



# WELCOME

**THANK YOU FOR CONSIDERING PENN CENTER'S PACE ENRICHMENT CENTER  
and SUMMER CAMP**

**\*MASKS ARE REQUIRED AT ALL TIMES\***

Penn Center's PACE Enrichment Center is not just a childcare facility, we are an early childhood education center, dedicated to providing a learning environment that enhances the physical, social, emotional, cognitive, linguistic, and creative development of your child.

Our mission is to offer early education and childcare services at affordable rates for all our families. Our tuition is built on a sliding scale, offering those who need assistance the opportunity for discounted tuition.

Our goal is to build a solid foundation for each child to build upon, leading to a lifetime of educational and personal growth and success.

The attached forms must be completed and returned prior to enrollment. All forms must be complete and immunization records provided prior to your child's first day of attendance.

**Penn Center now accepts ABC vouchers**

**Penn Center offers SC 4K Kindergarten program**

We look forward to serving your family in the days and years ahead.

*Dr. Tonya Allen-Jenkins*

Director of Education – Dr. Tonya Allen- Jenkins



## Enrollment Application Checklist

All items must be completed and returned prior to enrollment. Once all forms are complete an orientation conference can be scheduled.

\_\_\_\_\_ DSS Form 2900

\_\_\_\_\_ Enrollment Contract

\_\_\_\_\_ Pick-up & Discipline Form and Authorization Sign-off

\_\_\_\_\_ Media & Parent Handbook Form

\_\_\_\_\_ Emergency Contact Authorization Form(s)

(Identification is required for all individuals authorized to pick up your child/children)

\_\_\_\_\_ Infant Statement (if applicable) (DSS form 3354)

\_\_\_\_\_ Application for Free and Reduced-Priced Meals (DSS form 16160)

\_\_\_\_\_ South Carolina Immunization Record (Shots)

\_\_\_\_\_ ABC Healthy Living – Physical Activity

\_\_\_\_\_ ABC Healthy Living - Discipline

\_\_\_\_\_ ABC Healthy Living - Nutrition

\_\_\_\_\_ Provisional Employment Form

\_\_\_\_\_ Income Verification **from all household incomes** (most recent)

4 pay stubs for weekly pay periods or 2 pay stubs for bi-weekly pay periods.

\_\_\_\_\_ Parent Handbook Acknowledgement

\_\_\_\_\_ Conference/Orientation Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

\_\_\_\_\_ Administration Fee \$25.00 and \$10 Supplies Fee - payable prior to enrollment

**Information Included for Parents:**

Food Stamps eligibility letter, if applicable

Building for the Future

WIC – Feed Your Future

Parent Handbook

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Calculator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_

Data Entry By: \_\_\_\_\_ Date: \_\_\_\_\_ Classroom: \_\_\_\_\_

## COVID 19 POLICY

Penn Center's PACE Enrichment Center has developed new pick-up, drop-off, and classroom management procedures considering the Coronavirus pandemic. Our priority is the health and safety of our staff and children and these new procedures are in place until further notice.

### Staff Procedures:

1: Upon entering the building, all staff must record their temperature and wash their hands using the recommended CDC procedures. No one with a temperature above 100.0° is allowed to work until his or her temperature returns to normal without fever-reducing medication for 48 hours.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

2: All staff must to wear masks when feasible while in the classroom or within six feet of another person.

3: All staff must wear individual use gloves while diapering, serving food/feeding, wiping noses, cleaning children, dealing with injuries, and any time they are in contact with bodily fluids. Hand washing is required after removing gloves.

4: All staff is required to maintain a fresh bleach mixture (in a locked cabinet out of reach of children) at least daily and use to clean and sanitize all surfaces at least twice per day. Teachers must clean and sanitize surfaces after lunch and before leaving for the day, once all children have left the classroom.

5: Playground equipment will be sanitized daily through the day.

**Everyone entering our building is required to use hand sanitizer or wash hands and wear a mask.**

**ALL PARENTS AND VISITORS ARE REQUIRED TO WEAR A MASK UPON ENTERING**

Child Pick-up and Drop-off Procedures:

1: Upon entering the building, all children will have their temperature taken and recorded prior to being accepted into the classroom. No one with a temperature above 100.0° is allowed in the classroom until his or her temperature returns to normal without fever-reducing medication for 48 hours.

2: Parents must certify daily that no one in their household or with whom they have been in contact with has been diagnosed with COVID 19. Parents must notify the school if they have a visitor from any COVID 19 hot spot. If yes, the child may not return to school for 48 hours and must remain fever and symptom-free without fever-reducing medication during that time.

