

Peeps Preschool

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: February 13, 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 teachers 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 and answer questions you may have about Peeps Preschool. 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 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/>

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PEEPS PRESCHOOL
Handbook for Parents/ Guardians

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PENDLETON UNITED METHODIST CHURCH (PUMC)

PENDLETON EDUCATIONAL AND ENRICHMENT PROGRAMS AND SERVICES (PEEPS)

1. MISSION

We are committed to providing a positive, biblical, and educational experience to our students while being a resource to the community by nurturing the family unit.

Objectives:

1. Provide a caring Christian atmosphere for children to learn, grow, and develop.
2. Provide a physical environment that is safe, clean, and healthy, according to recommended standards.
3. Foster each child's creativity and positive self-image.
4. Utilize family and community partnership.
5. Operate as a self-sustaining entity.

PEEPS Preschool and After-school:

Our preschool program is made up of four classes. They are divided by age into groups of Ones, Twos, Threes and Fours. Classes are held Monday through Friday from 8:30 AM until 11:45 AM early care is available from 8:00 A.M until 8:30 A.M for an additional fee.

The After-School program is for children and grades 4K through sixth grade. This program is intended for children in elementary school who need supervision after the school day. More information about this program is available upon request.

2. FAMILY INVOLVEMENT

One of the most important goals of PEEPS is to promote family involvement in their children's lives at the school. Staff members work hard to understand and be sensitive to each family's cultural heritage, it's beliefs about children's needs and its expectations of PEEPS. The teachers and administrators communicate with parents in many ways, such as daily conversation, newsletters, social media, telephone calls, parent/guardian communication boards in each classroom, each child's folder and/or behavior record.

Parental visits are always welcome during the day. You may choose to join us for snacks, read a story during the morning, or just spend some time in your child's class. We especially encourage you to share your special talents, interest and or cultural traditions (at the director's discretion) with us. Additionally, for the safety of everyone, we will **require all visitors to check in with the director while in the building.** In addition to ongoing communication, longer parent/guardian teacher conferences can be scheduled at your request or ours. PEEPS offer communal social opportunities to families in other ways as well. For example, Christmas Program, Thanksgiving Feast, fundraisers and end-of-the-year programs for families to get acquainted with one another in an informal setting. Parents/guardians can meet and greet anytime in our central entry where there is a comfortable/quiet setting. Parents/guardians are welcome to chat with each other or use the space to prepare their child for the day.

3. PROGRAM POLICIES

A. ENROLLMENT

1. Preschool children will be divided into four classes based on their age as of September 1 of the current school year. Consideration will be given to current students with the perception of developmental delays.
2. After school program serves 4K- 6th grade with consideration given to older siblings in seventh grade.
3. Total daily preschool room it shall be as follows:
 - 10 one-year-olds with two adults (Lead teacher and Assistant)
 - 12 two-year-old with two adults (Lead teacher and Assistant)
 - 14 three-year-old with two adults (Lead teacher and Assistant)
 - 14 four-year-old with two adults (Lead teacher and Assistant)

The PEEPS board of director(s) reserves the right to ask for withdrawal of any children who require special attention not provided in the program or who demand so much supervision that the whole group is unfavorably affected. Upon admission, the situation will be addressed within one or two months of attendance by the lead teacher, PEEPS director(s), and parents.

B. PRE-REGISTRATION

The enrollment of children is as follows and will take place in February:

- **First preference** is given to current PEEPS students whose Parent/guardian is also an active member of PUMC (Based on previous years church attendance). Registration will be on the first day. Number of days enrolled is on a first come first serve basis.
- **Second preference** is given to current PEEPS students and will begin on the second day of registration through the end of first week. Number of days enrolled will be on a first come first serve basis.
- **Third preference** is given to siblings of current PEEPS students and two active PUMC members. This enrollment will last one week.
- No other preferences will be considered. Open enrollment will begin at this point. A child is only considered enrolled after the registration process has been completed and fees have been collected. A waiting list will be maintained only for the current year and will not carry over into the next school year. Names for the waiting list may be accepted via the phone or email and will be based on the above order of preference.

C. HOURS AND DATES OF OPERATION:

PEEPS preschool is open from 8:30 AM until 11:45 A.M. Monday through Friday.

PEEPS preschool classes are in operation during the school calendar year, as provided through the Anderson School District Four except for the starting and ending dates and half days.

