

~Dress Code~

Children are not allowed to wear thong sandals (any shoe that is just a slip on), and hair beads (could be swallowed and cause choking). Children that are in training, (potty) should not wear shirts that snap underneath.

Extra Clothing

Children ages 2-5 are required to have a complete change of clothing daily. Protective covering for nap/quiet time, such as a large towel or blanket, should be brought for the child on Monday and carried home each Friday.

Infants and Toddlers

Regulatory agencies do not permit centers to mix formulas. Parents of infants and toddlers are responsible for supplying pre-mixed formula. (Enough for the child's stay at the center).

All bottles must be plastic with a lid (cover). Bottles must be labeled with the child's first and last name.

Ensure a successful day for your child(ren)

(1) Avoid unpleasant situations prior to bringing your child to the center. (2) Make certain the child has proper clothing for indoor and outdoor activities. (3) Set aside time at home for your child(ren) to share the daily experience. (4) Be certain that your child(ren) has a good night's sleep.

Sea Island Child Development Centers are open to the public and will serve all eligible children. Children are admitted on a first-come, first served basis.

Sea Island Health Care Corporation is an equal opportunity employer.

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Sea Island Child Development Program

Sea Island Child Development Centers

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Sea Island Child Development Centers are multi-cultural and do not discriminate regardless of race, color, national origin, gender, or religion.

Parent Handbook

September 2007

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~Fee Schedule~

Weekly fees are due on Monday of each week. Fees paid after Wednesday of each week will have a late charge of \$5.00 per day.

Methods of payments are cash, money order and check. There is a \$25.00 charge for all returned checks. **After 2 returned checks, cash or money order will become the only methods of payment.**

Accounts are delinquent when the fees are in arrears one week. Failure to keep accounts current or make acceptable arrangements for payment may result in child suspension until the account is made current.

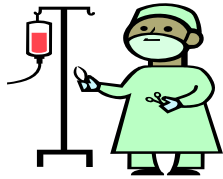
Holidays

The center is closed for the following holidays: New Year's Day, Martin Luther King's Birthday, Good Friday, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day and the Day after Christmas.

Training Days

The center may be closed up to five days per year for training purposes. These days are at various times throughout the year. Parents will be given proper notification to ensure proper arrangements for child care.

~Illnesses and Accidents~



Sea Island Child Development Centers do not have a licensed nurse or physician on staff nor facilities to care for the mildly-ill children. Our staff is trained in recognition of signs and symptoms of the mildly-ill child.

Children who are sick should not be brought to the centers. Staff members can refuse to accept for care children who arrive with symptoms of illness.

Any child who has been out sick for more than one week, or who has had a communicable disease, can be re-admitted only with a doctor's statement.

When a child becomes ill while at the center, the parent are contacted so that arrangements can be made to have the child taken home.

If a child is injured at the center, the parent will be notified to meet the child at the appropriate location for emergency medical care.

Medication can be given to children at the center only if it is a prescription in the original labeled container and sent with a note signed by the parent giving time and dosage required.

~Child Care Services~

The SICHCC Early Childhood Development centers are full year-round child development service providers that have been in operation since February 1, 1995. The centers serves children six weeks to four years of age.

The SICHCC Child Development Program is designed to stimulate the intellectual, emotional and social development of children served, including attention to their health and nutritional needs.

SICHCC Early Childhood Development Centers curriculum includes Learning Centers and various topics that encourage early math, counting/sorting, language development, listening, speaking, vocabulary, role-playing, storytelling and science.

Children are engaged into different learning centers that allow them to make decisions and choices for the day. The centers are licensed by the South Carolina Department of Social Services under the regulations for private and public child day care centers, and South Carolina code of laws and other applicable state and federal laws.

The hours of operations is Monday thru Friday from 7:00 a.m. to 5:30 p.m.

~Admission Policies & Procedures~

Eligibility for day care service is determined by the Department of Social Services, ABC Voucher and/or the Sea Island Comprehensive Health Care Corporation.

Each child is assessed a weekly fee and fee schedule is established by the State Health and Human Services Finance Commission.

Birth Certificate
Immunization records
Medicaid Card
SSN of adults in household

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Priority is given to children whose parents are working, in training, or in an educational program.

When the center is unable to provide service for eligible children due to full enrollment, names will be kept on a waiting list and service will be offered as space becomes available.

Items brought to registration by the parent are the **child's birth certificate, immunization records, Medicaid card, and social security numbers of responsible adults in the household.**

Forms that are completed during registration are: **Enrollment Application, Food Program Application, Health Statement, Field Trip Permission, and Emergency Treatment Permission.**

Before the child starts attending the center, a physical examination must be performed by qualified medical personnel, whose report will be kept on file in the center.

Parents must re-register their child(ren) annually. A Food Program application must be renewed in September.

~Arrival and Departure~

Your child(ren) should arrive at the center by 8:30 a.m. if you desire them to eat breakfast. All children should arrive by 9:00 a.m. A responsible party is required to accompany your child(ren) into the center.

In case of an emergency, responsible party is asked to notify the center that your child(ren) will be arriving late. **FAILURE TO DO THIS MAY RESULT IN YOUR CHILD NOT BEING EXPECTED THAT DAY.**

Pickup/Release of Children

To ensure the safety and protection of all children entrusted to our care, children will be released **ONLY** to those persons listed on the Application for Enrollment. Parent(s)/guardian(s) must notify the center ***in advance*** each time a person other than the designated person will pick up the children). In addition to parent/guardian advance notice, other designated people must show identification and identify the child's code (given by the parent at the time of the telephone call). Otherwise, the center cannot release the children).

Late Pickup

Parent(s)/guardian(s) must be considerate of children's fears and insecurities and the work schedule of staff regarding late pickups. All children should be picked up by 5:30 p.m. A fee of \$.50 per minute will be added to your account between 5:30 and 5:40 p.m. A fee of \$1.00 per minute will be added thereafter. Additional fees must be paid by the close of the next business day.