3: Parents must leave their child in the care of the designated staff member who will escort them to their classroom. Parents are not allowed in the children's hallway or in any classroom without advance permission.

3: Children will immediately wash their hands upon entering the classroom, using the CDC approved procedure (see above).

4: Children's temperatures will be monitored at lunchtime and after a nap or anytime the teacher determines necessary. Any child with a temperature over 100.0° will immediately be separated from the classroom and sent home. Parents are required to pick up their child within 30 minutes of notification of fever. Children may not return to school for 48 hours after a fever has returned to normal without fever-reducing medication.

5: Children's bags must be made of plastic and clearly labeled with the child's name. Please know that bags may be sprayed with Lysol or another sanitizing spray before being sent to the classroom.

6: Penn Center's PACE Enrichment Center will provide blankets for each child at naptime to limit items coming and going from the classroom. Blankets will be washed and sanitized at the Center.

7: Children will be required to wash their hands upon entering their classroom, before and after outside playtime, before and after breakfast, lunch, and snack, before and after naptime and after any bathroom time.

8: For pick-up, children will be escorted by a designated staff person to their parents.

If a parent needs to communicate with their child's teacher, they can:

- Call the Center.
- Send a written note.
- Schedule an appointment and meet on the outside of the building.

If a member of our staff or one of our enrolled students is diagnosed with COVID 19, the Center will close for at least 5 days as recommended by the CDC, or the number of days required by DHEC or any other regulatory agency. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Penn Center's PACE Enrichment Center will maintain ABC ratios in all classrooms. When possible, we will ensure children will always remain in the same classroom with the same teachers.

#### Child's Age Staff to Child Ratio

- Birth to 1 year 1:5
- 1 year to 2 years 1:5
- 2 years to 3 years 1:7
- 3 years to 4 years 1:11
- 4 years to 5 years 1:13
- Summer Camp 1:15

**NOTE: Please understand that with new procedures, drop-off and pick up will take longer than before so please plan your time accordingly. We will not be held responsible for parents being late to work.**

These protocols and procedures may be changed or updated from time to time to ensure ongoing compliance with the latest CDC, DHEC, and DSS guidelines.



This agreement is between \_\_\_\_\_ and Penn Center's PACE Enrichment  
Parent /Guardian

Center (PACE) for the care of \_\_\_\_\_  
Name of the Child

I understand Penn Center's PACE Enrichment Center is opened 6:30 a.m. to 6:00 p.m. daily. I will provide a schedule for drop-off and pick-up to Penn Center's PACE Enrichment Center and adhere to that schedule unless the Director of Education is notified and approves any change. I understand my child may not attend the Center longer than 10 hours per day and may not be dropped at the Center after 10:00 a.m. without prior approval. Any pick-up or drop-off outside of your set schedule or after 6:00 p.m. will incur a charge that will be added to the child's account at the rate of \$1.00 per minute (payable with the next fee payment). Continued abuse of this policy may result in removal from enrollment at PACE.

I understand upon enrollment; a \$35.00 non-refundable administration fee is charged annually. Each child will be charged a classroom supply fee of \$10. These fees will be incurred at time of enrollment and each January thereafter. If my child is withdrawn from the center for two months or longer, I am responsible to pay the administration fee of \$35.00 to re-enroll my child. In addition, one-week fee is required in advance. Tuition at posted rates is payable by money order or check each Friday before the week of service. A \$5.00 late fee will be added for any remaining balance on Monday at 5:00 p.m. A \$30.00 NSF returned check fee will be billed to the account and a money order will be required after an NSF check for a period of one month.

I understand if my child is absent for any reason including posted closings, the weekly fee remains the same. If my child is absent for an extended illness of three or more consecutive days, a doctor's note may be presented for pro-rated fees within 5 days after absence. I understand I must inform the Center of any absence. I understand that I have one tuition free week to be used at any time during the enrollment year after the fourth month of enrollment.

I understand a two-week written notice to withdraw my child from the Center is expected. I understand I will be charged a \$25 penalty if I do not provide a written notice for my child's withdrawal. If any remaining balance is not paid after withdrawal, it is subject to collection after a courtesy letter is sent to the parent and a certified second request for payment. If professional collection is required any incurred fees will be added to the balance due. To return to the Center after withdrawal, all balances must be paid in full prior to re-enrollment.

Note: Due to the Center's sliding-fee scale you are required to update several forms annually and resubmit documenting evidence of employment, household composition and income.

