

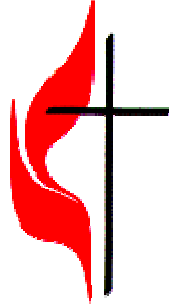
Lyttleton Learning Place

Childcare Ministries



Preschool & Kindergarten Parent Handbook 2011-2012

**April Kidd & Kathi Hunter
DIRECTORS**



**WELCOME TO LYTTLETON LEARNING PLACE
Pre-School and Kindergarten**

Lyttleton Street United Methodist Church is pleased to offer a special ministry to children through the Lyttleton Learning Place. This ministry of our church is open to our community in the hope that as we provide a safe, caring, and Christian place, the children who come here will experience a loving, nurturing, and supportive environment as they learn.

We as a church are committed to making this environment one that you will be pleased to say: “My child attends Lyttleton Learning Place.” Our directors, teachers, and assistants are committed to this end.

May your child and your family be blessed through this ministry of our church.

Blessings on you,

Lyttleton Learning Place Committee
Lyttleton Street United Methodist Church

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MISSION STATEMENTS

The Mission of Lyttleton Street United Methodist Church is to use the rich heritage of the United Methodist Church to provide a sound Christian-oriented learning environment as an extension of the church’s outreach ministry to the greater community.

The Mission of Lyttleton Learning Place is to serve the church and community by offering a preschool ministry that provides a warm, caring, Christian learning environment that fosters both self respect and a mutual respect for all of God’s creation.

OUR PHILOSOPHY AND GOALS

Lyttleton Learning Place recognizes that each child is a unique individual who develops at his/her own rate. Therefore, our program strives to meet the needs of the whole child by bringing together faith and learning. Our goal is to encourage and stimulate each child through a variety of developmentally appropriate experiences to promote positive physical, emotional, social, and intellectual development.

LYTTLETON LEARNING PLACE COMMITTEE

The Lyttleton Learning Place Committee (LLP) oversees the policies and operation of our childcare program. The members are as follows:

- | | | |
|----------------------------|------------------------|---------------------------------|
| Sheila D. Rogers – Pastor | Heather Dykes | Jennifer Haurert |
| Sara Graham – Chair | Bryan Catoe | Edward Rickwood |
| Kim Younghans | Linda Josey | Melissa Elders |
| Holly Sullivan | April B. Kidd-Director | Kathi Hunter–Assistant Director |
| Mary Abbott– Dir. of Youth | | Vic Hannon– Business Manager |

**LYTTLETON LEARNING PLACE
FEE POLICY (EFFECTIVE August 16, 2010)**

REGISTRATION FEE

An \$80.00 registration fee will be paid when your child is registered for the age appropriate class covering the ages of 6 weeks to the 4-year-old kindergarten program. **These registration fees are non-refundable.**

TUITION FEES

| | | | |
|----------------|--------------|--|-----------------------------|
| Crib Room | \$135/weekly | <u>Partial Day Rates – Kindergarten Only</u> | |
| Toddler Room | \$125/weekly | 3-Year Kindergarten | \$60/weekly (9am-11:45am) |
| 2-Year Room | \$120/weekly | 3-Year Aftercare | \$75/weekly (12noon-6:00pm) |
| 3-Year ALL DAY | \$115/weekly | 4-Year Kindergarten | \$60/weekly (9am-12pm) |
| 4-Year ALL DAY | \$115/weekly | 4-Year Aftercare | \$75/weekly (12noon-6:00pm) |

*****RATES ARE SUBJECT TO CHANGE*****

(There is a \$10.00 discount for siblings, as long as one sibling is enrolled full-time.)

3K/4K MORNING PROGRAM

The 3K morning class begins at 9:00am and ends at 11:45am. The 4K morning class begins at 9:00am and ends at 12:00 Noon. For any child arriving prior to 8:30am, there is an early arrival fee of \$8 per day. The rate for Noon to 1:00pm is \$6 per day, which includes lunch.

3K/4K AFTERCARE PROGRAM

When public schools are closed and your child attends LLP in the morning, there is a \$15 fee per day. This is in addition to their normal aftercare tuition.

PAYMENT POLICY

Tuition payments are due **in advance** no later than each Friday prior to your child's attendance on the following Monday. Payments are due weekly but may be paid bi-weekly or monthly in advance. Checks are to be made payable to **Lyttleton Learning Place** or LLP-LSUMC and should be dropped in the payment box at the teacher's workroom door. Any cash payments are to be made directly to the Director and not placed in the payment box. LLP is not liable for any cash payments placed in the payment box. Receipts will be provided for cash payments. If payments are not made by Friday, there will be a \$5 late fee added to the account and attendance will not be allowed until the account is paid in full.

Tuition payment is expected in full even if the LLP is closed due to inclement weather. You can use your Absence/Vacation Week at reduced rates as long as your child does not attend any time during the week. Please read that policy on page 6 of this handbook.