PEEPS preschool will offer an early drop off at 8 A.M for an extra monthly fee. You must register for this service.

D. ARRIVALS AND DEPARTURES

For the safety and well being of the Children PEEPS requires all children to be properly buckled into car seats upon arrival and departure. PEEPS staff cannot at any time help buckle any children.

ARRIVALS:

Opening time for the preschool is 8:30 A.M. Park your car and bring your child to the classroom. Each child must be accompanied to the classroom until a teacher greets the parent/guardian and child and assumes responsibility for the child. You may then sign your child in by the front desk as you leave.

All children should be in their classrooms by 9 A.M. It is important for each child to have time to begin completely involved in the classroom's community activities such as group time, planning for the day, renewing friendships, etc. It is much harder for this to happen when a child comes into the classroom after 9 A.M.

DEPARTURES:

One-year old class:

Your child should be picked up between 11:45 A.M. to 12 P.M. Park your car and **sign your child out** by the front desk. You may then go to your child's class to pick up your child and speak to the teacher.

Two, three, and four-year-old classes:

Your child should be picked up between 11:45 A.M. and 12 P.M. Pull to the back of the parking lot near the playground and wait for a staff member to identify you. The teacher will bring your child to the car and share briefly about the day, and you will sign your child out.

ALL CLASSES:

- If someone other than the people indicated on the registration form will be picking up your child, you must send a written notice on a full-size sheet of paper to let the teacher indicate the person's name with your signature. Upon pick up, that said person shall park, meet the teacher in person, and show a valid picture ID in order for PEEPS to release your child.
- A \$1.00 late fee per minute is charged upon late pick.
- On occasion there will be exceptional circumstances beyond your control that may make you late in picking up your child. Teachers understand these circumstances. When an emergency arises, please call PEEPS at 646-3809 and a teacher will stay with your child until you arrive. At all other times the previous arrival and departure policies are in effect. A late fee of \$1.00/minute will be charged beginning at 12:01 p.m.

A parent/guardian must sign a child in and out as the child enters or leaves the PEEPS facility. The form will include times of arrival and departure and the signature of the adult accompanying the child.

PEEPS encourage parent-teacher communication and the times when parents bring and pick up their children are important to everyone. The staff values this time for chatting with each parent/guardian about the child's day. If you have issues or concerns that need time for more focused attention, it is important to schedule a conference with the teachers at a more relaxed time.

E. FEES AND TUITION:

One Year Old Class

Tues/Thurs	\$190 per month	\$50 registration fee	\$1,760 per year
Mon/Wed/Fri	\$215 per month	\$50 registration fee	\$1,985 per year
Mon – Fri	\$245 per month	\$50 registration fee	\$2,255 per year

Two-Year-Old Class

Tues/Thurs	\$190 per month	\$50 registration fee	\$1,760 per year
Mon/Wed/Fri	\$215 per month	\$50 registration fee	\$1,985 per year
Mon – Fri	\$245 per month	\$50 registration fee	\$2,255 per year

Three-Year-Old Class

Mon/Wed/Fri	\$215 per month	\$50 registration fee	\$1,985 per year
Mon – Fri	\$245 per month	\$50 registration fee	\$2,255 per year

Four-Year-Old Class

Mon – Fri	\$245 per month	\$50 registration fee	\$2,255 per year
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Tuition is multiplied by 9 months and the one-time registration fee is added to the tuition total to equal the yearly total.

Pendleton United Methodist Church **active members** receive a \$15 discount per month. Early Care fee is \$30 per month per child or \$2 per day per child. Fees are paid with tuition.

- **Multiple child discount:** when a family has more than one child enrolled in PEEPS, only the registration fee of the oldest sibling will be required, all other registration fees will be waived.
- **Payment:** all checks for registration fees and tuition shall be made payable to PEEPS and mailed to the church or deposited with the PEEPS Director(s). The church mailing address is PUMC -PEEPS, PO box 646, Pendleton, SC 29670. The PEEPS Director(s) shall collect all funds registration, tuition, prepaid and late fees; receipts will be provided for all monies received. Payment shall never be given to a teacher or assistant.
- **Registration:** fee is due with the application of enrollment and is nonrefundable. This fee reserves the child's place and is used for initial supplies but does not apply to the tuition. This fee remains the same even if a child enrolls after the program has started. When a child enrolls after January 1, registration fee will be half of the regular fee.

