



## Old Fort Baptist Church

10505 Dorchester Road

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### Church Staff

Dr. Hal West	Transitional Pastor
Rev. Jason Taylor	Associate Pastor of Administration & Music Pastor
Dr. Charles McCallum	Associate Pastor of Discipleship
Rev. Bronson Simmons	Next Generation Pastor
Ms. Anne Redner	Director of Children's Ministries
Ms. Sydney Masten	Director of Preschool Ministries
Mrs. Susan Dack	Director of Senior Adult Ministries
Mrs. Angie Tyler	Director of Child's Day Out
Mrs. Susan McDonald	Greater Things Extended Learning

### Sunday Schedule

Corporate Worship Service	9:30am
Sunday School	11:00am
Evening activities	5:00pm

### Wednesday Schedule

Prayer Meeting/Seasonal Choir Practice	6:30pm
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### Thursday Schedule

5&2 Food Pantry	6:00pm
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It is the philosophy of Child's Day Out, a para-church ministry of Old Fort Baptist Church, that early childhood should be a time of warmth, security, exploration, discovery, and fun! God created preschool age children to be curious, creative, and receptive. It is the goal of the CDO staff to encourage these qualities in the children in our care.

Our mission here at CDO is to provide an atmosphere that encourages spiritual, social, emotional, physical, and intellectual growth and development for preschoolers age 12 months to 4 years. Our goals are for each child to:

- experience God's love through positive relationships with the adults in their classroom and their peers
- enjoy happy times at church
- Feel good about him/herself
- Grow in independence and initiative
- Think and make choices appropriate for their age and stage
- Develop fine and gross motor skills with a variety of activities

All teachers in our program have a clean SC state background check and have been trained in CPR and basic first aid. To prevent abuse of children in our church and to demonstrate our unwavering commitment to their physical safety and spiritual growth, the Child's Day Out program adheres to all policies outlined in the Old Fort Baptist Code of Conduct.

Most of our teachers are moms who have chosen to serve as teachers for our preschoolers. Teaching degrees are not required, but a love for Jesus and his children is. We have a Bible-based school curriculum. Our teachers consider this and many other resources when planning for your child's day. Our curriculum includes:

- Bible stories and songs
- Sharing and conversation times
- Creative art and crafts activities
- Fine and gross motor activities
- Age appropriate skills instruction
- Center activities - guided and free choice
- Reading and story times
- Music
- Free play
- Celebrating birthdays and holidays

## Fees

A nonrefundable registration fee of \$150 (cash or check) is required to secure a spot in the Child's Day Out program. Tuition is due the first of every month. This can be paid digitally through the ProCare app. If a tuition bill falls two months behind, the child will not be able to attend until the balance has been paid in full.

- Registration - \$150
- 2 day program tuition - \$150
- 4 day 4 yr old program tuition - \$275
- There is a fee for late pick-up. After 1:15pm you will incur a \$10 fee.
- There are no refunds for extended absences/vacations.

## Admissions

Classroom assignments are based on your child's date of birth. Children are generally grouped with children whose birthdays are within 6 months of each other. This grouping does not apply to the 4 year old program. All classrooms are staffed with two teachers. Ratios are as follows:

- 12-23 months - 8 children
- Two year olds - 10 children
- Three year olds - 12 children
- 4 year olds - 16 children

Classes are filled on a first come basis. We cannot promise that teacher request will be accommodated.

We keep waiting lists and offer those spots as vacancies occur.

Registration fees are annual and will be required to register your children each year.

## Procare

CDO uses the Procare Childcare app for enrollment information, allergies, authorized pick-ups, communication between home and school, and checking your child in and out each day. You will also be able to pay tuition through the app as well. Please be sure that you have accepted the invitation to join and that all of your child's information is accurate and up to date.

## School Year and Hours

Our school year runs from September to May. We follow the instructional/vacation calendar of Dorchester District 2 Schools. In the event of a weather closing or delayed entry for DD2, CDO will be closed. Should a weather event cause schools to close after drop-off, please pick your child up immediately. School hours are 9am -1pm. After 1:15pm a late fee of \$10 will be charged to your account.



## Dress Code



We encourage you to dress your child in comfortable clothes and athletic shoes. Preschool can be a messy business and we want the kids to be comfortable and not worried about messing up a special outfit. We ask that children NOT wear flip-flops for their personal safety. Also keep in mind that children do have outdoor play each day (weather permitting). Dirt and wood chips will get into sandals and crocs. Be sure to check the weather and send appropriate outerwear.

🚽 Accidents do happen! Please be sure to keep a complete set of clothing (outfit, underwear, socks) in your child's backpack at all times. These should be in a clear storage bag and clearly marked with your child's name. Remember to swap these out when the weather changes.