Any payment made by check that is returned for insufficient funds are subject to a \$25 charge. After 2 returned checks, all payments must be made in cash.

Lyttleton Learning Place must pay staff and expenses. Timely payments of tuition allow us to meet our obligations and provide this care. Cooperation of all responsible individuals is greatly appreciated.

LATE CHARGE

There will be a \$1 per minute charge for being late, payable when the child is picked up that day. Children should not be in Lyttleton Learning Place after 6 P.M. If there is an emergency situation, please call the LLP office to let the staff know.

HOURS OF OPERATION/CLOSINGS

We are open from 7:00 A.M. until 6:00 P.M.

Lyttleton Learning Place is closed for the following holidays:

| | | |
|----------------|-----------------------------|-------------------------------|
| Labor Day | Good Friday | Thanksgiving (Wed, Thur, Fri) |
| Memorial Day | Christmas (to be announced) | Fourth of July |
| New Year's Day | | |

DISMISSAL FOR INCLEMENT WEATHER

We will announce any closings or delays in opening due to inclement weather through the local radio station WPUB 102.6 FM, WCAM 1590 AM, the WIS television station, and on the church's website www.lsumc.net. Once on the website, click on childcare to see announcements regarding closings or delayed openings.

ABSENCES-VACATION POLICY

Parents whose child is enrolled full-time are allowed two holding weeks (Monday-Friday) at a cost of \$55 per week per child for sickness, vacations and/or inclement weather closings. In order to use the holding week at the cost of \$55, your child is not to be in attendance at any time during the holding week (Mon-Fri). For children enrolled in the Morning 3K & 4K Classes, the fee would be ½ the weekly tuition rate. (*For children enrolled in the 3K or 4K Aftercare Program, the holding fee is \$40.) This period begins August 1st and runs through the following July. If inclement weather results in LLP closing for part or all of a week, parents can choose to use an Absence/Vacation Week at the reduced rate as long as your child does not attend at anytime during the week (Monday through Friday). After these two weeks are used, payment will be required in full for any absence. Tuition is due **in advance** each week the child is enrolled in the program whether present or absent.

ENROLLMENT REQUIREMENTS

- Registration form and deposit.
- SC DHEC Certificate of Immunization for Daycare Attendance.
- Signed policy and procedures form.
- A copy of the child's birth certificate (Infants must be 6 weeks old to enroll).

CLASSROOM PROMOTIONS

Lyttleton Learning Place follows the South Carolina Department of Education regulation of September 1st deadline for entrance. **CHILDREN ENTERING THE 3 YEARS OLD CLASS OR THE 4 YEARS OLD CLASS MUST BE POTTY TRAINED.**

SIGN-IN/PICK-UP POLICY

Each child must be signed in or signed out by a parent or an authorized adult who is at least 18 years old. For security purposes, if a child is to be picked up by anyone other than the parent/guardian, then the parent must provide a signed written note stating who will pick up your child on any given day. ID will be asked for in order to verify the individual.

SECURITY KEYS

Parents are expected to have a security key card. This is an integral part of the safety and security that Lyttleton Learning Place provides. If parents do not have their key card, they must come to the director's office in order to be admitted. If a security key card is lost, please notify the director for immediate deactivation of the card and a new key card can be purchased. Please **DO NOT** allow anyone in who does not possess a key card, even if you know that person. You could jeopardize the security of the children by allowing someone in who does not have authorized access.

ACCIDENTS

All precautions are taken to prevent accidents. First Aid will be given to all minor injuries. Parents or doctors will be called when necessary. Otherwise, the teachers making you aware of minor injuries will provide parents with an Incident Report.

MEDICATIONS

Parents must complete and sign the medicine permission slip in order for your child to receive medication. All medications must be clearly marked and in their original containers. Place all medications either in the medicine cabinet or in the refrigerator in the teacher's workroom. Please provide a medicine cup/spoon with liquid medications.

SICK POLICY

For the protection of all children, please **DO NOT** send your child to school sick. **Sickness would include any fever in the past 24 hours, vomiting, diarrhea, etc...** If a child has a fever of a 100.5 degrees or greater, diarrhea, or vomiting, parents will be contacted to come and pick up the child. **When a child is sent home ill on any given day, then the child must stay home the following day. The child may return on the second day after he/she was sent home as long as the child is fever free, without the aid of a fever reducer, and free of diarrhea and vomiting, etc... for a minimum of 24 hours. In addition, the child must be ready to participate in regular activities.**

Contagious diseases such as strep throat, chicken pox, measles, mumps, conjunctivitis, etc. and also head lice should be reported to the school. **If your child has a contagious disease, before he/she can return to school, you must bring a doctor's note to the director(s) stating that your child is no longer contagious and can attend school. The director(s) have the final authority to re-admit the child who is recovering from a contagious illness.**