- **Tuition:** Tuition for the current month shall be paid by the first of that month, no refunds will be made on current months tuition should a child be withdrawn from PEEPS. Tuition is expected to be paid for the full month even for a child enrolling after PEEPS opens, unless the child enters after the 5th of the month, in which case the tuition fee will be prorated. No other reductions will be allowed. Tuition must be paid for the entire month, even when absence(s) and holiday occur.
- **Delinquency:** Tuition shall be considered past due if not received by the fifth of the month. If payment is not made by the fifth of the month, a notice is sent. Delinquency with pain may result in an extra fee: 6th through 10th \$5, 11th through 15th \$10, and after the 15th \$15. The child shall be removed from the program if payment is not received by the 16th day of the month. Delinquency with pain tuition shall be monitored by the PEEPS Director(s).
- **Late enrollment:** Decisions regarding late enrollment shall be made by the PEEPS Director(s) and based on availability.

F. REFUNDS:

No refunds will be provided for days your child is absent. Consideration will be given for extenuating circumstances, such as extreme, prolonged times of illness.

G. WITHDRAWAL:

We require you to inform us at least one month before withdrawing your child so we can prepare to fill that vacancy. Failure to do so will require payment of one month's tuition even if the child does not attend the entire month.

4.PROGRAM AND CURRICULUM

The PEEPS curriculum is based on Wee Learn, Abeka, Scholastic, and other learning resources our teachers choose. Our teachers have a well-established knowledge of the developmental needs of young children and the specific needs of each child in our school. Our responsibility to you and your children is to provide the appropriate environment and stimuli so that your child will continue to develop to his/her potential.

A. BELIEFS ABOUT CHILDREN

We believe that each child has rights and responsibilities. Children have the right to work and play in an environment that allows them to be creative and active explorers. Children have the right to be seen as competent and curious, to be accepted by their peers and adults. We want them to gain a sense of mastery and self-confidence. At PEEPS, children are treated with respect. The staff shows this respect in daily interactions with the children. Teachers work hard to discover the ways in which each child learns best, and then supports the child in gaining necessary new skills.

We help children learn that they need to be respectful of the rights of others around them, not only other children but adults as well. As we value children and show them

respect, they in turn find it easier to be caring, responsive and cooperative with each other and with adults. Finally, children learn to be respectful of their environment: to be careful of materials and toys, of furniture and equipment.

We believe that growth and development of children doesn't just "happen." They must be nurtured with developmentally appropriate experiences and language. The cognitive, social/emotional, and physical dimensions of development are interrelated and must be considered when planning a program for toddlers and preschoolers. Each child brings a personal pattern of development to our program, and the uniqueness of these patterns must be considered when planning a strong curriculum. These are only a few of the reasons for the strong emphasis PEEPS places on the knowledge of child development that teachers bring to the classroom.

B. STAFF

PEEPS is characterized by well trained and educated teachers and administrators. In addition, staff receive continuing education and professionally related subjects, a cost covered by PEEPS. Our staff is trained in CPR and First Aid.

The teacher child ratio in the one's room is 1 adult to each 5 children. In the two-year-old classroom, the ratio is 1 adult to each 6 children. In the three-year-old preschool room, the teacher child ratio is 1 teacher to 7 children. In the four-year-old preschool room the teacher ratio is 1 teacher to 7 children. Sometimes, because of volunteers and student teachers, these ratios may be even more advantageous to children in our care. Our class sizes and adult child ratios meet or exceed the standards of quality set by the National Association for the Education of Young Children (NAEYC) and far exceed South Carolina state licensing requirements.

B. ROLE OF THE TEACHER

It is hard to over emphasize the importance of the teaching staff to a high-quality early childhood development program. Teachers must possess the skills and knowledge necessary for effective work with very young children, but must also have personal qualities such as patience, flexibility, nurturance and joy in this work. Each teacher at PEEPS is expected to be a dedicated professional committed to ongoing learning about the best ways to work with young children. PEEPS teachers serve a number of interrelated roles.

