

Peeps After School

Pendleton Education Enrichment Program and Services
A Ministry of Pendleton United Methodist Church

“Children are a gift from the Lord; they are a reward from him.”

-Psalm 127:3

2024-2025 Parent Handbook

Revised: March 26, 2024

Dear Parents,

Welcome to Peeps! Whether you are a new or returning family, we would like to say how much We appreciate you entrusting your child's care to our program. Our leaders have been helping plan and prepare and they are all very excited about this upcoming year! Our goal at Peeps is to offer quality care in a Christian atmosphere. Our staff is committed to helping your children learn, grow, and prosper.

This handbook has been created to inform you of our policy's and answer any questions you may have about Peeps After School. You are encouraged to visit or call our office at any time. Our phone number is (864) 646-3809. If you have any special interests or talents that you would be willing to share, please feel free to let us know. We are always looking for new and fun ideas!

If you should ever have any questions or concerns regarding your child or the Peeps program, please don't hesitate to call our office at (864) 646-3809 or email at PEEPSPUMC@gmail.com. Once again thank you for choosing Peeps. Best wishes for a fantastic school year!

Ashley Stancil
Peeps Director

April Bell
Assistant Director

Contact Information:

School: (864) 646-3809
Church: (864) 646-3355

Physical Address: 217 S. Broad St.
Pendleton, SC 29670

Mailing Address: P.O. Box 646
Pendleton, SC 29670

Email Address: PEEPSPUMC@gmail.com

Preschool Website: <https://pendletonumc.com/peeps/preschool/>

Tax ID#: 570761667

Payment Website: <https://peepspumcpayments.square.site>

PEEPS Mission

We are committed to being a resource to the community by nurturing the family unit through positive experiences.

PEEPS Objectives

- Provide a caring Christian atmosphere for children to learn, grow, and develop.
- Provide a physical environment that is safe, clean, and healthy.
- Foster each child's creativity and positive self-image.
- Utilize family and community partnerships.
- Operating as a self-supporting ministry of Pendleton United Methodist Church.

Eligibility for Enrollment:

Any child enrolled in 4K-6th grade at LaFrance Elementary, Pendleton Elementary, or Mount Lebanon Elementary Schools are eligible for the PEEPS After School Program. PEEPS After School Program can accept any student outside of Anderson District 4 Schools but only if personal transportation is provided. Occasional exceptions for older children may be made at the discretion of the Director.

Enrollment:

Each child must be registered by a parent or legal guardian. A completed registration form, a medical release form, a current SC Immunization Form (DHEC-1148), a Handbook Compliance form, and a Photo/ Video Release form must all be turned in before a child may participate in the PEEPS After School Program. All forms are available in the PEEPS office at PUMC.

Fees Per Child:

A non-refundable registration fee of \$40.00 shall be paid to guarantee a spot for your child. After acceptance into the program, the monthly tuition fee is **\$235.00**, due by the 1st of each month. The first month of tuition is due on or before the first day of school. If this is a problem, please contact the Director as soon as possible. Scholarships are available and are awarded based on need. Please see the Director to receive an application.

Drop-In Fees:

PEEPS offers a drop in-service. Drop-In's must be approved by the Director due to limited availability. Drop-Ins must attend a minimum of 5 days out of the month. Drop-In rates are \$20.00 a day.

Church Member and Sibling Discount:

Church members will receive a \$15.00 discount per child attending.

Sibling discounts will be \$10.00 off the tuition. The first child will not be discounted. Just the siblings will receive a discounted rate.

*Please note that only one discount will be allowed.

Collection of Tuition:

Tuition for the current month shall be paid by the 1st of the month. There will be no refunds. You are responsible for the full month's tuition, no matter the number of days attended. Please make all checks payable to PEEPS. Also, please give your payment to the Director only. The Director will be the only one to collect the funds and receipts will be provided when requested. Please DO NOT give payments to a staff member.

