Reaching People, Changing Lives

Hickory Grove Baptist Church

Child Development Center

2710 Highway 905
Conway, SC
Phone (843) 365-1620
Fax (843) 365-9701

www.hgbcconway.com
e-mail: hgcdc@sccoast.net

"Creating a place where learning and love come together through the teachings of Jesus Christ!"

Hours: 7am-6pm
Monday through Friday

2019-2020
This handbook supersedes all other editions

Staff:

Erin Monday.....Director
Diane Cannon.....Assistant Director & After School
Sam Ginevan.....Infant Room Teacher
Kendra Brown.....Infant Room Teacher
Blake Wood.....One Year Old Lead Teacher
Theophia Golden.....Two Year Old Lead Teacher
Tracy Elvis.....Three Year Old Lead Teacher
Denise Barfield .....K-4 Lead Teacher
Angela Hursey.....Teacher Assistant
Chelsie Chestnut.....Teacher Assistant & After School
Kinesha Golden.....Teacher Assistant & After School
Kaylee Adcock.....Teacher Assistant
Megan Kaiser.....Dietician

All teachers receive at least 15 hours of professional training each year and are certified in CPR and First-Aid. All staff members go through a rigorous background check before becoming employed by Hickory Grove CDC.

Teachers create a daily schedule each school year that includes bible time, devotion and prayer as well as curriculum using Abeka. Schedules also include daily art options as well as plenty of free play time! Schedules are posted both inside and outside of the classroom door; feel free to ask your child's teacher to view their lesson plans if interested.

Our Purpose

The purpose of Hickory Grove Child Development Center is to minister to the children we have the privilege of caring for in such a way that they will experience the love of Christ. We have the honor to use our church facilities for religious education of our children during the week and encourage them to come on Sunday too! We want our children to grow spiritually as well as academically.

Hickory Grove Child Development Center Policies

Enrollment:
We provide full-time care for children aged 6 weeks through 5 years old.

We provide after school care for children at Kingston Elementary. After school students are dropped off at Hickory Grove CDC at 2:45pm daily by a Horry County bus from Kingston Elementary. They are served snack upon arrival, begin homework, play outside, make crafts, color, etc!

Enrollment Procedures:
Parent(s) must return Hickory Grove CDC enrollment packet and immunization record from child's doctor along with paid registration fee(s) before child's first day. This enrollment packet information must remain current and a new one is to be submitted annually, each August. The immunization form must remain current as well, being brought in or faxed each time your child has shots.

Classroom Placement:
Your child's classroom placement is based on multiple factors, including, but not limited to: age, availability, developmental level, and individual needs. Our summer program group takes field trips Monday, Tuesday & Thursday during the eleven weeks of summer. This group is chosen based on multiple factors as well. We take our after school children first, siblings, rising kindergarteners (based on age) and then we open it to our waiting list.

Curriculum:
Hickory Grove CDC uses ABeka Christian Curriculum to provide an array of activities to meet individual needs at varying stages of development. ABeka provides a section of curriculum for daily Bible stories and devotions. Our children are excited to learn about God and what He has done & continues to do for us! Our curriculum also provides educational materials that incorporate biblical themes to teach language, phonics, counting, colors, shapes, pre-writing, writing, science, math, and pre-reading skills based on age and development. We work hand in hand with Kingston Elementary to ensure that our children are ready academically to continue their education there.

If you have any questions or concerns regarding your child's curriculum you are encouraged to make an appointment to speak with your child's teacher and the director of the CDC at (843) 365-1620.

Hours of Operation:
We are open from 7am-6pm, Monday through Friday.
Prior notice and approval is needed for children arriving after 9am as to not disrupt the class. Emergencies and doctors' visits will be considered.
Any parent leaving their child past 6pm will be charged a late fee of $1 per child per minute you are late. Please contact the CDC if you know you will be late for any reason.

Arrival and Departure:
You must bring your child into the CDC and ensure that they have been placed with a teacher before leaving. Please do not let your child walk to a classroom by themselves, notify the teacher of your child's arrival before leaving so that your child is accounted for. Prompt departure by parents encourages the child to join the class and is less disruptive. Please remind your child to walk in the hallways. Do not allow your child to go into the parking lot area by themselves. Please observe a safe speed when entering and exiting the church/CDC parking lot. If someone new is coming to pick up your child please be sure to notify the teacher, make sure that person's name is on the pick-up list and that *they will bring their ID* when picking up your child. Please check your child's folder daily for important information and to praise them for their hard work!

Medical Emergencies:
In the event of a medical emergency or accident, we will contact the child's parent(s). If we are unable to reach the parent(s) we will contact the emergency contacts listed on the enrollment packet. If emergency medical treatment is necessary, we will call 911 first, then contact the parents. 911 will always be called when using an epi-pen for allergic reactions.
We can only accept well children! We will follow the Department of Health and Environmental Control (DHEC) guidelines and exclusion policies. If a child has a fever of 101° or higher, has had three instances of diarrhea, or vomits due to illness at the center, the parent, guardian, or emergency contact will be notified immediately to come and pick the child up. If your child is sent home due to illness you need to bring a doctors excuse saying when they are able to return to the CDC. This will help prevent the spread of illness for all children. If any of these situations occur, the child is not to return to the CDC unless they have been ***symptom free for 24 hours without medication***. In the event of a contagious illness, please notify the CDC and do not allow him/her to return until the illness has passed or you can furnish a doctor's excuse stating that the child may return. We reserve the right to request a doctor's excuse for any illness.

