



Parent Handbook

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"And Jesus grew in wisdom and stature, and in favor with God and people."
-Luke 2:52

This Parent Handbook is approved by the Administration Team of First Baptist Church of Conway South Carolina and is effective as of August 2019. This handbook may only be amended or changed by the Administration Team of First Baptist Church.

First Baptist Church is a registered, non-profit organization and Lovell Weekday Ministry is a licensed provider by the South Carolina Department of Social Services. The South Carolina Department of Health and Environmental Control and the South Carolina State Fire Marshal have inspected and approved our facility in accordance with the code of the South Carolina Department of Social Services.

Revised July 2019

Philosophy

The Lovell Weekday Ministry (LWM) of First Baptist Church is organized and operated by the Church as a part of its total program of ministry. Our calling is to provide learning and development experiences with the Christian principles of First Baptist Church, based on the authority of the Bible.

The Church's philosophy undergirding this ministry is built on the theological principle that God is love and that individuals are best prepared to discover this basic truth for themselves if they experience loving care in their early years. We believe that Christian teachers can teach God's kind of love by modeling their own attitudes, activities, behavior and teaching methods on those of Jesus. We depend on parents to share in this philosophy and act in ways that reinforce this most significant understanding of who we are as human beings and how we are to relate to God and to each other.

Recognizing that Christ's love embraces all, Lovell Weekday Ministry welcomes children of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Lovell Weekday Ministry does not discriminate on the basis of race, creed, color, national or ethnic origin in administration of educational or admission policies.

Purpose

The purpose of the Lovell Weekday Ministry of First Baptist Church is the same as the purpose of the church, namely, to minister to others in such a way that the individual experiences the love of Christ. This purpose determines our goals, as outlined using the acrostic "MINISTRY":

Maximum stewardship of the church's physical resources

Goal: To use our suitable church facilities for the religious education of children during the week, as well as on Sunday.

Involvement with parents and families

Goal: To be partners with parents by offering caring assistance and shared concerns in their important parental responsibilities.

Nneeds being met

Goal: To meet the needs of children and parents of any race, creed, color, national or ethnic origin.

Involvement of church members in the program

Goal: To involve church members who are willing to volunteer their time and energies in the mission of the weekday education of children and parents.

Spiritual development of children

Goal: To offer a program which differs from other quality preschool programs in its spiritual emphasis, incorporating in the daily curriculum basic truths about God, Jesus, the Bible, the church, and the created world.

Teaching the whole child

Goal: To recognize, respect and develop the individuality and potential of each child.

Reaching out to the community

Goal: To reach out to people outside our membership with Christ-like concern and care.

Yoking ourselves with Jesus

Goal: To obey the command of Jesus: "Let the little children come unto me."

Forward

This Parent Handbook is a document intended to communicate the policies, procedures, and regulations of Lovell Weekday Ministry to each family. Your understanding of this information is important for your child's success. This handbook may be used as a reference in the event you have questions.

Should any questions, concerns, or problems occur, you are encouraged to discuss your concerns with the Director of Lovell Weekday Ministry.

We are delighted you have chosen Lovell Weekday Ministry to assist you in the loving care of your child.

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Enrollment Policies

Enrollment

Children presently enrolled in Lovell Weekday Ministry who pre-register before April 1 have priority. Priority will be given next to children of active church members who register before April 1. After April 1, enrollment is first come first served until enrollment is filled. Those who are active members of the church or have a family emergency will be given preference in filling vacancies which occur after enrollment is filled.

An enrolled child will never be asked to defer the enrollment slot for another child.

Waiting List

The director will maintain a waitlist that adheres to the enrollment policy outlined above when there are no vacancies. Individuals placed on the waitlist will be prioritized first by the status as outlined above and then by chronological order. An enrolled child will never be asked to defer the enrollment slot for another child.

Age Requirements

Lovell Weekday Ministry provides care for children of the following ages:

- 8 week-old infant through 5 year-old preschool.
- 5 year-old preschool through 10 year-old child for after school and summer care.