Tuition is due 10 months per year, August through May.
 The yearly tuition total = the monthly tuition X 10 + registration fee

Days of the Week	Monthly Tuition	Registration Fee	Yearly Tuition Total
Monday - Friday	\$235.00	\$40.00	\$2390.00
Drop in	\$100.00	\$40.00	\$1040.00

Drop-In rate varies upon attendance. Minimum 5 attendance days

Late Fees:

A \$1 per minute late fee will be charged if your child is picked up after 5:30. This fee will be due on the 1st of the next month along with your regular tuition. If your child is picked up late more than twice a month, you will be charged a \$30 late pick up fee for that month. Repeated late pick-ups could result in the removal of your child from the PEEPS After School Program for the remainder of the year. Monthly tuition shall be considered past due if paid after the 5th of the month. Delinquency in paying fees shall be carefully evaluated by the Director and may result in an extra fee. If paid from the 6th-10th of the month, add an extra \$5. If paid from the 11th-15th of the month, add an \$10. If paid after the 16th, add an extra \$15. Continued delinquency in paying after the 15th shall result in removal of your child from the PEEPS After School Program. If monthly tuition falls behind more than two months, your child will be removed from the program. If any problems should arise with paying tuition, please contact the Director in order to save any late fees.

Medication Policy:

If your child has special medical needs and must have prescription or nonprescription medications during the day, you must fill out and sign a medication dispersal permission form. No medications will be given without the signed form. You must also supply all medications in the original container, labeled by the pharmacy or doctor, stating the name of the medication and the dosage. Over the counter medication must be in the original manufactured container. Forms are available in the office.

Cell Phone Policy:

PEEPS prohibits wireless electronic communication devices such as cell phones or watch phones. Parents are welcome to call the PEEPS phone at (864) 646-3809 at any

time or if ever an emergency arises. Failure to adhere to the policy may result in the dismissal from the PEEPS program.

Sickness Policy:

A parent or guardian will be called to pick up a child who is sick or injured. If your child is running a fever, a parent or guardian will be called, and you must arrange to have your child picked up immediately. If a child develops symptoms of an illness, or in case of an accident, emergency first aid will be given, and the parent/guardian will be called immediately. PEEPS after school staff is trained in first aid and CPR. If the parent/guardian cannot be reached, the child's physician will be called. In a true emergency, EMS will be called, and the child will be transported to the nearest hospital. Please make sure that you have filled out all of the emergency numbers on your registration form and medical information form.

Head Lice Policy:

If your child is found to have head lice, he or she will be sent home immediately. Because we have so much carpet in our building, we must take extra precaution with this problem. After your child returns, the Directors and other staff members will check your child and if any nits (eggs) are found, you will be contacted, and your child must be picked up immediately. Be assured, we will be very discreet and make every effort to not make your child feel ostracized. If this should be a problem, please do not hesitate to speak with a director.

Pick Up:

Children may be picked up at any time between arrival and closing 5:30 PM. Children must be signed out and then released by an after-school staff member. Only those persons listed on the registration form as having permission to pick up your child will be allowed to pick up. In any case where a child is to be transported by anyone other than the parent/guardian or person on the pick-up list, written permission or an email must be provided for that day.

Discipline:

At PEEPS we think of discipline as teaching, not punishment. Our staff models the behaviors which they expect from your children, self-control, respect for others, positive interactions, and supportive cooperation. Our staff will set the limits and offer each child acceptable choices. We will use "time-outs" To remove a child from a potentially harmful situation, either to protect himself/herself or others. We pledge to never use shame or blame as part of the discipline process. Physical punishment will never be used at the PEEPS after school program. We have a specific discipline plan that uses positive reinforcement for good behavior and timeouts for unacceptable behavior. **Stealing, cursing, fighting, biting, and spitting** are not acceptable behaviors and will result in the parent/guardian being called and asked to come and take their child home early. Continued unacceptable behavior of this nature may result in expulsion from the PEEPS after school program. This is at the discretion of the director. There is zero tolerance for bullying at PEEPS after school. If a child is continually found to be bullying children at

PEEPS, the parent will be contacted, and it will result in possible expulsion from the PEEPS after school program.

Incident Reports:

In case of an accident where first aid must be applied or in the case of a discipline incident, an incident report will be written up and signed by the parent and, the staff involved. It will be placed in the child's folder for the school year. The directors will contact parents if necessary.

Expulsion:

With any situation that may cause a disruption in the after-school program, it is at the full discretion of the director to make an ultimate decision of expulsion.

School Calendar:

The PEEPS after school program will be available on all normal school days as published by Anderson School District Four. **The program will NOT operate on school half days and Professional Development Days.** PEEPS typically follows District 4's inclement weather decisions. However, our pickup times are different, and it may be unsafe to have students and staff on roads in hazardous conditions. PEEPS reserves the right to make the decision they feel is best for their students and staff. **If school has an early dismissal due to inclement weather, the PEEPS program will not operate on that day.**

Questions:

If you have any questions that are not answered in this handbook, please feel free to contact the director at 864-646-3809 or via email at PEEPSUMC@gmail.com.