



Introduction



This handbook is addressed to all Precious Moments Learning Center's families. This handbook is intended to provide general guidance on the policies and procedures of Precious Moments Learning Center. Using this handbook will help and guide you through your child's daily activities and schedule. Please understand that we do have special requirements that we ask you to follow so we can continue to provide a safe and healthy environment for our children.

Mission Statement

Precious Moment Learning Center is to provide childcare that embraces children's natural desires to play and explore in an education promoted environment, while we still can protect them from the hurried life beyond our gates. We would like to provide a child-focused early learning center that helps children to develop socially, physically, emotionally and cognitively under the care and guidance of highly trained professionals in a child friendly environment. We will maintain a setting where children can develop skills that will provide early tools for a life of success. We encourage educational driven play, promote independent thinking, while creating a space to develop social skills for the first few years of early childcare. Our mission is to provide the highest quality care and education.

Vision Statement

Precious Moments Learning Center is becoming a recognized leader in childcare. Known for providing the best care for infants, toddlers, preschool, and school age children. With our exceptional educational programs, talented teams, and community relationships, we pride ourselves on our unique blend of fun and learning in a safe and nurturing environment.

Curriculum

We utilize the Creative Curriculum for Infants, Toddlers, Twos, and Preschoolers. This curriculum emphasizes the obtainment of specific objectives necessary to enhance the child's Intellectual, developmental, and social development. For preschool students, we also utilize the South Carolina Early Learning Standards: Good Start Grow Smart.

About Us

Precious Moments Child Care and Learning Center is a childcare learning facility that will focus on the early stages of childhood development and education. While the world of education continues to evolve, Precious Moments Learning center will adhere to the 21st Century learning curriculum. We offer flexible and high-quality childcare and youth services to families. Specializing in the age range 6 weeks to 5 years of age. After school and summer: 5 to 12 years of age.

History

Precious Moments Learning Center was founded in 2006 by Sheremma Desaussure. After the birth of her daughter, Precious Jewel, Sheremma recognized early on that childcare and the learning/teaching styles were changing and she wanted to provide the best educational opportunity for her daughter along with other children. Which birthing the idea of “Precious Moments Child Care and Learning Center”, which was started in her own home. Over the course of 17 years, Precious Moments Child Care and Learning Center has cared for more than 100 kids and has done well for an in-home facility. Sheremma saw that we needed to provide a space for kids to utilize their imagination, while being taught through play activities and forming a connection to everyday life at their pace. It has been a dream to open a learning facility and over the course of 17 years, the doors of Precious Moments Learning Center is now open! Precious Moments takes pride in “learning” each child. We know that all children learn at different paces and with different learning styles. As a facility we are committed to ensure that all teachers will dedicate time and effort in ensuring all children under the care of Precious Moments will be cared for and educated with the same passion and concern that laid the foundation for Precious Moments Learning Center.

Admissions

Precious Moments Learning Center will enroll children from ages six weeks to five years old. We do not discriminate against any race, color, national and ethnic origins. We are here to provide a safe, educating and exciting environment for children to learn and grow.

Enrollment

Precious Moments Learning Center serves 45 children, from six weeks to five years. Our center agrees to provide two qualified staff in each room, to make sure we provide the care and education for your child. We will also remain with a facility that will be consistent with the state licensing requirements to provide a clean and safe environment for our staff and children.

The center is open Monday to Friday from 6:30am to 6:00pm.

Precious Moments Learning Center do accept ABC scholarships.

Payment and Fees

Registration fee is (non refundable) -\$150

Fireflies (6 weeks to 31 months) - \$300 weekly

Explorers (2 years to 3 years) - Non potty trained \$300 weekly potty trained \$ 275 weekly

Happy Campers (4 to 5 years) - \$275 weekly

Late payment Fees -\$40

Late pick up Fee - \$5 a minute after 6pm

After School- \$225 weekly

Summer Camp - \$225 weekly

Return Checks:

1st. attempt - \$35

2nd attempt - \$35

**After 2nd attempt
checks will no longer be accepted**

Discounts

2nd sibling 10% off oldest child's weekly fee

3rd sibling 10% off 2 oldest children's weekly fees.

A \$25 referral credit will be grant towards tuition for any family that refers another family. In order to receive that credit, their child has to be enrolled for a full two weeks.

ANNUAL REGISTRATION FOR CONTINUING STUDENTS

- Open enrollment for students will be from January 3rd until February 1st. An annual re-registration assessment for continuing students of each year.
- A non-refundable materials fee of \$125 for continuing students is required. This allows us the opportunity to purchase needed supplies for the students.