As a result of any updated information, it is possible that your fee could increase or decrease. In addition, at any time household composition or income changes outside of the update, Penn Center's PACE Enrichment Center must be notified within 30-days. Penn Center's PACE Enrichment Center you in writing at least 2-weeks prior to any change in fees or closings of the Center unless the closing is an emergency.

Signature of enrolling Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Signature of enrolling staff

\_\_\_\_\_ Date \_\_\_\_\_





## Pick-up Authorization

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_ State/ Zip: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorized to pick-up child

Employer: \_\_\_\_\_ Work phone: \_\_\_\_\_ Dept.: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorized to pick-up child

Employer: \_\_\_\_\_ Work phone: \_\_\_\_\_ Dept.: \_\_\_\_\_

### **Additional Authorized Person(s) to pick-up child (Photo ID required when picking up child):**

Name/Relationship \_\_\_\_\_

Name/Relationship \_\_\_\_\_

Name/Relationship \_\_\_\_\_

### **RELEASE OF CHILDREN**

**Children will not be release to any unauthorized person. It is imperative that you list all authorized persons and provide a copy of their current ID.**



## Guidance and Discipline Procedures

### Techniques for handling various discipline situations

- \*Redirect the child to an alternative.
- \* Make changes to the learning environment by redesigning it or impoverishing it.
- \*Help the child see alternatives and make decisions.
- \*Model and encourage appropriate behavior.
- \*Create logical, natural consequences.

### Discipline techniques forbidden by Penn Center's PACE Enrichment Center

- \* No child shall be subjected to cruel treatment, humiliation, or verbal abuse.
- \*Corporal punishment, including spankings, is forbidden.
- \*No child shall be threatened, made to sleep, or denied food.
- \* No child shall be punished for soiling or wetting clothing or diapers.

I have read and understand the discipline procedures and policies

\_\_\_\_\_

Parent /Guardian Signature

\_\_\_\_\_

Date

### ADDITIONAL AUTHORIZATIONS REQUIRED ON REVERSE SIDE

Check boxes if you authorize the following activities for your child to participate:

- I authorize my child to attend field trips
- I will provide PACE a copy of my child's MAP scores from Beaufort County schools
- I authorize my child to participate in supervised water play (over six' separate permission)
- I authorize my child to be photographed and those photos used in PR activities for PACE (Media Disclaimer also required)
- I authorize my child to be transported to receive emergency medical treatment. In addition, to receive pain reliever for a fever more than 102 degree
- I have received Penn Center's PACE Enrichment Center's Parent Handbook

\_\_\_\_\_

Parent /Guardian Signature

\_\_\_\_\_

Date



**MEDIA DISCLAIMER**

I, the custodial parent/guardian of \_\_\_\_\_ hereby

Name of The Child

Grant permission for my child's voice and image or likeness in photographs, videotape, film or other medium, and child's work for display or publication to be used in newsletters, brochures, newspaper, magazines, television, radio, video/slide shows, and/or internet coverage and stories concerning PACE Enrichment Center from this date until a cancellation of this permission in writing is received by the Director of Education.

---

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

I further agree to hold PACE Enrichment Center and its Board of Trustees, employees and agents harmless should I have any claim regarding the use of the child's voice and image or likeness in photographs, videotape, film or other medium, and child's work for display or publication, to be used in newsletters, brochures, newspaper, magazines, television, radio, video/slide shows, and/or internet coverage and stories in any type of news coverage or organizational use.

---

Parent/Guardian Printed Name

Parent/Guardian Signature

Date



## PARENT HANDBOOK ACKNOWLEDGEMENT

The parent handbook describes valuable information about PACE, and I understand that I should consult my child's classroom teacher or other staff member regarding any questions not answered in the handbook. I have chosen service provided by Penn Center's PACE Enrichment Center voluntarily and acknowledge that there is no specified length of commitment. Accordingly, either I or PACE can terminate the relationship at will, with or without cause, at any time as specified in the Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract for services. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

---

**Parent/Guardian Printed Name**

**Parent/Guardian Signature**

**Date**



## Emergency Contact Authorization

The information below is required for all persons authorized to make decisions in case of emergency for the child listed other than parents & guardians. I \_\_\_\_\_ understand my name, address and phone number has been provided as an emergency contact

\_\_\_\_\_  
Name of Child

I give my permission for Penn Center's PACE Enrichment Center to contact me Monday – Friday in case of emergency when the parent/guardian cannot be reached. I further understand, if I am contacted by Penn Center's PACE Enrichment Center, I may need to come to the center to pick up the child(ren) in a timely manner.

Signature of Contact person \_\_\_\_\_ Date \_\_\_\_\_

Note: Failure to respond as an emergency contact person may require Penn Center's PACE Enrichment Center to reach the DSS for health and safety of the children.