Enrollment Types

Lovell Weekday Ministry offers five types of enrollment for children:

- Full time student who attends daycare full days **12 months**.
- Full time student who attends daycare full days **9 months/school year**.
- After school student who attends daycare for 4 hours per day for 9 months/school year. Kindergarten through age 10.
- After school student who attends daycare on a as needed basis for 9 months/school year. Kindergarten through age 10.
- Summer program student who attends daycare full days during summer months.

Enrollment Procedure

A parent must complete the following forms for each child to be enrolled:

- Enrollment Application
- Notification of FBC Conway church membership if applicable
- South Carolina CDCC and GDCH
- SCDSS General Record and Statement of Child's Health
- Parent Agreement
- History of Child/Infant
- SC Certificate of Immunization for Daycare Attendance

All forms must be completed and returned to the Director and the enrollment registration fee paid prior to the child's first day of attendance. All forms are subject to annual renewal and must be kept up-to-date.

We request that parents disclose any known special needs, conditions, or handicaps at the time of enrollment.

Tuition and Fee Policies

Tuition

Tuition is required for services rendered each week. All fees are nonrefundable. Payment of fees is required even if the child is absent. Payment must be kept current for your child to remain at Lovell Weekday Ministry. The Director must approve any circumstances for changes in the payment plan. Consult the fee schedule sheet for specific prices and due date for the current school year. Checks should be made to Lovell Weekday Ministry, and the child's name should be on the memo line.

Enrollment Registration Fee

An enrollment registration fee of \$_____ is required. This registration fee must be paid in full prior to the child's first day of attendance. The enrollment registration fee is nonrefundable.

Annual Registration Fee

An annual registration fee of \$_____ is required. This annual registration fee must be paid in full by Friday of the 3rd week in March to secure your child's enrollment slot.

Annual Supply Fee

An annual supply fee of \$_____ is required. This annual supply fee must be paid in full by Friday of the 3rd week in May in order to provide needed supplies.

Summer Registration Fee

A registration fee of \$_____ is required for the registration of a child who only attends the Lovell Weekday Ministry Summer Program. This registration fee must be paid in full by the Friday of the first week of May.

Summer Supply Fee

A supply fee of \$_____ is required for the registration of a child who only attends the Lovell Weekday Ministry Summer Program. This supply fee must be paid in full by the Friday of the first week of May.

Weekly Payment Schedule

Weekly payment is due on Monday for the current week. If the payment is not made by Friday of that week, a \$20.00 late fee will be added to the tuition. If the payment is not received for two consecutive weeks, the child will no longer be considered an enrolled student. The parent must pay their balance in full for their child(ren) to return to the daycare.

Monthly Payment Schedule

Monthly payment is due on the first day of the month. If the payment is not made by the tenth day of the month, a \$30.00 late fee per child will be added to the tuition. If the payment is not received by the 15th day of the month, the child will no longer be considered an enrolled student. The parent must pay their balance in full for their child(ren) to return to the daycare.

Payment During Child's Absence

No reduction of fees or fee credits will be made for absences. If a child is absent for any reason, fees are expected in full. Lovell Weekday Ministry is a non-profit organization that relies on timely tuition payments for operation.

Preschool Daily Hours

Lovell's hours are 7:00 am -5:30 pm, Monday through Friday. We ask that all students be dropped off in their classrooms by 9:00 am. Due to ratio purposes, if your child(ren) will arrive at school after 9:00 am, we ask that the parent contact Lovell and let us know what time they will arrive.

Late Departure Fee

Each child should be picked up by 5:30 pm. In the event of an emergency that will affect pickup, the parent should contact the Lovell Weekday Ministry Office so that the information may be provided to the child's teacher. Any parent leaving a child past the dismissal time will be charged a late fee as follows:

- First five minutes- no fee
- Next ten minutes-\$.50 per minute
- Every minute thereafter-\$1.00 per minute

Returned Check Fee

If your financial institution returns a check, a \$35.00 fee for each returned check is required.