Medication:
All medications need to be accompanied by our medication sheet with specific directions and signed by the parent or guardian. Please give medication to your child's teacher or the director. Prescription bottles must have current and accurate labels with the child's name and dosage instructions. Be sure to take home the medication each night. Do not leave medication in a child's cubby or anywhere within a child's reach!

Accident Policy:
All accidents are reported to the CDC director or assistant director. An accident report will be filled out and the original will be placed in the child's folder. Parents will be informed of serious accidents or if there was anything unusual that occurred in their child's day. If you do not receive an accident report, please notify the director or assistant director.

Potty Training:
We do potty train children, however this must be done at home as well. Parent/Teacher communication is vital when going through this developmental process. Children have the most success when potty training remains consistent at home and at school.

Sick Days/Absences:
We do not reduce weekly tuition for absences from sickness ***or any other reason***. We are a non-profit organization and operate solely on timely tuition payments. This has always been our policy and no exceptions will be made.

Holidays:
January 1, 2019, New Year's Day. January 21, 2019, Martin Luther King, Jr. Day. April 19, 2019, Good Friday. May 27, 2019, Memorial Day. July 4, 2019, Independence Day. September 2, 2019, Labor Day. November 28 & 29, 2019, Thanksgiving. December 24, 25, 26, 2019, Christmas. ***Tuition prices remain the same during holiday weeks.***

Personal Belongings:
Please label all belongings with your child's name. You will need to provide the following for your child, based on age:
Infants: Adequate supply of diapers, wipes, ointments, bottles, formula, baby food, and changes of clothes.
One Year Olds: Adequate supply of diapers, wipes and ointments, nap mat with cover and blanket for nap time and at least two changes of clothes to keep in their cubby.
Two Year Old Room: Adequate supply of pull-ups and wipes, nap mat with cover and blanket for nap time and at least two changes of clothes to keep in their cubby.
Three & Four Year Old Rooms: nap mat with cover and blanket for nap time and at least one change of clothes to keep in their cubby.

We will send home a "needs form" when your child is running low on the items listed above. If we have sent a form home for diapers and do not receive them as needed a $1 charge per diaper we have to provide will ensue.

Please be sure to update the change of clothes with regard to size and weather. Again, please label all personal items brought to the CDC. Do not allow your child to bring toys from home, we will not be responsible for items lost or broken. Mat covers/blankets will be sent home on Fridays to be washed, please bring back each Monday.

Withdrawal:

If you plan to withdraw your child from Hickory Grove CDC for any reason, you are responsible for tuition payments up to the time of notification. We request that you give two weeks notice as a courtesy to the CDC as well as to children on the waiting list. If you remove your child and would like to re-enroll them at a later date, your child will be placed on our waiting list. We will do the best we can to re-enroll them, but make *no guarantees*.

Termination of services:

For the safety of the other children and staff we have disciplinary report in place. The report outlines what the infraction was (foul language, violent behavior, etc.) and what the consequences of this action will be. This report aids in controlling unacceptable behaviors. If your child receives a disciplinary report, the report will detail what took place and what the consequence will be. We look to you as parents and guardians for support in deeming these types of behaviors as unacceptable. We are trying to teach our children "The Fruit of the Spirit".

…the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Galatians 5:22-23

We reserve the right to terminate services in the following situations: If a parent fails to provide a current immunization record, if tuition/fees are more than two weeks past due, if a parent habitually picks up their child late from CDC, if a parent fails to follow the policies of the CDC, if you(parent/guardian) or your child pose a liability of any kind to the Child Development Center, if your account is past due at the time of re-enrollment (end of August each year), or if your account is past due at the end of December (your child will not be re-enrolled for the following year).

Inclement Weather:

We follow the same closings as Horry County School District with regard to inclement weather. If the schools are closed due to poor weather conditions, we will be closed as well for the safety of our children and staff. If the schools are on a two-hour delay we will maintain our hours from 7am-6pm. ***Tuition prices remain the same when closed due to inclement weather.***

Tuition:

Tuition is to be paid on *Mondays* for services rendered that week. If circumstances cause you to need a different payment plan, work this out with the director upon enrollment. Tuition is based on what room your child is enrolled in and rates will change accordingly. *Fees* are to be paid upon enrollment and each August. Make checks payable to Hickory Grove CDC and please be sure to write your child's name on the memo line with dates that care was provided. If you choose to pay with cash, please write your child's name and the amount enclosed outside of the envelope. You will receive a receipt for cash payments. If you need a receipt or statement for other payments, please let the director know.

Six Weeks-One Year Old	$130 weekly
Registration Fee	$65
Book Fee (1 year old room)	$15
Two Years Old	$125 weekly
Registration Fee	$65
Book Fee	$50
Three & Four Years Old	$120 weekly
Registration Fee	$65
Book Fee	$50
After school Program	$65 weekly
Registration Fee	$45
Summer Program with Trips	$135 weekly
Registration Fee	$45
Summer Program At CDC	$120 weekly
Registration Fee	$45

tuition rates and fees effective 12/31/2018