Teachers are expected to:

- **Nurture:** Children need a great deal of encouragement, warmth, assurance and caring, provided in a warm and supportive environment. Toddlers and preschoolers need to have teachers who let them know they understand and respect children's feelings and that they will respond to their needs. Teachers develop a strong sense of trust between themselves and the children in their care.
- **Plan:** Teachers must provide opportunities for children's active participation, investigation, and experimentation. Teachers do not give all the answers, but help children find appropriate answers to questions and problems. PEEPS

teachers provide a developmentally appropriate environment that promotes a joy in learning. Planning a curriculum that meets specific needs of children in each class is a challenging task and one that takes a great deal of effort and thought daily. Teachers act as a resource for children and as a facilitator of learning, not as a giver of facts.

- **Observe and listen:** Planning an optimal physical and social environment is based on child development knowledge, but also on careful observation of the children in each teacher's classroom. It is difficult to find time in a busy day to observe and listen, but it is the major way in which teachers can accurately assess the needs of each child, his/her particular learning style, interest and strengths. Listening to Children, rather than talking - to them, is an important way in which teachers show respect for children.
- **Guide:** Teachers provide guidance to children through this process that is sometimes difficult. One-way teachers guide with respect is to help children solve through struggles, rather than dictate rules to children.
- **Support parents and families:** In addition to being effective listeners with young children, teachers also listen to parents' questions and concerns. They understand that parents are the most important influences in their children's lives, and they support and collaborate with parent teacher efforts to provide the best early education and care for children.

D. GUIDANCE AND DISCIPLINE

People often think of discipline as punishment. At PEEPS we offer a different approach. Discipline is, at its most basic, teaching. It is one element of an overall approach to guiding young children's behavior in a positive manner rather than a negative one. Children need to understand what is expected of them, rather than only telling them what not to do. Guidance and discipline, in Peeps view, refers to all the activities and interactions which help each child gain self-control and positive social interactions. As such, it is an essential part of our total curriculum and reflects our basic philosophy. Children learn to respect the property and rights of others, just as we show respect for them. Children's responsibilities are stressed every day, as well as children's rights.

General guidelines used by PEEPS teachers in typical situations include the following:

- Prevention is the best technique. Therefore, the physical environment is carefully planned to help children meet our expectations. For example, noisy and quiet activities are separated so that children building with blocks do not intrude on children's quiet work at the table. Classrooms are set up so children can easily move around. The physical environment, in fact, is considered a "third teacher", a force that has great power to influence our daily behavior. The classrooms are carefully arranged to provide an orderly and beautiful learning space. Environment is especially important for new walkers and toddlers, who need a safe and secure world for exploration without constant restraints.

- Teachers model the behavior they expect from children: self-control, respect for others, positive interactions, and supportive cooperation. Children tend to imitate the behaviors of adults whom they admire.
- Teachers promote problem-solving. Children learn that an adult will not always be there to tell them what to do and what not to do, so teachers help them gain the skills to selectively solve their own problems. This skill carries over into all aspects of a child's life, now and in the future.
- Teachers use redirection when children are involved in harmful behaviors. This is particularly effective with toddlers. Children's feelings are recognized and accepted, but inappropriate behaviors are not. A child may need help in expressing his or her feelings more appropriately (use words instead of hitting), May need more physical activities (outside running, etc.) or may need a quiet time to think things through.
- Teachers use the theory of natural or logical consequences. They explain the logical consequences that will occur, describe predictable limits, and offer the child acceptable choices. This technique is highly effective and long lasting, but teachers never use shame or blame as part of the process.
- Physical punishment is never used, nor do teachers demean children by yelling, belittling, or threatening. Children are never removed to an area where they would be totally alone or without adult supervision. Physical punishment destroys a bond of trust that is important for a healthy adult child relationship and, thus, we reject physical or degrading punishment as a form of discipline.

E. PLAY AREAS

All children need safe areas and equipment to run, jump, climb, ride, and explore, both indoors and outdoors. At PEEPS, we view the outdoor play area as a vital part of our curriculum. Our outdoor space will accommodate the needs and skills of young children with climbing structures, slides, and swings.

F. FIELD TRIPS

Field trips are a part of the three and four-year-old classes. Specific information will be sent prior to each trip. Permission forms will be required for each outing.

G. BIRTHDAYS

Birthdays are special days. We will recognize each child's birthday and provide special honors for the child. You may provide simple age-appropriate refreshments such as cupcakes, ice cream cups, Jell-O, cookies, muffins, fruit, or Popsicles. Children will not exchange gifts. If you are planning a party outside of school and wish to invite your child's classmates, we will require you to invite all of the children in the class if the invitations are going to be distributed at school. If you do not want to invite everyone in the class, we ask that you please mail the invitations from home.