Operational Policies

Hours of Operation

Lovell Weekday Ministry is open Monday through Friday 7:00 am until 5:30 pm.

Arrival Time

Doors open at 7:00 am. Student may not be dropped off before 7:00 am.

Departure Time

Each child should be picked up by 5:30 pm. In the event of an emergency that will affect pickup, the parent should contact the Lovell Weekday Ministry Office so that the information may be provided to the child's teacher. Any parent leaving a child past the dismissal time will be charged a late fee as follows:

- First five minutes- no fee
- Next ten minutes-\$.50 per minute
- Every minute thereafter-\$1.00 per minute

Arrival and Departure Procedures

A parent or authorized person must accompany each child into the building. A child may not be sent inside with a minor sibling.

Take your child by the hand when escorting the child in and out of the building each day. In order to avoid accidents, your child should not be allowed to run in the building. Exercise caution; doors are constantly being opened and closed as people enter and exit classrooms. Do not allow your child to run ahead of you to the classroom or out of the building to your car.

Each child must be signed in and out on the computer across from the front office each day upon arrival and departure. Prompt departure by the parent encourages the child to join in the class and is less disruptive.

Additionally, notify the teacher of your child's arrival or departure before leaving the classroom. The teacher should acknowledge the child's arrival or departure prior to the parent leaving the classroom.

Tracking

Tracking is essential for the safety of all our children. It begins when the parent signs the child in and ends when the child is signed out at the end of the day. It is imperative that all parents remember to sign in and out each day. All children will be accounted for by name at each point of transition when leaving the classroom during the day. Teachers keep their clipboards and the class roster with them at all times.

Parking

Follow the directional arrows on the pavement indicating the proper driveway to enter and to exit the parking lot. A slow, safe speed is required when entering or exiting the parking lot.

A child should never be left in an unattended car in the parking lot. The ignition of all cars should be turned off when parking. Never leave a car running. Do not park in the spaces that are striped or in front of the exit doors.

Release of Child to Someone Other than Parent

Each child will only be released to individuals who are authorized by the parent(s). Authorized persons are those previously listed on the application form or parent(s) have given written authorization to the office staff. If an authorized person other than the parent is to pick up a child, the parent must notify the office in the morning. Written permission by the parent must be given to the office staff for any person not listed on the application form to pick-up a child.

Please inform all guests to report to the office for approval if they do not routinely pick up the child. The guest will be required to present valid photo identification. Teachers may not release children to anyone not authorized by the parent.

Parents should inform any authorized person picking up your child of the dismissal policies for your child's classroom such as signing in, signing out, and checking the cubby. Office staff will request identification from any adult that they do not recognize. If Lovell Weekday Ministry has not been notified and the person is not listed as an authorized person for pick up, the child will not be released. A child will not be released from Lovell Weekday Ministry to an impaired driver.

Custodial Parents

If after the time of registration, custody between parents' changes, copies of the court documents/custody agreement will be required so that Lovell can ensure the child(ren)s safety.

Emergency Information

Current emergency information must be on file at all times. Parents should provide an additional number where they or an emergency contact can be reached in the event they are away from the workplace or home. A child will not be released to a person who is not listed as an authorized person on the emergency contact list without verbal authorization from the parent. Parents must provide any changes in address, telephone numbers or place of employment to the daycare office.

Staffing

All Lovell Weekday Ministry employees have been fingerprinted through the State/SLED/FBI and Central Registry of Child Abuse and Neglect Agencies. All employees are required to complete in-service education classes for professional advancement in order to remain current in the ever-changing needs of today's families. All employees strive to create a warm, loving, and happy environment where each child will feel safe and loved.

Free and Full Access

Lovell Weekday Ministry has an open-door policy. Parents are encouraged to observe their child without prior notice if it does not interfere with instructional activities or classroom routines.