The information below is required for all persons authorized to make decisions in case of emergency for the child listed other than parents & guardians. I \_\_\_\_\_ understand my name, address and phone number has been provided as an emergency contact

\_\_\_\_\_  
Name of Child

I give my permission for Penn Center's PACE Enrichment Center to contact me Monday – Friday in case of emergency when the parent/guardian cannot be reached. I further understand, if I am contacted by Penn Center's PACE Enrichment Center, I may need to come to the center to pick up the child(ren) in a timely manner.

Signature of Contact person \_\_\_\_\_ Date \_\_\_\_\_

Note: Failure to respond as an emergency contact person may require PACE to reach the DSS for health and safety of the children.



## **ABC Grow Healthy Level B Child Care Nutrition Policy**

### **Policy Statement**

Good nutrition is vital to children's overall development and well-being. To provide the best possible nutrition environment for the children in our facility, Penn Center's PACE Enrichment Center has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

### **Child Care Nutrition**

Penn Center's PACE Enrichment Center follows the childcare 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 fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our 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.
- \*We do not serve sugar sweetened beverages.
- \* We serve only skim or 1% milk to children aged 2 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**

- \*Staff provide opportunities for children to learn about nutrition 1time 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 key 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 childcare 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 our childcare 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 childcare center. A birthday party will be held monthly in each classroom. 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 Penn Center's PACE Enrichment Center staff and understand the ABC Grow Healthy Nutrition Policy.**

---

**Parent/Guardian Printed Name**

**Parent/Guardian Signature**

**Date**

---

**Staff Printed Name**

**Staff Signature**

**Date**



## **ABC Grow Healthy Level B**

### **Child Care Physical Activity Policy**

#### **Policy Statement**

Penn Center's PACE Enrichment Center recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

**Physical Activity in Child Care** The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, which are fun and that offer variety. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Penn Center's PACE Enrichment Center:

#### **Daily Outdoor Play**

- \* Encourage a least restrictive, safe environment for infants and toddlers always.
- \* Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- \* Provide toddlers (ages 1 through 2-year-old) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- \* Provide preschoolers and school age children (ages 3 through 12-year-old) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- \* Increase indoor active play time so the total amount of active play time remains the same if weather limits outdoor time. ☐ Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

**Role of Staff in Physical Activity** ☐ Will encourage children to be physically active indoors and outdoors at appropriate times. ☐ Will provide 5-10 minutes of planned physical activities at least two times daily for children aged 3 and older.

#### **Screen Time Limitations**

- \* Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

**Physical Activity and Punishment** Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise



as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors such as:

**\*Redirect the child to alternative situations**

**\*Make changes to the learning environment by redesigning or enriching it**

**\* Help the child see alternatives, make decisions, and develop problem-solving skills**

**\* Teach, model, and encourage appropriate behavior**

**\* Create simple and reasonable rules and work with other staff members to ensure consistency**

**\* Create logical consequences**

### **Appropriate Dress for Physical Activity**

Penn Center's PACE Enrichment we have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals, or flip flops. In winter, provide a warm Jacket, hat, mittens, and boots. In spring and fall, provide a Jacket or sweater, and boots and rain Jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat, and sunscreen. Please label all clothing with your child's name.

It is our expectation that children will go outside EVERYDAY! If you feel your child is too sick to go outside, then he/she is too sick to be at the childcare center. We request that you keep him/her at home until they are well enough to go outside.

I have reviewed the information with a member of Penn Center's PACE Enrichment Center and understand the ABC Grow Healthy Play Policy.

---

**Parent/Guardian Printed Name**

**Parent/Guardian Signature**

**Date**

---

**Staff Printed Name**

**Staff Signature**

**Date**

# **ABC Grow Healthy Level B**

## **Child Care Discipline Policy**

**Policy Statement** Praise and positive reinforcement are effective methods of behavior management of children. 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, Penn Center's PACE Enrichment Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### **WE DO**

- \* Communicate to children using positive statements.**
- \* Communicate with children on their level.**
- \* Talk with children in a calm quiet manner.**
- \* Explain unacceptable behavior to children.**
- \* Give attention to children for positive behavior.**
- \* Praise and encourage the children.**
- \* Reason with and set limits for the children.**
- \* Apply rules consistently.**
- \* Model appropriate behavior.**
- \* Set up the classroom environment to prevent problems.**
- \* Provide alternatives and redirect children to acceptable activity.**
- \* Give children opportunities to make choices and solve problems.**
- \* Help children talk out problems and think of solutions.**
- \* Listen to children and respect the children's needs, desires, and feelings.**
- \* Provide appropriate words to help solve conflicts.**
- \* Use storybooks and discussion to work through common conflicts.**