H. Preschool Must Haves:

One and two-year-old classes: children need to bring a backpack (big enough to fit a folder in and that has mesh pockets for sippy cups). Send disposable diapers or training pants and wipes for ones and twos who are not potty trained. Please label all items.

Dress children in comfortable, washable play clothes so they can freely take part in daily activities. A change of clothes for all children is needed in case of accidents. Please label all clothes and place them in a gallon Ziploc bag in the backpack.

Three and four-year-old classes: a backpack (big enough to fit a folder in and that has mesh pockets for a cup) is required. Children are to wear comfortable and secure shoes. Shoes cannot be removed at school. Please no flip-flops. Dress children in comfortable, washable play clothes so they can freely take part in the daily activities. A change of clothes for all children is needed in case of accidents. Please label all close in place in a gallon Ziploc bag that can be placed in the child's cubby. Children are discouraged from bringing toys and other objects from home because of the possibility of them getting lost or damaged.

Please make sure your child's clothes are appropriate for that season and change out the set of clothes when the season/weather changes.

I. SNACKS:

Ones and Twos: Parents of ones and twos are asked to provide a full (**water only**) leak proof, sippy cup each day. Each item must be labeled with your child's name. Teachers sit with the children during snack time. The toddler classes will be offered age-appropriate snacks each day. The snack menu is posted in each classroom. If your child has allergies or special dietary needs, the teacher will make all appropriate accommodations.

Threes and fours: Snack time offers the development of valuable skills such as learning to pour juice, clean up after oneself, etc. The snack menu is posted in each classroom. All children in the classroom have snack together. If your child has allergies or special dietary needs, the teacher will make all appropriate accommodations.

J. WINTER OUTDOOR PLAY

Winter weather provides many outdoor opportunities for children's learning. Despite chilly temperatures, children enjoy being outdoors. Children at PEEPS will go outdoors once or twice a day for at least 20 to 30 minutes unless temperatures drop below freezing. If the temperature meets these guidelines but the windchill is low, teachers will use their discretion about outdoor play. Children need to be dressed appropriately for this outdoor play. This includes hats and mittens, scarves, winter weight jackets. When children feel warm and dry, they feel free to explore their winter environment. Please be sure that you have an extra set of clothes at the school, labeled with your child's name.

5.HEALTH/ SAFETY/ SECURITY

A. HEALTH AND SICKNESS

PEEPS believe that a safe and healthy environment is a basic right of all children. Please notify your child's teacher or the Peeps Director of any communicable diseases your child has been diagnosed with and of ANY severe life-threatening allergies or conditions we need to be aware of. An Emergency Care plan may need to be filled out

and signed by your child's Physician and kept on file. Our staff will share information about any communicable disease with other families without identifying the sick child. This will help identify the spread of any illness and will keep staff and parents/guardians more informed.

- Management of communicable diseases: Teachers will observe children daily. If one or more symptoms are observed the teacher will notify a director. The director will immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of illness. Keeping children home when they are ill is the best means of preventing the spread of communicable diseases. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by a Director. In the event that any staff exhibits any of the same symptoms, they will be sent home, and qualified substitutes will be provided.
- A child or employee with any of the following signs or symptoms of illness shall be immediately isolated from other children:
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Elevated temperature
 - Vomiting
- A child or employee who comes to school with any of these symptoms will not be admitted for that day:
 - Vomiting (within a 24-hour period)
 - Diarrhea (within a 24-hour period)
 - Severe cough, causing the child to become red or blue in the face or to make a whooping sound.
 - Thick yellow or greenish nasal excretions
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Temperature of 100°F taken by auxiliary method when in combination with any other signs of illness
 - Untreated infective skin patch(es)
 - Unusually dark urine and/or gray or white stool
 - Stiff neck
 - Evidence of lice, scabies or other parasitic infestation
 - Children who are sent home must be symptom-free for 24 hours before they can be readmitted to school. If your child remains home due to a potentially contagious illness it is important for us to know. For example, if your child is diagnosed with chickenpox, telephone the teachers or the director and they will share that information with other families without identifying the sick child.

PEEPS assume that if your child is healthy enough to be at school, the child is also well enough to join in class activities and outdoor activities. Because of the adult child ratio, it is not possible for one teacher to remain inside with one child while the others are outside.

