

Woodruff Primary School Child Care Center

200 Lucy P. Edwards Road
Woodruff, SC 29388
(864) 476-3174



Parent Handbook

2020 - 2021

Licensed by SC Department of Social Services

SC License # 846

Hours of Operation:

Early Head Start Classroom - Monday - Friday, 7:30 AM to 2:00 PM

WPS Child Care Center follows the Spartanburg District 4 calendar for closings due to holidays and inclement weather.

Arrival and Pickup Procedures

Parents must follow these arrival and departure procedures to ensure that our children are safe at all times.

1. Parents must always park in a parking spot to bring children into the WPS Child Care Center. You may use the parking places designated for visitors or staff. No cars should park on the left curb in the front circle.
2. Never leave a child unattended in your car in the parking lot.
3. Upon arrival, parents must sign their child in on the clipboard near the classroom door by writing the arrival time and signing their name. Signing your child in and out is extremely important. This procedure allows the child care center to account for the presence of each child on the premises in the event of an emergency evacuation.
4. Persons picking up the child must sign the child out by writing the departure time and signing their name. WPS Child Care Center reserves the right to question and identify any person picking up your child.

Attendance Policy

Please make every effort to send your child to child care. In the event that it becomes necessary for your child to be absent, please call the child care and let us know so that we do not order meals for your child.

Your child's attendance is reported to the First Steps office each day. Please send a written note stating the reason for the absence (sickness, death in the family, WIC appointment, etc.) or a doctor's excuse.

Emergency Contacts and Phone Numbers

Since emergencies require quick decisions, please help us by keeping your contact information up-to-date. It is important that we have parents' current address and phone numbers. Please notify the WPS Child Care staff to update addresses and phone numbers as changes occur.

Policy for the Release of Children

To ensure the safety of your child, WPS Child Care Center will only release a child to his/her parent or a responsible person who has written permission on the Authorization to Pick Up form. This information must be provided at the time of enrollment. If anyone other than the child's parent or someone listed on the Authorization to Pick Up form is to pick up a child, please notify the WPS Child Care staff. Staff must see a valid driver's license or other picture ID before releasing a child. WPS Child Care reserves the right to question and identify any person picking up your child.

Confidentiality of Child Records

At WPS Child Care Center, we respect each family's right to privacy. Therefore, your child's record, emergency information, information about the child or family, and information that may identify a child by name or address is confidential and will not be copied, posted on a website, or disclosed to unauthorized persons, without written consent from the parent. Authorized persons include teaching staff, parents, and regulatory authorities (DSS).

Public Release of Information

We are proud of our children and their accomplishments at Woodruff Primary School Child Care Center. We share our children's activities and accomplishments with family and community members in a variety of formats, such as classroom booklets, school web pages, newsletters, bulletin boards, newspaper articles, community displays, etc. If you do **not** want public release of information on your child, please complete a form to this effect. You may obtain a form from the office or your child's caregiver.

Woodruff Primary School Child Care Center Discipline Policy

Woodruff Primary School Childcare Center's goal of guidance is for the child to develop his/her own rules of behavior that are consistent with family and social expectations. Some controls and limits are necessary in order for children to learn to adjust to societal standards. Children feel more secure if they know what is expected of them.

Adults can help the child learn what acceptable behavior is by:

- modeling acceptable behavior.
- reinforcing appropriate behavior through positive comments and nonverbal responses.
- avoiding negative comments or actions, this might label or shame a child.
- offering choices and alternatives whenever possible and respecting these decisions.
- helping children understand natural consequences of their behavior.
- designing an environment, this discourages undesirable behavior.
- establishing home/class schedules and routines so the child knows what is expected.

At times when a child's behavior is unacceptable, the adults may help by:

- ignoring the undesirable behavior (when the behavior is not harmful to the child or others).
- reinforcing the proper behavior.

- redirecting the behavior without calling attention to the negative behavior (i.e. touch the shoulder, stand close, model)

When behavior is consistently unacceptable, the adults may help by:

- taking into consideration an illness or situation that may be causing the behavior.
- removing the child from the situation.
- bringing the behavior to the attention of the parents and discussing possible causes and planning appropriate methods for helping the child.

WPS Child Care Staff do not:

- use corporal punishment in any manner upon a child.
- use any strategy that hurts, shames, or belittles a child.
- use any strategy that threatens, intimidates, or forces a child.
- use food as a form of reward or punishment.
- use or withhold physical activity as a punishment.