Parent Conferences

Open and honest communication between Lovell Weekday Ministry and parents is helpful for the development of each child. Parent-Teacher Conferences will be held as needed. The parent, teacher, or Director may request conferences at any time. In addition, Pre-K Parent-Teacher conferences will be scheduled in January and 4K Parent-Teacher conferences will be scheduled in November and April.

Grievance Procedure

At anytime should a parent have a concern or a complaint, the parent is encouraged to discuss the concern complaint with the Director. The Director will discuss concerns and complaints with the Pastor as needed to resolve any problems.

Special Events

Special events in a child's life such as birthday celebrations may be observed with the child's class. The child's teacher and Lovell Weekday Ministry Office must be informed at least one week prior to the special event. The child's teacher and Lovell Weekday Ministry Office will decide if the event is appropriate and can proceed. Any special event will be celebrated during snack and/or meals times. Foods that may be served are restricted due to various food allergies. Balloons are not allowed, but other party favors that are age appropriate are permitted. Party invitations are allowed for any off-site party only when every child in the class receives an invitation.

Field Trips

Parents will be notified in advance of each field trip and must sign a permission form in order for the child to participate in the off-site event. Children will be transported to any off-site event by the First Baptist Church bus unless notified otherwise. These busses are regularly inspected and safety measures are carefully observed and enforced. All children will always be loaded and unloaded from the curbside or in a safe off-street area away from the flow of traffic. Each child will be restrained by an appropriate individual seat belt. Only one person will occupy each seat belt. Parents will be allowed to ride the bus if space is available. Children will not be allowed to ride in a parent or chaperone's car unless prior, written approval has been received from the child's parent. A first aid kit is located in every bus. Emergency and medical information for each child will be in the possession of his or her teacher on the bus. At least one staff member who is trained in CPR and First Aid will be present for the field trip. The children will never be left unattended on the bus. All children will be accounted for before departure, on arrival, and at any point of transition.

Volunteers or Chaperones

Lovell Weekday Ministry encourages the participation of volunteers or chaperones. Any person acting as a volunteer or chaperone must have a current background check and State FBI Fingerprint Screening

on file in the Lovell Weekday Ministry Office. The costs of all background checks are the responsibility of the volunteer or chaperone.

Items Provided by Parents Policies

Personal Belongings

All personal belongings such as coats, hats, sweaters, or any other item must be marked clearly with the child's first and last name. Each child should have at least two change of clothes in the classroom at all times. Parents should check frequently to assure all clothing items are available and are appropriate for the season. If any item is lost, the teacher should be notified and efforts will be made to locate the item. However, Lovell Weekday Ministry is not responsible for lost items.

Baby Supplies

The parent is responsible for supplying all diapers, ointment, and formula. Bottles should be fully prepared and labeled clearly as to contents, date of preparation, and first and last name of the child. This includes bottles of milk, juice, or formula. State regulations prohibit the daycare employees from preparing any drink for a child if the child is bottle-fed.

Potty Training

During potty training, each child will need pull-ups and at least 4 sets of clothes that are easy to pull up and down. For a child to progress to the 3-year-old classroom, he/she must be at least 3 and fully potty trained. Lovell Weekday Ministry will assist with potty training and requires the cooperation from the parent. Potty training is a process that is a part of each child's physical growth and development. It should only begin when the child demonstrates signs of interest, has the ability to get clothes up and down and is able to communicate to the teacher the need to go to the bathroom. Positive reinforcement and rewards for success will be emphasized rather than penalties and punishment for failure or accidents.

Rest Supplies

Parents will provide a 1/2 inch thickness kinder mat, king-sized pillowcase, small crib size pillow, and blanket for ages one year and older. All items must be labeled with the child's first and last name. All mat covers, blankets, and pillowcases will be taken home each week for washing.

Footwear

Each child must wear well fitted and comfortable shoes at all times, such as tennis shoes, shoes with soft soles, and shoes that are skid free. Shoes with Velcro are preferred.

Cowboy boots, flip-flops, or sandals without straps on the back are not allowed on the playground.

