

HARVEST



Christian Academy

864-373-9515

Parent Handbook

2008

310 New Neely Ferry Road
Mauldin, South Carolina 29662

Welcome to Harvest Christian Academy. This handbook contains information regarding the childcare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many questions you may have concerning Harvest Christian Academy.

Philosophy:

It is our goal to provide a loving environment where the spiritual, intellectual, and social development of each child will be enhanced.

Harvest Christian Academy will provide a safe, loving, and age appropriate learning environment for all enrollees. Children will participate in activities that promote social development, cognitive development, and physical development while building a foundation of Biblical understanding of God.

Requirements for Enrollment:

When enrolling your child, there will be necessary paperwork such as medical forms, medical release forms, authorization form forms, etc. All paperwork should be completed promptly and returned to Harvest Christian Academy. Parents will also receive a copy of this handbook and a summary of staff/ child regulations from DSS. After reading thru the material, the director of HCA will meet with you to discuss any concerns.

Before leaving your child on the first day, it is recommended to schedule a visit with your child during regular business hours (mornings are best, since the children sleep in the afternoons). This will allow your child to experience day care and gives him/her a chance to meet the other children and the teachers. The visit is a good time to bring any items you wish to leave here (e.g., diapers, extra clothing, etc.) **Harvest Christian Academy is required to have a complete change of clothes for each child.** *If you or your child is uneasy about day care, at least two visits are recommended. During this time the director will be able to give your child undivided attention.*

No child will be denied enrollment on the basis of his/her race or religion. We do retain the right to deny enrollment if all spots for a particular child's age group are filled. HCA does not make it a policy to deny enrollment on the basis of a child with special needs, however, if after talking with the parents of such a child we realize that we do not have efficient training, equipment, facilities, etc... to accommodate their child, Harvest Christian Academy will decline the acceptance out of best interest of the child. We will, however, refer the family to childcare programs that specialize in special needs.

Hours of Operation:

Harvest Christian Academy will operate Monday thru Friday from 6:45 am- 5:30 pm. Any child not picked up by 5:30 pm will be assessed a fee to cover overtime for staff.

Tuition/ Fees:

Tuition for HCA enrollees is \$125 per week. All payments are due by the close of business on Friday. Tuition is always due in advance of any services rendered. Payments received on Monday will be subject to a \$25 late fee. **Three (3) consecutive missed payments will result in termination of services from Harvest Christian Academy.**

Families with more than one child enrolled will pay full price for the first child and receive a 10% discount for each additional child enrolled at HCA. An example of tuition will be as follows:

1st child= \$125

2nd child= \$112.50

3rd child= \$112.50

Any child not picked up by 6pm will be assessed a \$5 fee per child. An additional \$5 fee will be applied every 5 min., **all fees are due and payable at the time of late pickup to cover overtime for staff.**

Forms of payment accepted are cash or check; checks are made out to Harvest Christian Academy. Returned checks will be subject to a \$25 service charge. After two (2) return checks, payments will be required to be made in the form of cash or money order.

Children enrolled in the Harvest Christian Academy are eligible for 5 days vacation per year after six months of paid enrollment. Parents/ guardian must notify director at least 2 weeks prior to using vacation week.

Harvest Christian Academy will notify parents/ guardians of changes concerning fees a minimum of 2 weeks prior to changes.

Tax Statements for childcare expenses will be given by January 30th for the previous year. No statements will be issued on accounts with past due balances.

Tardiness:

All children are asked to arrive at school before 9:30 am unless the child has a doctor's note **and** you inform your child's teacher. Meal counts will be taken at 9:30 am daily. If your child is not included in the meal count, they will have no lunch for the day. Late arrivals also interrupt the routine for the other students.

Illnesses:

For the wellness of our students and staff, we will not accept children with the following symptoms:

Illnesses

- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Contagious illness of any sort which results in child being too ill to participate in daily activities
- Fever

Harvest Christian Academy will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify the parent or authorized adult to pick up the child.

The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours.

Medication:

Harvest Christian Academy **will not** administer over the counter medication. If your child is on medication that needs to be administered while in daycare, medication must be in original container, labeled with the child's name, doctor's name, name of medication, dosage, and when to administer.

Parents/ guardians are required to complete a medication form to authorize administration of the medication. All medications will be kept under lock and key.

Parents must also include any medicine cups or syringes necessary to dispense medication (HCA will not provide these).

Parents will receive a summary of all medications given along with date, time, and dosage.

Injuries/ Medical Emergencies:

All injuries will be reported to the parents/ guardian and documented immediately.

If a child is in need of emergency care and we are unable to contact the parent/ guardian, Harvest Christian Academy, will take necessary actions to treat or get the child medical attention.

Parents/ guardian will be required to sign Permission to Release Medical Information, at the time of registration. This document enables the staff to act on your child's behalf in the absence of the parent/ guardian and to provide medical care teams with appropriate information to treat your child.

In the event of a medical emergency the children will be transported by the EMS to the nearest hospital:

Hillcrest Hospital of Greenville Hospital System
729 SE Main St., Simpsonville
864-967-6100

A staff person from HCA will accompany the child to the Hospital and stay until the parent(s) or guardians arrive.

