



EXCELLENT LEARNING PRESCHOOL INC.

PARENT HANDBOOK

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*“Where Learning and Fun Come Together
as One”!*

Updated: 5/19/20

Excellent Learning Preschool Inc. Rules and Regulations:

We welcome you to Excellent Learning Preschool Inc. it is our pleasure to serve you by caring for your child/children. Please take a few minutes to read over this parent handbook. We hope that all your questions will be answered, if not feel free to ask us any questions about the handbook and our policies. We look forward to serving you.

1. Excellent Learning Preschool Inc. operating hours are Mon-Fri from 6:30am to 4:30pm. The office hours are Mon-Fri from 8am to 4pm with new enrollment and inquiries (tours) accepted Tues-Thurs 9:30am-11:30am and again from 1:30am-3:00pm.
2. We accept children 2 years to 12 years of age. Before your child can start, we must have a completed application and a current immunization record. We are private facility, and will accept a tuition voucher.

Tuition

Tuition is based on enrollment, not attendance 52 weeks out of the year. Tuition is bi-weekly or monthly and is due in full at the time of payment (no partial payments) a late fee will be applied at 5pm on the 5th day of non-payment, regardless if your child is present or not. If the preschool is closed on this day, your payment is due the next day the center is open, time restraints still stand.

An annual non-refundable registration fee is \$50 for (1) child and \$ 25 for each additional child which is due before the application is distributed and every August thereafter. Once registration fees are paid your child has five business days to attend the preschool. **If your child is withdrawn, you must wait approximately one month before he/she can return if there is space and no waiting list.**

All tuition payments must be in the form of cash, money order, debit, or credit (minimum\$50 for cards used). We do not accept checks and there is a no refund policy once you have paid your tuition. We require a two week notice for withdrawing your child for any reason other than a documented physical illness by a licensed physician. Failure to provide a two weeks' notice will result in a two-week charge to your account. **Parents are also responsible for tuition on holiday weeks as well.**

If you are an ABC participant (all center policies and tuition payment rules apply to ABC participants as well) your co-payment is the portion of your tuition that is not covered by the ABC program, and is the responsibility of the parent. Full bi-weekly or 1st of the month tuition (co-payment) is still due and a late fee will also be applied on the 5th day at 5pm for non-payment. You are responsible for knowing when your ABC voucher starts and ends. If your child is still in attendance and ABC has not paid funds, the full rate is the parent responsibility. Also, if your child is sick or has a doctor's appointment, we will need an excuse signed by his or her doctor or the child will be counted absent. If a child has over the amount of absence that is set by ABC, he or she may be dropped from the program. When your ABC voucher has expired, you must see if space is still available for your child to continue after you are reconnected.

Tuition is as follows effective November 8, 2021

Age	Monthly	Bi-Weekly	5th wk/Biweekly
2 yrs	\$880.00	\$440.00	\$1,100/\$550.00
3 yrs	\$860.00	\$430.00	\$1075.00/\$537.50
4 yrs/ 5 yrs	\$800.00	\$400.00	\$1000/\$500.00
6 yrs - 12 yrs old (F/T)	\$700.00	\$350.00	\$875.00/\$437.50

Part Time Tuition

Age	Monthly	Bi-Weekly	5th wk/Biweekly
2 yrs	\$700.00	\$350.00	\$875.00/\$437.50
3 yrs	\$660.00	\$330.00	\$825.00/\$412.50
4 yrs/ 5 yrs	\$660.00	\$330.00	\$825.00/\$412.50
6 yrs - 12 yrs old (F/T)	\$620.00	\$310.00	\$775.00/\$387.50

After hour,late fee \$50.00

* There will be a \$2 charge using debt credit cards.

* Be sure to let us know when your child's age changes, so we can adjust your bill at that time and forward.

In General

We ask that your 4k children be present and at school no later than 8am, all others must be here by 9am. Breakfast is served from 6:45-7:45am. If your child will be in attendance, but is running late due to an **appointment** please call so that we may add your child to the lunch count also bring **doctors excuse**. If your child arrives after breakfast or lunch has been served please feed them before they arrive. Make sure you are using the time computer in the front entrance to clock your child in and out for the day. We also use a tracking system and roll books for attendance. Each child is **allowed 9 hours per day within the childcare facility.** Please monitor your time, because we are. Please accompany your child inside the front entrance and in their classroom. Tracking your child does not start until you hand your child over to their teacher. Please refrain from cell phone usage in the building. Take that time to read important information posted on your child's door or on the parent blackboard.

Be sure to update any information. We must have numbers to contact you about your child in case of an emergency. If your child is not picked up promptly at the time allowed without parent notification, Florence Police Department will be contacted, you will incur a late fee, and you may have to pick your child up from the police station or your local DSS office. We do not get in the middle of custody disputes so be sure to fill out your application with security about your child. If they are not listed, they will not be released.

Dress code: Do not allow your child to wear long or big earrings. No open toe or open heel sandals, no crocks, no beads, or clothing that may cause an accident. No cell phones and name brand items also. No toys or books from home unless posted by the teacher. No gum or hard candy is allowed at the preschool, and please do not give your child these items before walking into the preschool or they will be asked to spit it out immediately. All party food must be store 3 bought, in its original container

Medication: We must have signed permission to administer prescription medications and emergency treatment. The parent must fill out a medical form each week, even if the child is on the medication for more than one week. The preschool will only administer Tylenol, Motrin and medicines prescribed by the doctor. The medication must be clearly labeled with your child's name, the amount to administer and in its original container. All medicines will be left with the lead teacher for proper handling. **We reserve the right to refuse to administer any medication.**

Note: Be on the lookout for signs of a fresh cold. If your child has a cold longer than five days, you may be asked that your child be absent from the center until the cold runs its course. To return to the center, a signed excuse from the doctor must be submitted. This facility does not care for mildly ill children with conditions listed on the SC DHEC childcare exclusion list.