### **WE DO NOT**

- \* Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)**

- \*Use any strategy that hurts, shames, or belittles a child.
- \* Use any strategy that threatens, intimidates, or forces a child.
- \* Use food as a form of reward or punishment.
- \* Use or withhold physical activity as a punishment.
- \*Shame or punish a child if a bathroom accident occurs.
- \* Embarrass any child in front of others.
- \* Compare children.
- \* Place children in a locked and/or dark room.
- \* Leave any child alone, unattended or without supervision.
- \*Allow discipline of a child by other children.
- \* Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.
- \*Redirect the child to alternative situations
- \* Amend the learning environment by redesigning or enriching it
- \* Help the child see alternatives, make decisions, and develop critical thinking skills
- \* Teach, model, and encourage appropriate behavior
- \* Create simple and reasonable rules and work with other staff members to ensure consistency
- \* Create logical consequences

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Penn Center's PACE Enrichment Center will inform the child's family and contact Baby Net for assessment and assistance.

I have reviewed the information with a member of Penn Center's PACE Enrichment Center and understand the ABC Grow Healthy Discipline Policy.

---

<b>Parent/Guardian Printed Name</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
-------------------------------------	----------------------------------	-------------

---

<b>Staff Printed Name</b>	<b>Staff Signature</b>	<b>Date</b>
---------------------------	------------------------	-------------



## PROVISIONAL EMPLOYMENT ACKNOWLEDGEMENT

South Carolina State Legislature passed amendments to statutes that apply to childcare which the Governor signed into law effective June 30, 2008. You may view the bill and amended statutes in their entirety at the South Carolina Statehouse website:

[www.scstatehouse.gov](http://www.scstatehouse.gov)

[http://www.scstatehouse.gov/cgi-bin/query.exe?first=DOC&querytext=provisional%20employment&category=Legislation&session=117&conid=7983361&result\\_pos=0&keyval=1170311](http://www.scstatehouse.gov/cgi-bin/query.exe?first=DOC&querytext=provisional%20employment&category=Legislation&session=117&conid=7983361&result_pos=0&keyval=1170311)

SC Code of laws Section 20-7-2725 was amended to allow childcare facilities to provisionally employ caregivers by obtaining from South Carolina Law Enforcement Division (SLED) a favorable criminal background check based upon the caregiver's name and date of birth. An individual may be provisionally employed until such a time as SLED and FBI fingerprint-based background checks AND the Central Registry checks are completed.

The provisionally employed caregiver **MUST** sign sworn statements (notarized) on forms provided by the Department of Social Services that he/she **HAS NOT** been convicted of certain crimes and **IS NOT** listed in the Central Registry of Child Abuse and Neglect.

Other restrictions, such as the one listed above, also apply and may be researched at the above referenced link.

SC Code of Laws Section 20-7-2725 was amended to provide for proper notification of parents of the change to section 20-7-2725.

By signing below, you hereby acknowledge receipt of this notification stipulating that Penn Center's PACE Enrichment Center intends to employ caregivers on a provisional basis.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Parent/Guardian's Name                      Parent/Guardian's Signature                      Date



## PACE TUITION RATES

**\*Tuition Assistance is Available\* 30% -2<sup>ND</sup> Child Discount \*Full Time Children\* Only**

### FULL TIME CARE WEEKLY

### HALF TIME CARE WEEKLY (15-25 HRS PER WK)

Under Age 1 - \$150

\$75

Age 1 - \$150

\$75

Age 2 - \$134

\$67

Age 3 - \$124

\$62

Age 4 - \$105

\$52

Age 5 not in Kindergarten - \$105

\$52

Age 5-12 in school - \$60

Families can submit appropriate income documentation for rate assistance of up to 30%. Multiple child discounts are also available. For information about reduced tuition, please see Director of Education.

\*Not eligible for tuition assistance.



## Tuition Assistance

The mission of PACE is to ensure high quality early education and childcare services are available and affordable for working families.

To apply for tuition assistance, parents or guardians must be working or FT students and must provide the following information:

# Of people in household

# Of people receiving income in the household:

Proof of income for ALL income earners in the household.

This information can be submitted along with your child's or children's application.

All families will be charged full tuition until PACE has verified household income. If a family is eligible for tuition assistance, the account will be credited, and weekly billing adjusted.

PACE can also provide help in applying for South Carolina ABC Child Care voucher program for eligible families.

Tuition assistance is provided through the support of the community and several local foundations. It is through this generosity that we can continue the mission of our founders.

