency pick up list.

Mealtime:

In order for the teachers to start class on time, the children who are eating morning snack must be here no later than 8:30am. We will stop serving morning snack at 9:00a.m. Some parents choose to bring their child's breakfast/snack daily. This decision will be left up to the parent. If you choose to bring in breakfast/snack to leave please be sure your child's name is on the package. Snack and lunch will be provided. However, parents will be allowed to send lunch and/or snack from home if you prefer. You will need to bring it on a daily basis. DSS don't allow us to store food. If your child has known food allergy, then arrangements can be made. A weekly lunch and snack schedule will be handed out and posted.

Conference with Teachers:

Please make appointments through the office for conferences to discuss progress or problems on which you share common goals and concerns. Each teacher welcomes such contacts with the parents. However, during school hours the teacher's time and attention belong to the children in her care.

Discipline:

Corporal punishment is prohibited. Staff shall not deprive children of food, liquids, naps, or bathroom facilities. No verbal abuse is permitted, and no cruel, harsh, or unusual punishment or treatment shall be used. Unsupervised isolation shall not be allowed. Measures that the center will use for discipline include time out, stamps and stickers, rewards, and parents' notes to be signed and returned. Appropriate limits or rules shall be necessary to safeguard children and premises and shall be explained on the child's level of understanding.

ID Check and Code Words:

When a teacher is unsure of someone picking up a child, she will ask for a picture ID. She may also send the adult to the office if she is unsure. This is for the safety and well being of your child. Please let anyone who will be picking up your child know our ID policy. Only people with prior approval from a parent will be allowed to pick up children. When filling out your child's application please be sure to write down a code word to be used for identification purposes.

Authorization for Emergency Medical Treatment:

In order for us to obtain medical emergency treatment for our child, you must make sure you sign the authorization page in your student application. Please understand that a representative from the daycare will be with your child at all times until a parent arrives. Please understand that you will be responsible for any transportation and/or medical expenses not covered by the facility's insurance.

Medication:

If your child is on medication, you will need to make sure the permission form for medication is signed in your student's application. If this is daily medication you will need to sign a daily medication sheet that will be located in the office. You will need to include the time to be given, the amount to be given, and the name of the medication. ***No medication (prescription or over the counter) without a doctor's label will be administered at Unity Baptist Daycare and Academy.***

Field Trip/Activity Form:

The K-3 through K-5 classes will be going on several field trips through out the year. No child will be taken on any field trip unless a signed activity form is in your child's file. You will also need to sign an individual form for each trip.

Toys from Home:

The center will not be responsible for any toys brought to school or daycare. Toys should not be brought to school except on Fridays for show and tell.

Nap Time:

The children will take a nap daily. They are not made to go to sleep. However, they must sit on their mat quietly so other children may rest. Mats/cots will be provided by the center for each child. The child's name will be on his/her mat/cot so that he/she will sleep on the same mat everyday. These mats will also be sanitized daily. You may bring a small blanket for your child to sleep with at nap time. Your child's blanket will be folded daily and put in his/her backpack. All blankets will be sent home every Friday for the parent to wash and return on Monday. We ask that you not bring pillows to school.

School Supplies:

Parents will be responsible for bringing their child's school supplies to school when he/she starts school. A list will be given to the parent the day of enrollment. If for any reason the parent can't find a certain item he or she will need to speak with the teacher.

Birthdays:

Parents may bring in birthday cakes and/or treat bags for their child's birthday. Some parents even choose to order pizza for their child's birthday. The parent must make arrangements with the teacher if he/she plans on doing this. We ask that only the parents come for this special occasion. All treats need to be left in the office.

Visitors

All visitors must report to the office with a picture ID. There will be no unscheduled visits to the classroom.

Sick Children:

Fevers, aches, and pains are a part of growing up, so our policies are preventative. To assure the health of the children at the center we ask parents to keep sick children at home. A few guidelines to help make the decision to keep your child at home are listed for you. If your child becomes ill while at the center, we will contact the parent and request that the child be picked up immediately within 30 minutes. This helps protect the health of the other children in our care.

Criteria for Excluding Sick Children:

- Temperature of 100.5 degrees or higher. (We take auxiliary temperature readings only.)
- Diarrhea (Uncontrolled diarrhea, or increased number of stools)
- Purulent discharge (nose, eyes, ear)
- Vomiting
- Rash
- Pinworm infection, Ringworm infection
- Chicken Pox, until six days after onset of rash or until all lesions have dried and crusted
- Scabies, head lice, or other infestation