SCHEDULE OF RATES

Payment is due every Monday morning at time of drop off. Payment is late after 5:30pm on Monday. If you are late, you will incur an additional \$30.00 late fee for the first day late and \$30.00/ any day thereafter. The only exception is if we are closed on a Monday, then payment is due that Tuesday. Payment paid in full for the week of in advance is due whether your child attends all or part of that week. If tuition is unpaid more than one week, the student **will not** be allowed to attend until all outstanding balances is paid in full. Hours are Monday- Friday 6:30am-6:00pm. Any child picked up after 6:00pm will be charged an additional \$5.00 for every minute thereafter.

Child Withdrawal:

The Director is to be notified in writing **TWO WEEKS IN ADVANCE** before a child is to be withdrawn.

Payment Methods

We accept Cash, Money Orders or Online Payment

Parent Orientation

Before and/or enrollment, each family will be given a tour around the center and the playground. Prior to your child(ren)'s start date, Parents must attend a tour of the facility to ensure this is the right center for your child. This will be an opportunity to get answers to any questions you may have about the policy and procedures.



Orientation Process

- Introduction
- Tour of the center
- Review Parent Handbook
- Review and sign the Discipline and Behavior Policy
- Review Parental forms
- Review and sign Permission to Photograph form
- Review parental app and assign a code
- Review and sign parent agreement form
- Obtain Registration fee
- Review and sign Enrollment Agreement



Parent/ Teacher Conferences

Parent teacher conferences are meet twice a year. Once in December and another in May. Teacher's are able to meet with each student parents to review and discuss goals they achieved and goals their trying to achieve. Parents are able to discuss things they are concerned about and tasks they would like help with from the teacher. The meaning behind parent/ teacher conferences is to help the parents understand the teacher's goal for their students and to gain a teacher/parent partnership.



Health & Safety Policy

Here at Precious Moments Learning Center, we want you to feel comfortable with leaving your child(ren) with us and know that he/she will be in a safe and educational environment. Each classroom will have two teachers that are highly qualified and been through state and criminal background checks. Doors will be locked at all times, each family will receive their own code to enter the facility and to sign their child(ren) in and out.



Vaccinations

We encourage all families to stay up to date with all children vaccinations. This is the best way to keep your children and everyone else's child healthy and safe. We also ask for your child's immunization record at enrollment.



Medication

Here at Precious Moments Learning Center, we will administer medication to children that has correct documentation. Parents we ask that you have the right documentation, so your child can receive their medication. The documentation and medication label must include a doctor's note, stating the child's name, date of birth, name of the medication, reason for medication, dosage, and the doctor's information. All medication need to provide the child's name, date of birth, name of medication, dosage, the date it was provided and how it should be stored. The documentation will be copied and stored into the child's file. The ONLY staff to administer medication are the director, co-director and/or the lead teacher. All medication (cold and room temperature) will be stored in the office, in a locked storage cabinet. The center will administer over the counter medication if parents provide documentation of why the medication is needed, the correct dosage and a signed medication form stating that they are aware of who will be administering the medication.

We will not administer any medication to children under six months of age unless it's diaper cream. Before administering any medication, staff will wash their hands before and after. Any expired and/or unused medication will be given back to parents, so they can dispose of it. If there is any error in giving medication parents will be called immediately as well as poison control. If a child has an allergic reaction related to food and/or medication, parents will be contacted immediately. Any serious cases, 911 will be contacted.

***For your safety and the safety of others, DO NOT PLACE MEDICATION IN YOUR CHILD'S BAG. Liquids, pills, and cough drops can choke a child and or cause an allergic reaction OR overdoses.**

ACCIDENTS & EMERGENCY MEDICAL TREATMENT

1. Parents are required to sign an Emergency Release Form for each child.
2. Parents are responsible for keeping all emergency contact phone numbers current.
3. In the case of a minor accident the childcare provider will administer first aid, according to training and experience. We will contact a parent immediately if it is necessary.
4. In the case of a serious accident or the need for emergency medical treatment the We will:
 - Administer first aid, if possible.
 - Call an ambulance to transport the child to the Emergency Room (accompanied by a staff member).
 - Call a parent (or emergency contact if a parent cannot be reached).
 - Stay with the injured child until a parent or appointed contact person arrives.
5. In all cases of an accident or injury, the WE will complete an accident report form, which will be signed by both the provider and the parent of the child.