DISCIPLINE

Lyttleton Learning Place is committed to providing children and families with quality education and care. In order to fulfill this obligation, it is important that an effective behavior and discipline policy be in place. Positive rules and guidelines will be established. The following guidelines will be in place:

- **Consistency**—Each class will have rules posted in the room and will be enforced consistently. Limits set in each class will be clear and a system of dealing with inappropriate behavior will be enforced in the same manner each day. Children will be taught things they can do, rather than what they cannot do.
- **Controlled and Structured Environment**—Teachers will work to help focus children's energy and curiosity in appropriate ways.
- **Positive Behavior**—Teachers will respect and treat the children in a loving manner. Teachers will respond positively to appropriate behaviors. When a child does not follow the rules and guidelines, he/she will be reminded. If the reminder is ineffective, the child's attention will be re-directed or there will be time allotted out of the activities for a child to think and prepare for appropriate behavior.
- **Models**—Teachers will be models of appropriate behavior. Children learn far more from the way we act and the way we treat them than from what we tell them.
- **No Corporal Punishment** – There will be NO physical punishment used. Children may be held when necessary to restrain their hitting, biting, or kicking of other people. Brief time out will be used to allow children to calm down and get control of themselves.

Lyttleton Learning Place is operated in an orderly, safe, and caring Christian environment. Our teachers work very hard to maintain a happy and nurturing classroom environment for the children; therefore, we ask that parents be supportive of the limits and rules established and reinforce good behavior at home. Teachers will inform you of persistent problems that relate to your child, and we ask that you work with the teacher to find a solution to any problem that might arise.

The director and/or assistant director will handle severely inappropriate behaviors. The director/assistant director will involve the teacher and the parents in the disciplinary process when behavior is uncontrollable and/or potentially harmful to the child or others. If a child's behavioral problems endanger other persons, materials, and/or the positive environment, the child may be required to leave the program.

DISMISSAL

Lyttleton Learning Place reserves the privilege of dismissing any child if, after entering, they seem unable to participate in the group experiences.

WITHDRAWAL AND TERMINATION

When it is necessary for a parent to withdraw his/her child, it is expected that the parent will give a minimum of **2 weeks written notification** unless an emergency situation prevents this.

TOYS

Please do not bring any toys from home.

CLOTHES

Children need to wear comfortable play clothes. Please label all clothing. A complete change of seasonal clothing (which includes underwear, socks, pants, and a top) must be left at school in case they are needed. Disposable diapers, pull-ups, and wipes must be provided for those children who are not potty trained.

NAPS/REST TIME

All children from the toddlers through the 4 years old aftercare program will take a nap or rest after lunch. You will need to provide a mat for your child to rest on. A small pillow and blanket may also be sent. Each Friday you need to take home your child's bedding to be cleaned and then return the bedding on Monday. Make sure you mark your child's name on everything.

SNACKS/MEALS

Daily morning and afternoon snacks are provided for the toddlers through the 4-year-old class. Nutritious lunches are served daily for toddlers through the 4-year-old class and any children remaining for aftercare in the 3K and 4K programs. A monthly lunch menu is provided. The parents must provide baby food, formula, and food for children on special diets. Please mark these items clearly with the child's name. With the exceptions of the infant room and the toddler room, all snacks and lunches are served in our cafeteria. No food will be served in the other classrooms at all. **We do not serve breakfast. Your child should have breakfast before he/she arrives.**

CURRICULUM

We use the *Wonder-filled Weekdays* Curriculum, which integrates Christian concepts/lessons with secular concepts, and the *A Beka* Curriculum which uses phonics to teach letters and foster reading sooner. The A Beka Curriculum is also Christian based program. The lessons are organized around monthly seasonal themes with weekly lesson plans. Teachers will enhance this material with other resources and their previous experiences.

EMERGENCY PREPAREDNESS PLAN

There is a copy of this plan in each classroom, the Director’s office and in the main church office. This plan covers events such as severe storm situations as well as fire drills, medical emergencies, etc ... If a need arises which requires LLP to evacuate the children from our facility, the children will be escorted to the Multipurpose Room at Camden Elementary School (#425-8960). If this should occur, we will call parents to notify everyone of the situation. Please feel free to ask any of the teachers or directors to review the plan.

Confidentiality: All children’s records are kept in the Directors office in a locked file for safekeeping.

**LYTTLETON LEARNING PLACE
POLICY STATEMENT**

Dear Parents:

Please sign the statement below after you have read our Policy Manual. Return the bottom of this sheet to your child’s teacher as soon as possible. If you have any questions, please let us know.

Sincerely,

April B. Kidd

April B. Kidd
Directors

Kathi G. Hunter

Kathi Hunter

(A copy has been inserted for return to the teacher.)

I verify that I have read and understand Lyttleton Learning Place Policy.

Parent’s Signature

Date

_____ Child’s Name