PACE Enrichment Center believes early childhood education program pay dividends for your child's lifetime and we are pleased to partner with you to build a foundation for future success.

We are honored you have chosen PACE to trust for the education and care of your child.



# Penn Center's

## P.A.C.E

# Enrichment Center Handbook

Penn Center's PACE Enrichment Center  
17 Penn Center Circle, St. Helena SC 29920

(843) 838-8559 – Main Office

(843) 838-8569 – Childcare Center

Last Updated: MAY 2021 Supersedes any previous versions of Parent handbook.



## **Penn Center's PACE Enrichment Center's Parent Handbook**

### **Welcome to Penn Center's PACE Enrichment Center**

#### **Our Mission**

##### **I.A.1**

#### *Penn Center's PACE Enrichment Center*

##### ***Mission Statement***

*Penn Center's mission is to promote and preserve Penn's true history and culture through its commitment to education, community development and social justice. Penn accomplishes its mission by serving as a local, national, and international education center and by vigorously promoting the influence of the Gullah Geechee culture and the Reconstruction Era history on our nation's collective heritage.*

##### ***Vision Statement***

*To build an educational foundation that supports all children and adults in their development as lifelong learners and contributing members of the community while connecting with the culture.*



## **Belief Statement**

To provide for the educational and social needs of all students while preparing them for success.

## **School Motto**

Building life-long Learners, while making each moment a teachable One.

Penn Center's PACE Enrichment Center makes high quality early education and childcare services available and affordable to working families to help our children have a great start in life.

This handbook is designed to explain our policies and procedures. Our doors are always open, and we are looking forward to a wonderful, positive relationship with you and your child(ren).

Penn Center's PACE Enrichment Center., is on compliance with fire, health and licensing standards required by the South Carolina Department of Social Services and is accredited by ABC (Advocates of Better Care, South Carolina). Penn Center's PACE Enrichment Center does not discriminate based on race, color, sex, national origin, religion, physical disability, or political affiliation.

## **PROGRAM PHILOSOPHY AND GOALS**

### **I.A.1**

Penn Center's PACE Enrichment Center's program is based on the philosophy that each child has the right to a nurturing environment and that children learn through self-directed play and firsthand experiences. Our goal is to provide a learning environment that enhance and promote the physical, social, emotional, cognitive, linguistic, and creative development of each child. Equally important, we strive to instill in each child a sense of belonging and success.

We recognize and appreciate that parents are a child's primary teacher. Thank you for your trust and confidence as we continue with you on this mission. We encourage open communication, and you are invited to visit your child's classroom at any time.

## **FEE POLICIES AND ENROLLMENT PROCEDURES**

Prior to enrollment, parents must complete registration forms and submit current immunization records as required by the State of South Carolina. Upon completion of all required registration documents, a conference will be scheduled with a member of the education team to review policies and procedures and answer any questions. A member of the Education or leadership team can answer your questions throughout your time at Penn Center's PACE Enrichment Center.

Enrollment at the Center is for a period of one-year, full time. Space in the classroom is reserved for your child as the result of your enrollment. Therefore, you are responsible for weekly payments regardless of your child's attendance. All tuition fees are payable in advance of service.

**Administrative Fee:** Children enrolled must pay a non-refundable annual administration fee of \$35.00 and a classroom supply fee of \$10.00 per child. Each January, the annual administration fee is applied to your account.

**Weekly Tuition:** The first week payment is due in advance. Payments may be made by check or money order. **NO CASH WILL BE ACCEPTED.** Please indicate the child's name on the method of payment you choose. You may drop your payment off to the administrative building to the Director of Education or Executive Administrative Assistant. Weekly payments are due in the business office on Friday the week before attendance. Payments received after 5:00 p.m. on Friday will be assessed a late fee of \$5.00. Payment is required prior to dropping your child off Tuesday.

**Tuition Assistance:** Penn Center's PACE Enrichment Center is dedicated to offering early education and childcare services that are affordable for all families. Families are charged full tuition until PACE has verified household income. If a family is eligible for tuition assistance, your account will be credited, and weekly billing adjusted. To be eligible for tuition assistance, parents or guardians must be working or a full-time student. Tuition assistance is not available for families with non-working parents or guardians.

Penn Center's PACE Enrichment Center can also provide help in applying for South Carolina ABC Child Care voucher program for eligible families.

**Vacation/Illness:** Each child is eligible for 5 days per year to be used for illness or vacation. You must notify Penn Center's PACE Enrichment Center in writing if you plan to use these days. Notification must be made within 2 days of use of your free time, otherwise charges will be made to your account. You are permitted to use your free days for vacation or illness.