Emergency Evacuations:

In the event of an emergency evacuation the following procedures will occur:

1. Staff/ children will be evacuated to the designated Safe Haven.
2. Parents will be notified of the evacuation immediately.
3. No child will be released until all children are accounted for and a final head count is given. At this point only will children be released to parents or designated persons, identification will be required.

*Safe Haven is New Harvest Ministries Sanctuary located at 308 New Neely Ferry Rd.

Drop off and Pick up:

Parents/ guardians are required to escort the child to their classrooms. Every child must be signed in/ out daily.

Harvest Christian Academy will only release children to adults designated on the authorized pick up/ emergency card. If someone other than the parent will be picking up the child, identification will be required.

If someone other than the persons listed on the authorized pick up list, is to pick up your child, written or verbal notification from the parent and identification will be required.

- Authorized pick up persons must be at least 18 years old

Legal Custody/ Guardianship:

If you have legal custody of your child and do not want anyone else picking up your child, you must note this on your application and provide a copy of the Proof of Custody Form from the courts.

Scheduled Holidays/ Breaks:

Harvest Christian Academy will be closed in observance of the following holidays/ breaks:

Labor Day
Thanksgiving Break (Wednesday- Friday)
Christmas Break (Dec. 23- Jan.2)
Martin Luther King, Jr.
Good Friday
Memorial Day
4th of July (week)

Parents may choose to use their vacation week during scheduled closings after six months of paid enrollment. Notify the director of intentions at least two weeks prior to using vacation week. Vacation days may not exceed 5 days.

Inclement Weather:

Inclement Weather Postings/ Early Dismissals

All school closings due to inclement weather or other severe emergencies will be announced on the local radio and television stations. Closing will be announced on WYFF TV4, WSPA TV 7, 107.3, and 89.3.

Curriculum

Since the beginning of New Harvest Ministries, it has been an utmost desire to offer a Christian foundation for all children and their families. Our teachers and staff at Harvest Christian Academy are dedicated to creating a positive learning experience spiritually, emotionally, mentally, physically, and socially.

We believe children should have fun! Harvest Christian Academy will incorporate the High/Scope Curriculum where teachers and children are active partners in the learning process. Children learn through direct, hands-on experiences with people, objects, events, and ideas.

The curriculum is built around teacher- and child-initiated learning activities in five main curriculum content areas: approaches to learning; language, literacy, & communication; social and emotional development; physical development, health, and well being; and arts and sciences.

APPLICATION OF STAFF: CHILD RATIOS

The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms.

STAFF: CHILD RATIOS

Child's Age	Staff: Child Ratio		
	Two years after	Three years after	Four years after
Birth to one-year	1:5	1:5	1:5
One to two years'	1:6	1:6	1:6
Two to three years'	1:9	1:8	1:7
Three to four years	1:13	1:12	1:11
Four to five years	1:18	1:17	1:16
Five to six years	1:21	1:20	1:19
Six to twelve years	1:23	1:23	1:23

NAP TIME STAFF: CHILD RATIOS

Child's Age	Staff: Child Ratio		
	Two years after	Three years after	Four years after
Birth to one-year	1:5	1:5	1:5
One to two years'	1:6	1:6	1:6
Two to three years	1:18	1:16	1:14
Three to four years	1:26	1:24	1:22
Four and older	1:36	1:34	1:32

Discipline Policy:

Harvest Christian Academy will aim to encourage children to cooperate, enhance their self-esteem, encourage their ability to interact and enjoy being with others.

Some Causes of Behavior:

- Anger and frustration – annoyed at not meeting others expectations.
- Boredom – child may hurt other children because there's nothing to do.
- Desire for attention – some children need more than others from adults.
- Disruptive behavior rewards negative behavior and may become the most effective way of getting attention.
- Imitation – model behavior on what child has experienced elsewhere.
- Tiredness – when children are tired they may be easily irritated.
- Excitement – some children lose control when over excited.

Strategies:

No physical punishment of any kind will be permitted or used.

Staff will use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement.

Limits will be set for the children but the environment is arranged so that a minimal number of negative responses are necessary.

Children will be involved in setting guidelines (3K-4K).
Children will be encouraged to verbally express their feelings.

Steps taken for Inappropriate Behavior:

1. Teacher will talk to child on eye level.
2. Teacher will give the child the opportunity to exhibit proper behavior.
3. If inappropriate behavior continues child will be placed in time out (not to exceed 3min.).
4. If problem continues, the child will be escorted to the Director's office and the parents will be notified. Depending on the nature of the problem, parents may be asked to pick up the child.

Food Service:

Harvest Christian Academy will provide two snacks and lunch daily for students. Parents will be responsible for providing formula/food for infants.

Birthdays:

Parents are allowed to celebrate your child's birthday as long as servings are individual such as cupcakes, juice boxes, etc...and enough for each child in the classroom. **All "parties" will be given during afternoon snack.** Please make arrangements with your child's teacher at least 1 day in advance.

Smoking Policy:

Harvest Christian Academy has established a No Smoking Policy. This policy prohibits the use of tobacco products in the school or on the school campus.

Parent Involvement:

We strive here at Harvest Christian Academy to offer a quality program for your child. If at anytime you have any concerns, please talk to your child's teacher or the director.

Parents are encouraged to volunteer in your child's class or visit the center at any time. **(Please be considerate to the time of day such as rest time).**