We encourage all children to wear closed toe shoes with a back for outside play.

Toys

Valuable toys or articles should not be brought to the day care. Safety precautions should be observed at all times, especially regarding small items and parts that could become a choking hazard. Toys that are not age appropriate will not be allowed in the classroom. Please no guns or weapons of any kind.

Pedagogical Policies

Curriculum

A child's growth and development are viewed as a process and not as a singular event. Lovell Weekday Ministry provides an array of activities that are designed to meet the needs of young children at their level of development. Schedules and lesson plans are posted inside each classroom.

Curriculum is provided to all children regardless of age. The curriculum is developed around themes and provides the following:

- Opportunities for the child to learn about God's world and how to live in it.
- Activities that are designed to meet the needs of the child at their level of development along the growth continuum.
- Activities to help the child develop language, reading, writing, art, science, and math skills appropriate for their level of development.
- Activities that embrace physical, mental, social, emotional, and spiritual development.

Rest

Each child will have a rest period daily. The child is not required to fall asleep; however, no child is excused from rest time. Infants nap at varying times and their personal schedules take precedence. Parents will provide a 1/2 inch thickness kinder mat, king-sized pillowcase, small crib size pillow, and blanket for ages one year and older. All items must be labeled with the child's first and last name. All mat covers, blankets, and pillowcases will be taken home each week for washing.

Outdoor Play

Lovell Weekday Ministry provides planned outside activities to aid physical development of each child. Each child should be dressed appropriately for outside activities. Outside activities will occur each day unless the chill factor is below 45 degrees, or the heat index is at or above 90 degrees.

Show and Tell

The Pre-k classes will participate in Show and Tell periods. Show and Tell schedules will be provided, and the child will be allowed to bring an educational item to the class. The child will talk about the item

with the class. The item will be passed around the group for each child to see and touch. Toy guns, sharp objects, or other dangerous items are not appropriate and should not be brought to the daycare for Show and Tell.

Classroom Management Policies

Discipline

At Lovell Weekday Ministry, discipline means teaching. Our policy is to guide through a program structured to meet the child's developmental needs, implemented by reasonable persuasion. Discipline is training that develops self-control, character, and social competence.

Our goal is to manage each classroom through consistent praise, positive reinforcement, and encouragement in a loving, caring manner to all children.

- Should behaviors disrupt a classroom, the teacher will redirect the child.
- If the disruptive behavior continues, the teacher will implement the 6 steps of conscious discipline. This includes;
 - Approach the child calmly and on their level
 - Acknowledge the child's feelings
 - Gather information
 - Restate the problem
 - Ask for ideas for solutions and choose one together
 - Follow up with support
- During situations when verbal redirection and time-out does not change the behavior, the teacher will notify the Director or Assistant Director for an office visit with the child.
- If, after the office visit, the child's behavior does not improve and the situation continues, the parent will be called and notified. A conference with the teacher and parents will be arranged to discuss positive methods to promote more appropriate behavior.
- When all options have been exhausted, the child may be dis-enrolled from the Lovell Weekday Ministry.

Lovell Weekday Ministry does not allow corporal punishment of any kind at any time. Lovell Weekday Ministry promotes positive behavior such as being obedient, respectful, patient, kind, and well-mannered.

Biting

Biting is a developmentally appropriate behavior for infants and toddlers. Infants and toddlers are not always able to communicate their needs and/or wants which could result in a biting incident. On any occasion that one child bites another child, the parents of both children will be notified. An incident report will be completed and signed by the Director or the Assistant Director. A copy of the incident report will be placed in the child's record. If the biting continues and creates a safety issue within the classroom, then a bite plan will be put into place for the child which could result in dis-enrollment if the behavior does not improve within the allotted timeframe.

Health and Medical Policies

Immunization

Children must follow an immunization program as recommended by their physician upon enrollment. The Lovell Weekday Ministry policy is no shots, no daycare.