- **No medications other than life saving medications such as an Epi-Pen will be administered by PEEPS employees. Please administer all other medications prior to bringing children to the facility. A medication form must be filled out for all Emergency Medications with the name of the medication, dosage information, and any instructions. This form will go in your child's file and ALL medication will be locked in the Director(s) office.**
- Immunization: All required immunizations must be current. Each year your child is required to have a new medical statement, this information is kept in the child's folder, accessible at all times to teachers and administrators but otherwise kept confidential.
- Additional safety requirements: chewing gum, hard candies and suckers are prohibited at PEEPS for safety reasons. Active children who are running and climbing can easily swallow these items.

B. DIAPER POLICY

For the health and hygiene of Peeps Preschool students and staff. Peeps requires the use of disposable diapers to be used while on school property or on school related events. All students in our 3's and 4's classes must be potty trained.

C. BITING POLICY

Although Peeps understands biting can be normal behavior for little ones, we do adhere to a strict biting policy to help prevent this type of behavior for the safety and well-being of our students. If a child bites another child Peeps will do the following.

Policy for Child who was bitten:

1. Clean and attend to the bite wound.
2. Comfort the child.
3. Teachers will write up an incident report of what happened but will not identify the child that bit. The parents get a copy of the report, and a copy of the report will go in the child's file.

Policy for Child who bit:

1. Teachers will educate the child that biting is not an acceptable behavior. Teachers will explain that biting hurts our friends and will be asked to sit in time out for 1 minute per year.
2. Teachers will monitor the child closely and remove him/her from any situation that might upset the child and that could cause them to want to bite again.
3. Teacher will write up an incident report but will not identify the child who was bitten. The parents will get a copy of the report and the other report will go in the child's file.
4. If any child bites his or her peers twice in one day their parents will be called and the child must be picked up for the remainder of the day.

When a Child continues to bite:

Peeps will monitor the child who is biting his/her peers closely.

If a child has bitten two times in one day, that child's parent will be called, and the child will have to be picked up for the remainder of the day. If a child bites 3 times (collectively) a parent teacher conference will be scheduled. After the conference if a child bites two more times the child will be suspended for 3 scheduled school days. If the child bites again they will be suspended for 5 scheduled school days. If the child bites again they will be removed from the program.

D. SAFETY AND SECURITY

PEEPS provide a safe and secure environment where children can explore, experiment and play. The physical safety of PEEPS children is one of our primary concerns, and we have instituted a number of procedures to ensure that safety.

- **Hiring procedures:** Safety and security begins here. All of our employees are professionals who take their responsibility seriously. Each PEEPS employee is subject to a thorough screening that includes reference checks, interviews, and a state law enforcement division background check as required by the state of South Carolina. PEEPS orientation of employees helps employees understand our expectations for professional, high-quality interaction with children and their families.
- **Physical environment:** The design of the PEEPS facility included a careful analysis of safety issues. All classrooms have direct access to the outside and these doors are locked from the inside. The facility has been designed with windows/doors to allow parents and administrators to observe the classroom at any time. One or more adults are on the playground whenever children are present. Teachers on the playground will have access to a walkie-talkie with connection to the director. The playground equipment meets national safety standards. A fence surrounds the playground, and it also conforms to all national safety guidelines.
- **Entry security:** If your child attends our "Early Morning Care" you will receive a code to enter the building at our main entrance. Our main entrance is located at the double doors under the long-covered walkway that leads from our main parking lot. This code will only work during "Early Morning Care" between 8:00-8:30 A.M. At 8:30 our normal Preschool hours will begin, and our "main doors" will remain unlocked between 8:30 - 9:00 A.M. If you arrive after 9:00 A.M. please press the button on the right-hand side of the double doors and a staff member will "buzz" you in. Once you have entered the building, please sign your child in and walk your child to his/her class or to the gym for "Early Morning Care".
- **Fire drills and tornadoes:** PEEPS will conduct fire drills at varying times each year, so that all employees and children are familiar with procedures. At the sound of the alarm children and teachers will immediately leave through the classroom door and walk away from the building. An emergency fire procedure is posted in all classrooms. The local fire inspector has approved fire drill procedures. A tornado drill will be conducted every six months. All children and

teachers will move to an interior hallway away from as many windows as possible. The tornado procedure is also posted in each classroom.

- The lead teachers are ultimately responsible for the safety of the children in their care. No child shall ever be left alone or unsupervised.

E. CHILD ABUSE/ NEGLECT REPORTING

As required by South Carolina Law, all Childcare center employees and administrators **must** immediately report any suspicions of abuse or neglect of a child to the Anderson County department of Social Services. We comply with these reporting requirements, and we will also share our concerns with the parents of the child in question.

F. CHILDRENS FILES

Children's records contain all medical information, photo/video tape release, family history form, and emergency transportation forms, and any notes made by the teachers. Notes from parent/guardian teacher conferences are also kept in each child's file. These files are kept for one year after the child has left the program parents may make arrangements with their teacher at any time to review the child's file. Only parents, the child's teachers and the administrators have access to the files. These files shall be kept locked in the director's office.

G. PHOTOS/ VIDEOS

Photos of classroom activities are a regular part of the day. These photos may be used on our website, on social media, in videos, displayed in our school, and in class projects. Photos also help to share information about children's early learning with parents. Each parent/guardian must sign a photo/videotaping release form at the beginning of each school year before their child's picture can be shared on any social media platform.

Video tapes and/or photos of children will not be used for any other purpose without the signed consent of the parents. This includes such events as newspaper articles and/or television programs. This is a policy whether or not the child is identified by name.

H. EMERGENCY PROCEDURES

In the event of an accident involving a child or teacher, the following steps will occur:

- The accident will be reported immediately to the lead teacher. All teachers have training and first aid and CPR. Teachers will administer treatment if appropriate.
- If the injury is a medical emergency, the emergency squad will be called. Unless otherwise specified on your child's emergency card, he/she will be taken to the nearest hospital. The parents will be contacted immediately and told to meet the teacher and the child at the hospital emergency room. The emergency room will be contacted and told the nature of the injury. The lead teacher or assistant teacher will accompany the child to the hospital and will bring the child's medical record and our emergency card.

- An incident report will be completed every time an accident or injury occurs or when a child needs emergency transportation. Incident reports are completed even when the incident is a relatively minor one, such as when a child sustains a small bump, scratch, or bruise. The parent/guardian must sign a copy of the incident report, and one copy is kept in the child's file and the other copy given to the parent.
- PEEPS medical emergency plan is posted by each telephone used by the center. In addition, the plan shall include: the location of all first aid kits, names of staff trained in first aid, location of children's medical records, instructions to staff in case of an emergency as indicated on the first aid chart which is located in the cabinet in the kitchen. Parents must give a written emergency transportation authorization form before the child's first day at PEEPS. Parents also must complete an emergency medical form for the child's first day at PEEPS and it is important to update the telephone numbers on this form as needed. If a child/guardian cannot be found in case of an emergency, the teacher will contact a person noted on this form, along with notifying the contact physician.

I. INCLEMENT WEATHER AND REPORTING

When inclement weather occurs, the decision to close peeps will typically follow the decision of Anderson School District 4. However, our pick-up and drop-off times are different in which case could put the children, their families, and our staff at risk. In such cases Peeps reserves the right to cancel school if we feel it is in our program's best interest. In case of a two-hour delay, all PEEPS classes are canceled. Also, if faulty equipment interferes with or makes it unsafe to open peeps for the day, teachers will contact all parents to notify them of the schools closing.

J. PANDEMIC POLICIES AND PROCEDURES

In the event of a pandemic PEEPS will issue protocols and policies suggested by the Department of Health and Environmental Control (DHEC) and by the Centers for Disease Control (CDC). PEEPS reserve the right to change any policies at any given time. Peeps may require a full tuition payment in the event of any school closings.

Peeps Parent Handbook Acknowledgment

- I acknowledge that I have read and received the PEEPS Handbook.
- I agree to adhere to all policies and procedures listed in the PEEPS Handbook.

- I understand that polices may need to be edited at any time but, I understand that I will be notified of any changes made to the PEEPs Handbook.
- I understand the payment schedule and will adhere to these policies per the PEEPS Handbook.
- I understand that it is my responsibility to keep my child's records up to date. Such as medical information, Contact Information, etc. PEEPS will always keep this information confidential.
- I agree in the event of a pandemic these protocols and policies may be edited in some way. I understand that I may be responsible for full tuition payments in the event of a closure.

Parent Signature: _____ Date: _____