## Potty Training

Once you have started the process of potty training at home, we will be happy to assist with that process at school. We do however, require that children be in a pull-up until completely potty trained. Be sure to communicate with your child's teacher about this.

We do require that our 4K students be completely potty trained.

## Special Needs Policy

Child's Day Out strives to meet the spiritual, social, emotional, physical, and intellectual needs of all the children it serves. God created each and every child with their own unique set of needs and challenges. Enrollment of children with special needs will be evaluated on a case by case basis to determine if our program can best meet their needs. If it is determined that we cannot best serve the needs of the child, the registration fee will be refunded, the child will not be enrolled, and the family directed to resources that can better serve their child.

## School Discipline

All children thrive and grow in loving environments where they understand boundaries and expectations. We strive to guide the behavior of the children in our care with positive and affirming words, while at the same time guiding them away from behaviors that negatively impact themselves and the class. Removal from



an activity or the group for a “time out” when a child continually demonstrates unacceptable behaviors is an effective tool in the early childhood years. This is not a punishment, but an opportunity to calm down and talk with the teacher to understand what behavior is acceptable in that situation. The child is then able to rejoin the group with appropriate behavior. If negative behaviors persists, parents will be notified. We ask that parents and teachers work together to help guide the child toward positive choices within the boundaries of the classroom structure.

\*Should behaviors escalate, it is sometimes necessary to remove the child from the Child’s Day Out program. This decision will be made jointly by the teachers, director, and church staff representative.



## Health and Wellness

We must have a signed Medical Release and Emergency Information Form for each child, authorizing emergency care and if necessary, transfer to a local hospital. Please be sure that all contact information is up to date in the Procure system. Emergency Care will consist of cleansing wounds and applying bandages and ice, unless advised otherwise by parents. Incidents of this nature will be reported through the Procure app. In the case of accidental injuries requiring more than simple first aid, parents will be notified as soon as possible. If medical attention is required, staff will contact emergency services to transport the child unless otherwise specified in the child’s emergency information.

We can only accept well children into the classroom. We depend on our parents to help us maintain this policy. It is in the best interest of your child, their classmates, and the CDO staff that children who are ill be kept home. Any child who is running a fever, has been vomiting, is experiencing diarrhea, an earache, red or runny eyes, skin eruptions, soar/red throat, excessive coughing etc. should be kept at home.

Should these signs appear at school, parents will be notified immediately and the child taken to the director’s office and made as comfortable as possible until a parent or authorized person arrives.

**Children should be fever, vomit, and diarrhea free for a 24 hour period before returning to school.**

In the event that a child contracts a communicable disease and expose classmates, notice of such exposure will be given to the affected class. The ill child will not be able to return to school until the period of contagion has passed.

## Medications

The administration of any medication to a child during the school day, prescription or over-the-counter, is discouraged. The exception to this would be epi pens or other medications to combat an allergic reaction. In any case please see the director to obtain a Medication Authorization form.

## Food

Children need to eat breakfast before arriving at school. Teachers cannot feed your child breakfast once they arrive at school. Snacks are sometimes used as part of an activity or experience, but not on a regular basis. Please be sure to let us know of any food allergies on the Procure enrollment information and notify your child's teacher in writing so that we plan to take every precaution necessary.



Each child will need to bring lunch each day they are at school. Please do NOT send food that requires warming. We encourage nutritionally balanced meals that your child can easily manage by him/herself. Please do not send candy or gum. Please do provide any utensils, napkins, etc your child may need. They will also need a drink for their meal. This can be a water bottle, juice box/pouch, or age appropriate cup.

🍰 If you wish to celebrate your child's birthday at school, please touch base with the teacher in advance. They will let you know of any allergies in your child's class that need to be considered. Mini cupcakes or iced cookies are usually the best option for this age group. Balloons and candles are not permitted.



## Personal Items

All backpacks, lunch boxes, cups, water bottles, and jackets need to be clearly marked with your child's name to avoid any confusion.

We discourage children bringing personal items and toys into the classroom. This will prevent lost or broken items, children "giving" toys away, or toys deemed inappropriate for the school setting (toy guns, swords, etc).

Occasionally, teachers will ask children to bring an item for show and tell or special days. In these cases, please be sure to clearly mark the item with your child's name.

## Custody Issues

Child's Day Out has no legal authority to refuse either parent the right to pick their child up from school, UNLESS a court order has granted temporary or permanent custody to one parent or a third party. The school MUST be furnished with a copy of the order bearing the courts decision. CDO cannot be placed in the position of arbitrating a child's release to a parent or the visitation right of a parent/family member.