A South Carolina Certificate of Immunization for Day Care Attendance (DHEC 1112) must be on file for each child. All immunizations must be current. A new Certificate of Immunization for Day Care Attendance Form is required after each additional immunization.

If your child's immunizations are not kept current, the child will not be allowed to stay at the daycare until the immunization requirements comply and the certification is current and complete. It is the responsibility of the parent to ensure that immunization records are updated.

Illness Procedures

Lovell Weekday Ministry follows the Department of South Carolina Health and Environmental Control (DHEC) guidelines and exclusion policies. Each child should be healthy and well when attending daycare. A child with a fever or any communicable disease should not be brought to the daycare. If symptoms of illness are observed during the school day such as fever, vomiting, 3 instances of diarrhea, etc., the parent or emergency contact will be notified immediately. The child should be picked up as quickly as possible.

In the event of a contagious illness, the parent must notify the Director and shall not allow the child to return to the daycare until the illness has subsided or a physician's excuse can be provided stating that the child may return to daycare. Lovell Weekday Ministry reserves the right to request a written physician's excuse for any illness.

Specific Conditions:

Fever: If the child has a fever of 100° or higher, the child CANNOT return to the daycare until fever free for at least 24 hours without medication.

Pink Eye: If the child has pink eye, the child CANNOT return to the daycare for at least 24 hours and must provide a written physician's form to return to daycare.

Stomach Virus: If the child has a stomach virus with one instance of vomiting and/or three instances of diarrhea, the child CANNOT return to daycare for at least 24 hours AFTER the symptoms have subsided.

Strep Throat: If the child has strep throat, the child CANNOT return to the daycare until the child has been on antibiotics for 48 hours.

Medication

Medications, both prescription and over the counter, will be administered during the day with proper information and directions. Specific written directions must accompany all medications. The daycare must have a parent's written permission before administering ANY medication. A Lovell Weekday Ministry Medication Slip, located on the counter in the hallway across from the Director's office, must be filled out completely before the teacher may administer any medication. Prescription bottles must have current and accurate labels with the child's first and last name and dosage instructions. All non-prescription medication must have current and accurate labels with the child's first and last name written with a permanent marker. All medication will be stored in the office. No medication may be left in the child's cubby. No medication will be administered before 9:00 am or after 4:00 pm.

Medical Emergencies

In the event of a medical emergency, Lovell Weekday Ministry will contact the parent and the child's physician as soon as possible. Should emergency treatment be required or, in the event of a serious or life-threatening emergency, EMS will be called for emergency medical assistance.

Accidents

Every accident must be reported to the Lovell Weekday Ministry Office. An accident form must be completed clearly explaining the details of the accident. A copy of the accident form must be submitted to the Lovell Weekday Ministry Office and a copy placed in the child's cubby. The parent must be notified of any serious accident by phone, as well as any unusual event that may have occurred during the day.

Handwashing

Hands must be washed frequently to prevent the spread of germs and for cleanliness and hygiene. Lovell Weekday Ministry employees are required to wash their hands as follows:

- Upon arrival to the classroom
- Before preparing, handling, or serving food
- After each bathroom visit
- After changing diapers
- After removing latex or plastic gloves
- After contact with noses, eyes, or any bodily fluids
- After being outside for playtime

Child Abuse and Neglect

Employees of Lovell Weekday Ministry are by law South Carolina mandated reporters of any suspected child abuse and neglect. This includes proper use of car safety restraints. Lovell Weekday Ministry employees will notify SC Department of Social Services, Child Protective Services Division and the Conway Police Department of any suspected child abuse or neglect.

Food Policies

Foods Brought from Outside the Daycare

Due to various food allergies, foods that may be served at the daycare are carefully restricted. We ask that homemade baked goods are kept to a minimum to reduce allergy reactions. Please try and purchase all food from an approved, licensed, and inspected commercial kitchen such as a grocery store or bakery.