Allergies: If your child has a food substance allergy, this must be specified on the application, and a doctor note with a breakdown of your child's allergy must be provided. We also ask that you fill out an emergency care plan in the classroom while making the teacher aware.

Outdoor Play: Outdoor play is a scheduled part of our program. During the cold months make sure your child is dressed appropriately. Your child will not be allowed to stay inside while the class is outside. All teachers are needed to supervise children. If your child cannot participate in normal daily activities, please determine whether he/she are well enough to attend preschool that day.

Release of children/record keeping: Children's records are kept in a filing cabinet locked in the secretary's office. All records are only accessible to the owner, director, co-director, secretary, and authorized employees of the department of social services. Children will only be released to those persons whose names are listed on the registration application. Identification will be required before the pick-up person is taken to the child. We ask that parents call the center to make us aware that someone other than the parent listed on the application is coming to pick the child up. When you call be prepared to tell us the family code word that you provided on the application. Excellent Learning has cameras in use for emergencies only. The only person that may view footage is the management staff of Excellent Learning and authorities of the Florence Police Department. **There is no exception to this rule.**

Parent visitation: Parents are free to visit the preschool at any time during the day. While visiting, the staff will be unable to converse with you about your child. Ratio provides for each teacher to have their eyes on the children at all times. If you have concerns, please set up a meeting in the front office. If further guidance is needed, use the chain of command by letting us know personally in writing or by phone. We want to make informed choices about your child/children. If we can help in any way, communication is the key.

Transportation: We provide transportation for after school care by our Excellent Learning Preschool Inc. bus. Your child/children must attend school in Florence School district one with signed permission from the parents allowing Excellent Learning to pick your child up. The parent must also notify the school of pick up arrangements for your child. The bus is operated

by our professional staff, and as always your child's safety is our primary concern. Your child behavior also dictates their eligibility to participate in the transportation program. If your child is not attending school for that day, please let us know that morning so we can let the driver know not to wait. All children must be outside waiting on the bus soon as dismissed for bus pickup. An afterschool enrollment application must be completed along with a bus permission slip form. We also transport on any field trips, with a signed permission slip including medical and insurance information.

In Case of an Emergency: If there is an emergency, our first step is to call 911. Our children will be transported by EMS to the hospital in the event of an incident. EMS will transport the children to the hospital along with one of our staff members accompanying the child (with their records) until the parents arrive. The appropriate persons listed on the applications will be notified by the administrative.

Evacuation Plan: In case of a fire, we will evacuate outside to the rear of the school. If we experience a natural disaster or threatening situation, the entire preschool will evacuate to the Excellent Learning Preschool gym area. The director or the designated person will check all areas of the center including bathrooms. All children will be accounted for using the roll book and tracking sheet. Also, parents will be contacted.

Discipline Policy: We at Excellent Learning Preschool Inc. do not use corporal punishment, but enforce time-out. We use time-out according to their age. Our staff does not participate in any strategies that may hurt, shame, belittle, threaten, intimidate, or force a child. Praise and positive reinforcement are effective methods of behavior management of children. We do not by any mean use food as a reward or punishment. We also do not withhold your child from participating in physical activity as punishment. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this center will practice the following discipline and behavior management policy. (see discipline policy in application).

Mildly Ill: Excellent Learning Preschool Inc. does not care for mildly ill children. Mildly ill is defined as the care of children with short term illness, or symptoms of illness or short term disability who are not able to attend their regular school or child care arrangement due to inability to participate in regular activities. Short term care means your child is unable to attend for no more than three consecutive days or more with written permission from a physician. All documentation must come from a **healthcare professional** such as a licensed physician, certified nurse, registered nurse, physician's assistant, stating they are well and is able to attend school without any exceptions.

Keeping Track of Children: A daily tracking sheet is filled out for each classroom when children are transported to and from cafeteria, indoor and outdoor play as well as any emergency drills and real hazardous/harmful events.

This facility is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, or national origin. Excellent Learning Preschool Inc. is an equal opportunity employer.

To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 750-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Excellent Learning Preschool Inc. Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Excellent Learning Preschool has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

Child Care Nutrition

Excellent Learning Preschool the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruit, vegetables and whole grains and limits foods and beverage that are high in sugar, and or fat, Excellent Learning Nutrition Policy includes the following:

Fruits and Vegetables

- We serve fruit at least two times a day.
- We offer a vegetable other than white potatoes at least once a day

Grains

- We serve whole grain foods at least once a day

Beverages

- We limit juice intake to once per day in a serving size specified for the child's age group.
- When served, the juice is 100% fruit juice
- Juice is allowed only once per day in a serving size specified by USDA
- We do not serve sugar sweetened beverages
- We serve only skim or 1% milk to children age two years and older

Fats and Sugars

- High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- We limit sweet food items to no more than two times per week.

Role of Staff in Nutrition Education

- Excellent Learning Preschool Inc. staff provides opportunities for children to learn about nutrition one time per week or more.
- Staff act as role models for healthy eating in front of the children
- Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size, and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a weekly basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. A birthday party may be held but must be approved through management. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

I have reviewed the information with a member of Excellent Learning Preschool staff and understand the ABC Grow Healthy Nutrition Policy.