Health Records

All documentation (immunization records, medication papers, birth certificates, insurance information etc.) need to be up to date and are **All** needed to complete your child's enrollment. All health records will be kept in your child's personal file. Parent's it's your responsibility to keep Precious Moments Learning Center's director updates with all changes to contact information and consent for pick ups.



Sign in and out

A sign in tablet will be kept in the front lobby for sign in and out. Every child will need to be signed in and out every day. This is crucial for record keeping and the safety of your child and others. Drop-off's prior to 6:30 a.m. are prohibited. Codes will be given to each family during enrollment. All family codes are unique and **SHOULD NOT** be given to anyone unless they have your consent to pick up your child.

A "Permission to Pick Up" slip must be filled out if someone else is picking up your child.

WE REQUIRE A PHOTO ID BEFORE RELEASING YOUR CHILD TO ANYONE. NO EXCEPTIONS!

Parents please have your children arrive by 9am. Breakfast is over at 8:45 am and cut off for sign in is at 9am. Unless the teacher and/or the director was informed of a late drop off due to an appointment. All classes start lessons at 9am to keep classroom schedules running smoothly. No parents will be allowed in the classrooms during operating hours.

For Safety reasons, when arriving, please escort your child to the accepting staff member of the day. At the end of the day, your child becomes your responsibility to safely escort out of the building and to your car.



Name to Face Attendance

Children are supervised at all times through our name to face system. Our name to face system is when a teacher make eye contact with the child before signing them in. Children attendance is taken during sign in on the app and on teachers tracking sheet. The tracking sheet is updated every time the children leave the classroom, enter the classroom and in and out the building.

Child Release

1. Children will be released only to an adult, age 18 or older. We will not release your child/children to anyone under the age of 18 years of age. Children must hold an adult's hand walking from the door to the car.
2. Names of those permitted to pick up YOUR child/children should be listed on the child information form.
3. Anyone picking a child up from care should bring photo identification with them or the child will not be released for the safety of the child and the Learning Center.
4. Parents should make the provider aware in advance of any alternate pick-up arrangements. If arrangements are not made know to your childcare provider; We will not release your child.

CUSTODY AND VISITATION ISSUES If there are custody and visitation issues to address, the provider must have a copy of any custody and visitation orders or agreements in order to enforce them.

Child Abuse

The state of South Carolina requires that all members of childcare facilities be on the lookout for and report all cases of abuse to a child. Precious Moments employees; therefore, are obligated to report to the state any suspected cases of child abuse.

Classroom Ratios

Rooms	Staff	Children
Fireflies (6 weeks to 31 months)	1	4
Explorers (2 to 3 years)	1	8
Happy Campers (4 to 5 years)	1	17

Emergencies

It is a requirement that all of our staff member are first aid and CPR certified. Our teachers also took health and safety classes, that will be them be prepare for any emergencies that may come their way. Emergencies numbers are posted if needed. The center do administer drills that will help all children and teachers be prepared for evacuation emergencies we may have. Parents will always be alerted on what's going on at the center through our parent portal app. The codes are as followed:

- **Red (Emergency)** – Very serious threats, lockdowns and/ or incidents to the center. Locks door, stay quiet and wait for further instructions.
- **Orange (Urgent)** – Evacuate the center, move to playground area.
- **Yellow (Important)** - The center is on lockdown, lock all room doors.
- **Green (Safe)**- Return to normal activities.
- **Blue (Medical)** – Medical Emergency, remain in classrooms.
- **Black (Threat)** – Bomb threat
- **Brown (Threat/ Incident)** in the center) Remain in classrooms until further instructions.

We follow Dorchester II weather guidelines: For example, If Dorchester II schools are running on a two hour delay. Precious Moments Learning Center will be running on a two hour delay.

Meals

Breakfast, lunch and snacks will all be provided by the center. Please notify the center if your child has any food allergies. The meal menu will be available on the parent portal and on the Information board, located in the front of the center.

Food Allergies & Restrictions

As mentioned previously, please inform the center if your child has any food allergies. Food allergy sheets will be located in all classrooms as well as the office, to alarm all staff about a food allergy in the center.

Cleaning

Our staff keep the center clean, to keep everyone safe from all germs that may come our way. We change all diapers in a safe place away from any play areas, and all centers get wiped down through out day and again at the end of the day.