Meals

Lovell Weekday Ministry provides two snacks and a lunch daily. Lovell Weekday Ministry does not provide breakfast. If a child can feed him or herself, breakfast may be brought from home before 8:00 am. Breakfast items brought from home after 8:00 am will be held until snack time. A healthy snack is served between 8:30 am and 9:30 am. 100% fruit juices are served in the mornings. Milk is served at lunch. Lemonade or water is served in the afternoons. The child may only bring nutritional snacks from home that do not pose a choking hazard. Foods such as soda, candy, sweet cakes, etc. that contain high levels of sugar are strongly discouraged. Many children have food allergies to foods such as peanut butter, whey, and dairy products. Lovell Weekday Ministry recognizes these allergies and plans accordingly when setting menus. The teacher must be consulted prior to bringing any food into the classroom. Teachers will have discretion on shared items.

Attendance, Closure, and Removal Policies

Vacation

These are the only types of enrollment that are eligible for vacation weeks at a reduced tuition:

- Parents of full time (12 month) students who have been enrolled for greater than 1 year will be allowed to use up to two weeks' vacation time per year.
- Parents of full time (12 month) students who have been enrolled less than 1 year will be allowed to use one-week vacation time.

When using a vacation week, tuition will be decreased to \$20.00 per week. Vacation credit must be taken in 5 consecutive days and may not be taken in separate days over several weeks.

Vacation credits cannot be carried over into the following year.

Holidays

LWM is closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day (Professional Development Day for staff)
- President's Day (Professional Development Day for staff)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Martin Luther King Jr. Day and President's Day, LWM will be CLOSED for families but staff will attend an all-day training.

When a holiday occurs on Saturday, Lovell Weekday Ministry will observe that holiday on Friday. When a holiday occurs on Sunday, Lovell Weekday Ministry will observe that holiday on Monday.

Tuition does not change due to holidays.

Discontinuing Daycare Services

Parent Initiated

Parents who decide to remove their child from Lovell Weekday Ministry must provide at least a 2-week notice to the Director. Parents failing to provide a 2-week notice will be billed for the 2 weeks. All tuition must be paid in full no later than 1 week prior to the disenrollment date.

Lovell Initiated

Lovell Weekday Ministry retains the rights to terminate daycare services. Examples of reasons for termination are as follows, but not limited to:

- A child who demonstrates continued aggression or uncooperative spirit or endangers others in the daycare after episodes of such behavior have been documented and discussed with the parent and Director.
- A child who repeatedly disrupts, prevents, or impedes effective teaching and learning after episodes of such behavior have been documented and discussed with the parent and Director.
- A child who lacks a current SC Immunization Record.
- When tuition is more than two weeks past due.
- When a parent is habitually late to pick up the child.
- When a parent habitually fails to follow the established policies and procedures of the daycare.

Inclement Weather/Emergency Closure

In case of serious weather events such as a hurricane, snow, ice etc., the parent should listen to local radio or TV stations of WPDE Channel 15, WBTW Channel 13, or WMBF Channel 10 or check the Lovell Weekday Ministry website for information regarding closings or delays.

In the event of an emergency and/or weather event, LWM Director with the consent of the Pastor or the chair of the Administrative Team of First Baptist Church will decide if Lovell Weekday Ministry will need to close for the day or close early.

If Horry County Public School System has early dismissal due to inclement weather, it may be necessary for Lovell Weekday Ministry to close also. Lovell Weekday Ministry will accept after-school students and will notify all parents of an early closing time. All children must be picked up by the requested time, specified by the director and communicated to the parent.

In the event of an emergency, Lovell Weekday Ministry will contact all parents by phone and/or e mail.

In the event of any emergency, each child will be protected and cared for while parents are being contacted.

Tuition will not be reduced or refunded for closings due to inclement weather.

Receipt of Acknowledgement

I hereby acknowledge that I have received a copy of the Lovell Weekday Parent Handbook adopted _____.

I acknowledge that Lovell Weekday Ministry of First Baptist Church Team has the sole authority to amend this handbook. If any amendment is made to the handbook, I understand that I will be notified of such amendment.

Parent Signature _____

Date _____