During these days, your child cannot attend the Center. Additional uncharged weeks may be granted for illness if supported by a physician's excuse.

**Withdrawal:** If you wish to withdraw your child from our program, a two-week written notice is expected. A \$25 penalty will be charged if a written notice is not received. To return to the Center after withdrawal, all balances must be paid in full prior to re-enrollment.

If a child is withdrawn from the center for two months or longer, parents will be required to pay the administration fee of \$35.00 to re-enroll their child. Exceptions to this requirement must be approved by the Director of Education.

**Service Charges:** There will be an NSF service charge of \$30.00 for any returned checks. The amount of the check plus the service charge is due immediately to avoid interruption in childcare services. A money order will be required for a period of one month after an NSF charge is on your account. A second NSF charge will require, payments in money order for a period of at least six months. An additional service charge of \$2.00 per transaction will be added to all credit card payments.

## **MEALS**

All students receive a nutritious, hot breakfast, lunch, and an afternoon snack daily. This is partially funded through the U.S. Department of Agriculture (USDA) Child and Adult Food Program. All meals served are in accordance with USDA guidelines. Children must arrive at the Center before or during their classroom's scheduled mealtime to be served. It is your responsibility to know mealtimes for your child's classroom. Children arriving from local elementary schools after these times will be served, in accordance with USDA policy. Menu substitutions are permitted, if there is current documentation from your child's physician on file for food or milk allergies. Meals cannot be saved for late arrivals.

## **CONFIDENTIALITY**

Confidentiality of information about the child and family will be always maintained. All files are locked in the Site director's office in a file cabinet. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, principal, teaching staff and licensing agency. Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/ guardian or a court order.

## **FREE and FULL ACCESS**

**Free and Full access** must be granted to parents of children enrolled **unless a court order stipulates otherwise**. The visit must not disrupt instructional activities or classroom routines.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Penn Center's PACE Enrichment Center is a private, non-profit organization that provides early education and childcare services. The Center is not a government agency. The government support received by the Center is from the USDA meal subsidy program. The facility is open

Monday – Friday from 6:30 a.m. – 6:00 p.m. Federal regulations require that children are not allowed to exceed 10 hrs. per day in a childcare center. An attendance schedule must be provided by the parent at time of registration. This schedule can be modified in writing at any time, but changes must be approved by the Director of Education in advance. Children are not allowed to be dropped off before or stay after their scheduled time. A \$10 per minute charge may be billed to your account if your child(ren) is dropped off or picked up outside of their approved attendance times.

Penn Center's PACE Enrichment Center closes promptly at 6:00 p.m. daily. A late pick-up fee of \$1 per minute, per child will be charged for any child(ren) picked up after 6:00 p.m. All fees will be charged to your account and must be paid to the business office with your next scheduled payment.

To operating a coherent educational program, child must arrive at the center by 9:30 a.m. and no later than 10:00 a.m. if parent receives prior approval. In emergencies, parents must call the Director of Education or Site Director and receive permission for your child to arrive late. For security purposes all persons who drop off and pick up children from the Center must be listed on the child's registration form.

We take the security of your children very seriously. Authorized people all have codes, or an administrator will allow them access to the classrooms with appropriate identification. Center staff are required to check the driver's license of persons retrieving children and to verify their validity on the child's registration form. Not everyone knows all the parents, so please do not be offended when asked for identification, it is for the security of your children. Parents are required to accompany their child(ren) to their rooms in the morning and when picking them up from their rooms in the afternoon. Parent must sign their child(ren) in and out every day, at the front desk and in the classroom.

Each classroom has a system of written communication with parents. It is the parent's responsibility to check their child(ren)'s messages each day and to check for other written notices and communications. Daily Schedules and weekly lesson plans are posted in each room and parents will be provided an orientation to these schedules and lesson plans by the classroom staff.

## **HEALTH AND SAFETY**

**PENN CENTER PACE ENRICHMENT CENTER IS A NON-SMOKING FACILITY. SMOKING IS NOT ALLOWED ANYWHERE ON CENTER PROPERTY, INCLUDING INSIDE YOUR CAR.**

Our health policy is designed with both adults and children in mind. In many cases it is not in the best interest of anyone for a sick child to remain at the center. At the same time, we understand that it is difficult for a parent to miss work. While there is no entirely satisfactory solution, we will ask a parent to take his/her child home and keep him/her home if we feel he/she needs to see a doctor, is contagious, if there is a risk of illness to the group or if the child

requires prolonged individual staff attention which interferes with the safety and normal functioning of the group. Extreme misbehavior that requires prolonged staff attention will be dealt with in the same manner.