Hand Washing

At our center, we prioritize the health and safety of all children and staff members. To ensure this, we have established a hand-washing policy with specific times that staff members must wash their hands: Upon arrival at the center After each diaper change After assisting a child with using the toilet After coming into contact with bodily fluids such as saliva or mucus Before preparing meals • Before and after meal times Before and after using the sensory table After removing gloves After using the restroom After returning to the center from a break After coming inside from the playground Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses such as diarrhea, the flu, and conjunctivitis (pink eye). By adhering to this policy, we can create a safe and healthy environment for everyone in our center.

Nap time

Each child are given their own labeled cot. Each cot and the child's blanket is disinfected after every nap time. Children will be given the opportunity to take a scheduled nap during the day. Each child requires a different amount of sleep. If a child is still asleep at the end of nap/quiet playtime, the child is generally allowed to continue sleeping. Please leave ALL stuff animals at home

Sick Policy

Do Not Bring A Sick Child to School

Health guidelines for Precious Moments Learning Center will be enforced. We would like to keep other children along with staff healthy. For their protection, please consider the following:

- If a child is ill with a communicable condition (COVID-19, sore throat, pink eye (conjunctivitis), chicken pox, vomiting, diarrhea, fever, stomach flu, influenza etc....), attendance must be discontinued until the child is symptom free or is accompanied by a doctor's "return to school" note. Children with obvious symptoms of illnesses upon drop off will not be accepted into the learning center that day.
- If your child had a fever, we ask that they go 48 hours without a temperature or medication.

You should not return to daycare without a doctor's note.

If symptoms developed after dropping off your child, parents will be notified, and your child will be cared for by a staff member, in isolation until pick up. Parents are responsible for keeping emergency contact information updated (phone number, second phone number and an alternative emergency pick up person). You must pick up your child within 1 hour of being notified. If your child isn't picked up within the hour time period, we will call the next emergency contact listed from your contact list. Your child's health is very important to us as well as the safety and health of the other children and staff. Please have an alternate emergency contact available for your child/children.

ANY CHILD/ CHILDREN RETURNING TO SCHOOL AFTER AN ILLNESS SUCH AS DIARRHEA, VOMIT, AND FEVER. MUST BE FREE FOR 48 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.

EXAMPLE: If your child is sent home sick on Monday, the earliest your child may return is Wednesday. If your child runs a fever at any time on Tuesday, the earliest he/she may return is Thursday, and so on.

Behavior Policy

Misconduct

It is Precious Moments Learning Center responsibility to protect the welfare and wellbeing of each child in our care. In the event of your child biting, hitting, or any other type of conduct that can cause harm to another child, you will be notified and provided a warning of the child's behavior. We will always bring any "behavioral" concerns to the attention of the parents or guardian. We strive to immediately eliminate any behavioral issues. At no time will Precious Moments Learning Center or any employees of Precious Moments Learning Center physically punish your child. If the behavior persists, WE reserve the right to terminate childcare services.

Warnings

Because we make sure our children and staff are safe at all times, we give each family 3 warnings. First warning is a verbal warning, parents will be called and it will be documented. Second warning, is a parenting meeting and a written warning, and third warning will be termination.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

In the event of an accident or incident at Precious Moments Learning Center, staff members are required to complete an Accident/Incident Report. All biting incidents must be documented as accidents. If a child bites another child and breaks the skin, the staff member must complete an accident/incident report for both the biter and the child who was bitten. It is important to provide detailed information about the event but never include the names of other children. If the injury is severe, the parent must be contacted before pick-up and asked to sign the report on the same day as the incident. A copy of the report may be provided to the parent, and the original report must be submitted to the Director and/or Assistant Director to be kept in the child's permanent file.

Discipline

Our school provides a day with opportunities for stimulating and quiet activities, outside play and rest. In the case of inappropriate behavior in the class or on the playground, a child is asked to sit in a “quiet chair”. The amount of time the child spends in the “quiet chair” is in proportion with the child’s age. Precious Moments recognizes and acknowledges good behavior. We feel that our children learn positive behavior through education and re-direction. Our focus is to teach children what behaviors are acceptable and provide positive options to inappropriate behaviors. Role playing and modeling of desired behaviors are two teaching techniques that have been successful for teaching and maintaining positive behaviors.

Behaviors that can result in dismissal for the day:

- *hurting him/herself**
- *hurting others**
- *damaging the classroom**

Parents have an hour for their child to be picked up

In the rare case in which a pattern of disruptive or dangerous behavior continues or becomes a threat to him/herself, other children and/or staff, Precious Moments reserves the right to ask the child find alternative child care services.