Medication Procedures (DSS Regulation 114-505)

Written, signed, and dated authorization by the parent and physician is required prior to the administration of any medication (prescription or over the counter) or special medical procedures. All medications shall be used only for the child for whom the medication is labeled and will not be given in excess of the recommended dose. All medications must be in the original containers and labeled with the child's first and last names, dosage, and administration directions. All medications are stored in a locked cabinet. Never leave medication in your child's diaper bag or cubby. All medications must be removed from our child care rooms when the authorized period ends. Discontinued or expired medications will be returned to the parents or disposed of in a safe manner. WPS Child Care staff will keep a log for each medication administered, including the child's name, the medication, dosage, date, time, and name of person administering the medicine, immediately following the administration of the medicine. Any medication errors will be reported to the parent and recorded in the child's record.

Emergency Medical Treatment (DSS Regulation 114-505)

Some conditions required immediate medical attention. Emergency information is provided on the Consent for Medical Emergency Treatment form completed at enrollment. If WPS Child Care staff believe that your child's life may be at risk or there is risk of permanent injury, we will seek immediate medical attention. If a child is transported to another site, the director will remain with the child at the hospital or emergency location until the parent arrives.

Immunizations

An up-to-date South Carolina Immunization certificate must be on file for each child. The director will provide each parent written notification of immunization expiration dates. It is the parent's or guardian's responsibility to obtain necessary immunizations and physical examinations for their child.

Care of Mildly Ill Children

Mild illnesses are common among children. However, there are some conditions or exposures that require children to be excluded from childcare settings. WPS Child Care Center follows the guidelines of the Childcare Exclusion List published by SC DHEC. The Childcare Exclusion List indicates when children with conditions that may be spread to others should not be present in a childcare setting.

Emergency Drills

The purpose of fire, tornado, and earthquake drills is to provide practice for adults and children in the event of an emergency. WPS Child Care Center adheres to all state regulations. Evacuation routes and emergency packets are posted in each classroom by the exit door. Children in the WPS Child Care participate in monthly fire drills along with the students attending Woodruff Primary School. In addition to monthly fire drills, tornado and earthquake drills are conducted once per year.

Change of Clothes

Since young children may have accidents or spills that would cause them to have wet clothes, we ask that parents send a change of clothes to keep in the classroom. If the clothes are used, please send a new set of clothes the following day.

Opening and Closing Due to Weather Conditions

When weather conditions make the regular operating hours questionable, announcements will be made through the local media. If you do not have access to local media, please make arrangements to contact a friend or have a friend notify you. WPS Child Care Center follows Woodruff Primary School when decisions are made regarding closings and delays due to inclement weather.

Nutrition Policy

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our center, WPS Child Care Center has adopted the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

WPS Child Care Center follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. Our goal is to provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods/beverages that are high in sugar and/or fat. Our nutrition policy includes the following:

- We serve fruit at least 2 times a day.
- We offer a vegetable other than white potatoes at least once a day.
- When served, juice is 100% fruit juice.
- We do not serve sugar sweetened beverages.
- We serve only skim or 1% milk to children ages 2 and older.
- We do not serve sweet food items.
- Staff provide opportunities for children to learn about nutrition 1 time per week or more.
- Staff will never use food as a reward or punishment.

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

Physical Activity Policy

Woodruff Primary School Child Care Center recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children, as well as assisting in establishing positive lifestyle habits for the future.

Children of WPS Child Care Center are supported and encouraged to engage in active play and develop fundamental movement skills. Our center encourages all children to participate in a variety of daily physical activity opportunities that are age-appropriate and fun.

WPS Child Care Center will:

- encourage a least restrictive, safe environment for infants and toddlers at all times.
- provide a designated safe outdoor area for infants for daily outdoor play.
- provide toddlers with at least 60-90 minutes of daily outdoor active play opportunities across 2-3 separate occasions.
- increase indoor active play time so the total amount of active play remains the same, if weather limits outdoor time.
- provide a variety of play materials (both indoors and outdoors) that promote physical activity.
- encourage children to be physically active indoors and outdoors at appropriate times.

WPS Child Care Center does **not**

- withhold opportunities for physical activity as punishment.
- use physical activity or exercise as punishment.
- allow screen time (television, movies, video games, or computers) for any children.

Appropriate Dress for Physical Activity

We at WPS Child Care Center have a "Ready to Play" policy. It is our expectation that children will go outside EVERYDAY! Your child will participate in both indoor and outdoor active play. Therefore, clothes and shoes that allow for free and

safe movement are most appropriate. We have found tennis shoes to be the safest footwear. Sandals, flip-flops, cowboy boots, high heels, and dress shoes are discouraged. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

Annual training on promotion of children's movement and physical activity is required for all staff.