## **CRITERIA USED FOR SENDING A CHILD HOME**

1. Fever higher than one hundred degrees 2. Vomiting when accompanied by fever 3. Diarrhea (three or more loose stools) 4. Suspected contagious diseases such as: pink eye, impetigo, chicken pox, ringworm, head lice, hand foot mouth 5. Illness, which prevents participation in group activities 6. Extreme misbehavior that endangers the security of other children.

## **CRITERIA FOR ALLOWING A CHILD TO RETURN**

The child will be permitted to return to class when he/she is:

1. Fever free for 24 hours 2. Free of vomiting for 24 hours 3. Free of diarrhea for 24 hours 4. Medicated for 24-48 hours after the first dose, as prescribed not contagious by a doctor 5. Medicated for 24 hours for head lice and is nit free 6. Cleared by a doctor.

## **ADMINISTRATION OF MEDICATION**

The lead teacher or designee is responsible for keeping record and dispensing of medication. Prescribed medications may be administered if the label indicates the child's name, recommended dosage, and date of expiration. A parent authorization form is required for all medications. If a child requires frequent medication for a reoccurring chronic medical condition, the parent may obtain a doctor's note allowing the center to administer the medication as needed, this form is required to be updated annually.

Nonprescription medication, such as cough medicine, requires written doctor's orders and parental authorization. Instructions from the physician must appear on the orders received by the Center. Parents may sign a form giving permission to administer Tylenol or similar non-prescription medication in case of a fever above one hundred degrees if they are in route to pick up the child. This may reduce the risk of a seizure, which is often associated with extremely elevated temperatures.

All medication must be turned into the office for storage to be in a locked area as required by Departments of Social Services until needed for administration. Office personnel are responsible for providing medication to teachers at appropriate times. If your child is noticeably ill, please do not bring your child to school until a physician has seen them.

Help your child stay healthy and ready to learn. We hope your child does not have to miss being at the center due to an illness or disease. The best protection is prevention. You can help prevent many illnesses by making sure your child receives immunizations and by making sure your child washes his/her hands often. Upon arrival at the center, it is requested that you wash your child's hands. This will help reduce the spread of illness in the facility.

### **EMERGENCY MEDICAL PLAN**

If a child is seriously injured at Penn Center's PACE Enrichment Center, one teacher will administer first aid while another tries to contact parents. If a child must be transported to a hospital, a staff member must accompany the child while another remains at PACE and continues trying to contact parents. If the Director of Education is not present, he/she should also be contacted immediately. The child's entire file and medical record should accompany the staff member and child to the hospital.

#### **Procedure to be followed:**

1. Administer first aid
2. Contact parents
3. Secure medical attention and/or send (and accompany) child to the hospital unless advised otherwise by parent when contacted
4. Inform Director of Education or Executive Director
5. The Director of Education or Executive Director will inform D.S.S.

### **EMERGENCY CLOSINGS**

In the case that Penn Center's PACE Enrichment Center must close without notice, parents will be contacted to immediately return to the Center to pick up their child(ren). A member of the staff will remain on site until all children have been picked up.

In the case of inclement weather, please check Penn Center's Facebook page. It is the policy of Penn Center's PACE Enrichment Center to close whenever Beaufort County Schools are closed for weather related reasons.

### **DISCIPLINE and BEHAVIOR MANAGEMENT**

Discipline and guidelines are based on an understanding of the developmental needs of the child. Intervention must consider the individual child and the circumstances of the incident. What is effective in one set of circumstances may not be appropriate in another. While there is no one "correct" way to respond to misbehavior, the goal is to maximize the growth and development of the child while providing protection of the group and the individuals within it.

Techniques employed at Penn Center's PACE Enrichment Center are constructive and positive in nature. Discipline at Penn Center's PACE Enrichment Center strives to enable the child to solve his/her problems in socially acceptable ways and to foster the development of feelings of mutual respect of rights and feelings of others. In the event a child's emotional needs cannot be met by Penn Center's PACE Enrichment Center's Behavior Management Policy, the teacher will confer with the director of education and the child's parents to discuss additional intervention strategies. If a child consistently hurts himself or others and is found to have needs beyond the scope of Penn Center's PACE Enrichment Center, the child will be dismissed from the Center.

## **SEXUAL ABUSE AND MISCONDUCT POLICY/ GOOD TOUCH/BAD TOUCH**

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.

PACE prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. PACE provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. All childcare employees are mandated by law to report any suspicions of abuse and neglect and is protected by law. Those suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

We have implemented the Good Touch / