



“Where Quality Care and Learning is our priority “

PARENT HANDBOOK

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Welcome to RCCDC!

Dear Parents,

We are happy you have chosen the Right Choice Child Development Center Program to meet your family's need for childcare and early childhood education.

The Parent Handbook will provide you with our policies and procedures that guide our program.

The Right Choice Child Development Center offers a nurturing preschool with early and late-stay programs available for twelve months of age through school age. After school and summer camp for elementary age children are also available at RCCDC.

Our curriculum is designed to meet the spiritual, social, physical, emotional, and intellectual needs of each child at their own level of development.

The staff of the Right Choice Child Development Center welcomes you! We are here to serve you and your family. Working together we can help your child experience an early education environment that promotes a healthy development.

Right Choice Child Development Center Staff



MISSION:

It is our Mission to provide high quality, nurturing, loving, affordable, and accessible early learning and care programs to meet the needs of all children and families.

Vision and Values

Right Choice Child Development Center offers quality care for children from infants to five years of age. Safe, clean classrooms allow your child(ren) the freedom to interact with the teacher and classmates. We strive to maximize their social, emotional, and educational skills. Quality instructions for your child are very important to the staff of Right Choice. Every effort will be made to offer your child enriched instructions, play environments, clean surroundings, and loving care for the development of each child.

Policies and Procedures

Enrollment:

Children may be enrolled for existing openings by completing all enrollment forms, providing all updated shot records, and submitting the required non-refundable fees.

Tuition:

Weekly tuition is due on every Friday. Tuition is paid a week ahead and must be submitted through our payment portal. Tuition can be paid weekly, every other week, or monthly. **Cash and Checks are not accepted.** Failure to pay tuition on Friday a **daily charge** of \$20 will be added to your account. Once your account exceeds three days late your child will not be permitted to return until the balance is paid in full.

Uniforms:

All students 2 years and up attending RCCDC are **required** to wear uniforms daily. Uniforms are as follows: Light Blue, Red, White, or Navy-Blue Collared shirts with Khaki, Blue or Black bottoms(NO JEANS). Children out of uniform will not be permitted attend. Alternative uniform days will be announced.

Classroom Supplies:

Classroom supplies are required on the first day of enrollment. Also required yearly by December 1st.

Supplies: 3 PACKS OF BABY WIPES, 3 BOXES OF KLEENEX, AND 3 BOTTLES OF HAND SANITIZER.

Hours of Operation and Schedule:

Right Choice is open from 6:00am until 6:00pm Monday through Friday. Each classroom has a daily schedule is posted in the classroom. **Cut off time is 9:00am.** It is extremely important that children are present and in place to start daily routine. Children will not be permitted without a written doctor's excuse.

Holiday Closing:

Right Choice will observe the following Holidays:

Exact dates TBD and posted in advance.

New Year's Holiday(January)

Good Friday and Easter Monday

Memorial Day (May)

Independence Day (July)

Labor Day (Sept)

Thanksgiving & Friday after (November)

Christmas Holiday (December) 1week unpaid vacation

If holidays fall on the weekend, the dates to be observed will be posted within the center 1 month in advance.



Full tuition will be charged on days with holiday closing

Bad Weather:

In case of severe weather such as, hurricanes, floods, snow, ice, etc., listen to your local news. We will comply with York Schools Closes, Delays, and Return policies. Full tuition will be required on all closed days.

Absences/Vacation/Sick Week:

If your child will be absent, please call and let a member of management know for staffing arrangements. **Full tuition will still be charged.**

Vacation Week *full-time only after 3 months of enrollment, vacation will not roll over.

Each child will have one tuition free week to use as “vacation time”. They must be absent 5 consecutive days. **Two weeks’ notice must be given.**

Sick Week *full-time only

Each child will also have one tuition free week for a sickness. The child must be absent 5 consecutive days. **No notice is required.**

Referral Program:

For every family/friend that is referred and enrolls in our program, the referring family and the new family will receive \$20 off one week’s tuition.

Arrivals and Departures:

Children may not enter or leave the center unless accompanied by an adult (a written or oral approved individual at least 18 years of age with photo ID). Please be sure a staff member is fully aware (verbal) that your child is arriving or leaving. Children must be signed in and signed out by the adult who is picking them up or dropping them. No drop-offs after 10am, unless it is approved by management.

Saying Goodbye:

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older. If possible, children should be walked in, not carried. Present your child to the teacher on arrival. The teacher will then help the child join into the classroom.

Goodbyes at school should be part of normal, everyday routine every child goes through.

their file will be contacted. Proper photo ID must be shown before a child is released to an emergency contact’s supervision. Medical Emergencies include: (but not limited to) Any head injury, twist/broken bones, asthma/allergy attacks, and etc... Separation should be sweet and brief, with reassurance about the planned pick up time. Parents should encourage children to make friends with the teachers and look forward to being at school without feeling quality to a parent.

Confidentiality:

We will not divulge any personal information on any child in our care. This includes name, address, or other sensitive information that may identify a child or their families to anyone whom is not the custodial parent. All children’s records are kept in a locked file drawer located in the office. Only the Director, Assistant Director, Lead Staff, and DSS Specialist have direct access to the file drawer.

Child Tracking:

All children are tracked through-out the day using a check list system. Each child is marked on a list by their teacher when they arrive. They are also accounted for using name to face anytime they move through-out the building and while going and coming from outside time. When they are picked up, they are marked off of their teacher’s list for the day



Transportation:

The center does not provide transportation.

Religious Practice

We sing songs about Jesus and the Bible, read Bible stories, and even pray for boo boo's as needed. We also say grace before we eat. If you have any objections to your child participating in any religious activities, please let us know so that other arrangements can be made for your child during this time.

Liability Insurance

Right Choice Child Development Center does carry insurance.

Provisional Employment

Right Choice Child Development Center may provisionally employ persons to comply with SC laws and regulations when an unexpected staff vacancy occurs.

Safety:

The following safety precautions have been established to help ensure the safety of the children and our staff. Your child MUST be signed in and signed out by a parent, legal guardian, or other approved adult. Emergency evacuation drills are held regularly without notice. If a parent is present during a drill, you are asked to participate. Emergency exit plans are posted in each classroom. The daily record of children's arrivals and departures are used as an attendance checklist during safety drills. **All our staff is trained in First Aid and CPR.

Security:

All doors and windows are always locked . The door will be locked after each person that exit the building. We ask parents to assist us by assuring the door is locked when exiting. Door code is only permitted to be shared with the two primary person that drop off and pick up.

Naptime:

To avoid disruption of the class, please refrain from dropping your child off during their classroom's scheduled nap. Parents may visit anytime, including naptime. Parents who pick up children during naptime should be respectful of other children during naptime. Parents must provide each of their children with their own blanket and pillow, etc. We require that blankets are washed weekly and return to the center.

Discipline and Guidance:

Prevention by Redirection or Distraction, Explaining, Encouraging, Modeling, Conferencing, and Problem Solving. Corporal punishment is **NOT** practiced at Right Choice Child Development Center. The center has a positive guidance and creative teaching policy to help children develop self-discipline and inner control over their actions. It is based on a mutual respect and understanding of the child's needs and development. Children under two years old will not be placed in time-out.

Children two years and older will be placed in time-out for one minute per age but will never be secluded from the group.

head lice are found, the parent will be called and asked to pick up their child and apply treatment.

If your child has any of these conditions, please care for them at home. We will miss them while they are ill, and this will hopefully enable all the students to remain healthier and in school. If your child becomes ill at school, you will be called to come and take him or her home. If we are unable to contact you, we will reserve the right to call the emergency contact on your child's application.



Potty Training:

With cooperation from the parents our program will help with potty training the children. Our staff will discuss training methods that should be consistent between both at home and during childcare. Your child **CAN NOT** move beyond the 2-year-old room unless they are Fully Putty Trained.

Non-Discrimination:

Right Choice Child Development Center does not discriminate. Children and staff of all races, nationalities, and religions are welcome. The center respects cultural diversity and incorporates it into the daily curriculum.

Administrations of Medicines:

NO MEDICATION WILL BE ADMINISTERED

Emergency Medical Plan:

In the event of a medical emergency, your child will be transported by EMS to the facility indicated in their enrollment paperwork. If a specific facility is not indicated, they will be transported to the nearest appropriate facility. One Management or Lead staff member will accompany the child until their parent/guardian arrives and one Management or Lead staff will remain with the other children. Their record file will also be transported with them. If a parent/guardian cannot be reached the emergency contacts listed in child file will be contacted.

Withdrawal:

It is your right to withdraw your child from our program. However, a two-week notice is Required. Failure to give a two-week notice will result in a legal matter.

Child Abuse:

The center is required by law to report any apparent incidence of child abuse or neglect defined as non-accidental infliction or threat or threat of physical, emotional, or mental harm to the child. All such reports must contain the name and address of the child.

Clothing and Personal Belongings:

The center will make reasonable efforts to safeguard your child's personal belongings and clothing but will not be responsible for lost or damages items. Toys, Jewelry, Candy, gum, and money should never be brought into the facility by children. Everything that your child brings in should be labeled. Anything left at the center for more than 10 days in lost and found will be discarded due to room and space.

Meals and Snacks:

Through the SC CACFP we will provide daily healthy meals and snacks to all children. Meals are included in weekly tuition. RCCDC only serve milk and water for meals and snacks. Infant parents must supply pre-made bottles. All containers and lids must be labeled with the child's name.

Parties:

Birthdays and Holidays are an especially exciting time for young children and the center will be pleased to help your child celebrate with classmates and staff. Please discuss this with your child's teacher prior to the date. We also provide party package and we will do all the work. Please see the parent corner for more info.



Health and Medical Policies:

The center is required to have a physician's report verifying required immunizations on file. The center has the right to refuse care until they are current. The parent is still responsible for tuition during this time. If a child appears ill while at the center, a parent/guardian will be contacted and asked to pick up the child immediately. The child will be kept in the office with a member of management until an authorized person arrives. If the child remains at the center after one hour has lapsed, a sick child care rate of \$15.00 per hour will be due at pick up.

The main reasons for excluding children from the center are if the child has a fever under the arm of 99.5 or higher, pink eye, bronchitis, a rash, diarrhea, vomiting or any other contagious symptoms. **The child must be clear of all symptoms for 24 hours before they can return.**

Sick Policy:

It is our goal to keep our entire school population as healthy as possible.

We have the following health policy:

- It is best to keep children home who do not seem well enough to participate in the regular activities or to be cared for fully within the classroom; this may include lethargy, severe coughing, difficulty breathing, severe sore throat, earache or abdominal pain.
- Children who have a fever of over 99.0 degrees are asked to remain home until the fever is less than 99 degrees for 24 hours, without ibuprofen or acetaminophen.
- Children with a known communicative condition (such as, but not limited to strep throat and conjunctivitis/pink-eye), are to remain out of school until they have received antibiotics for 24 hours. Please inform us of any illnesses so we can inform other families of symptoms to look for in their child. If a student comes to school and is suspected of having a communicative condition, the parent will be called and asked to pick up the child for further diagnosis from a doctor and treatment, if necessary.
- Children who have had two or more incidents of vomiting or diarrhea, are required to not return until their symptoms have been fully resolved for 24 hours and they are able to resume normal dietary habits and activities.
- Children with an unknown rash will be asked to see a physician to confirm that it isn't a communicative condition. Students with a rash and a fever will need to stay out of school until confirmation of the rash and the child is fever free for 24 hours.
- Children with head lice and/or nits, can be in school after receiving a first treatment with a product that will kill head lice. Parents are asked to pick out the small nits (eggs) each day for at least ten consecutive days. We will also be checking all of the children at school. Whenever

Free and Full Assess

Free and Full access is granted to parents of children enrolled unless court order stipulates otherwise. The visit must not interrupt activities or classroom routines.

Change to the Parent Handbook/Policies:

The center may change any policy contained in this parent handbook. Parents will be notified of any changes by email or written notice distributed to the child's hooks or cubbies