Clothing

Every child needs to bring a complete change of clothes EVERY DAY. All of the items, including clothes for extra activities, need to be labeled clearly with your child's name. Our children will go outside every day, weather permitting. Please see that your child's clothes are weather appropriate. An extra jacket or sweater that stays at school is a good idea. Children wearing diapers, pull-ups or training pants need to have a good supply on hand. Children who are potty training need to wear clothes that can be EASILY pulled up and down. Clothes with buckles, zippers, belts and buttons are not the best choice.

TENNIS SHOES WITH SOCKS ARE REQUIRED AT ALL TIMES. NO SANDALS OR CROCS.

Please don't dress child in their very best clothes. Our children use colored markers, glue and other material that may cause their clothing to become stained during daily activities and projects. We will do our best to lessen the amount of stains and damage to clothing. We ask that parent don't allow child to wear jewelry or expensive clothing to school. Therefore, Precious Moments isn't responsible for the damage or loss to your child's clothing, toys or property.

Each child must have a complete change of clothes, including a shirt, pants, socks and underwear, to be kept at daycare in case they are needed. Please also consider the weather.

Parents, please send children in clothes that's ok to get dirty. We understand that everyone like to look their best, but children like to get dirty and they do activities that may cause some staining. Parents be mindful that some times children to have accidents as well.



Beads/ Hair Accessories

We ask that children do not attend the center with any hair jewelry and hair beads. These hair accessories are a very big safety concern for our children. Children tend to stick beads up their nose, put them in their mouths and even in their ears. So, we ask no child that attend Precious Moments Learning Center wear **ANY** hair accessories.

Diaper/Potty Training

Parents must provide an adequate supply of diapers or disposable training pants daily. Please note that we do not believe in pressuring a child during toilet training. Therefore, we must insist that parents provide an adequate supply of diapers or training pants until the child is accident free at daycare.

Vacation and Holiday Policy

Vacation

During the 18 month contract agreement, 2 weeks can be designated as vacation week. Payment is not required for this week provided/ approval your Precious Moments account is current. **Students must be enrolled eighteen months prior to receiving vacation leave.** The vacation time can't be used one day at a time; it must be used in 5 consecutive business day intervals. One week may be used between the months of August and December, the other during the months of January and July. Precious Moments needs to have the vacation time off request. submitted in writing two weeks prior to the child taking the actual time off. Requests not submitted prior to the two weeks written notice will be denied.

Precious Moments Learning Center will be closed two full weeks throughout the year. In July the center will be closed for the last full week in July and the week of Christmas in December. Tuition will not be due for those weeks, but tuition will be due the first week in January. For example, If the center is open on January 2nd, tuition will be due at drop off.

Professional Development & Staff Meetings

Precious Moment Learning Center staff have professional development days once every three month. The center will be closed and parents will be notified in advance for those days. Staff meetings will be the last Friday of every month. The center will closed for students.

Holidays/School Closing

FULL PAYMENT OF STANDARD TUITION IS EXPECTED EVERY WEEK, EVEN THE DAYS WE ARE CLOSED.

These days may include:

- ☒ New Years Day
- ☒ Martin Luther King Day
- ☒ Good Friday
- ☒ Memorial Day
- ☒ Labor Day
- ☒ Juneteenth
- ☒ Independence Day
- ☒ Thanksgiving
- ☒ The day after Thanksgiving
- ☒ Christmas Eve
- ☒ The week of Christmas

Birthday Celebrations

Here at Precious Moment Learning Center we believe every year you achieve are a blessing. If you would like for your child to celebrate with their friends, ask for a birthday request form at least two weeks before your child's birthday.

. Candles and small balloons are not allowed.

All food need to be store brought and treats need to be individually wrapped.

Termination of Services

Child care services may be terminated by Precious Moments if, in the sole judgment of the Preschool, the parent or guardian:

- ☒ Does not keep the child's records up-to-date, including immunization records (DHEC)
- ☒ Fails to pay fees, charges or any amount owed to in a proper and timely manner to Precious Moments
- ☒ Fails to abide by the Rules and Regulations established by a Precious Moments outlined in this handbook.
- ☒ Treats the personnel or employees of Precious Moments in an unreasonable or abusive manner.
- ☒ In the case in which a pattern of disruptive or dangerous behavior continues or becomes a threat to the child, other children and/or staff, Precious Moments reserves the right to ask the parents to find alternative child care services.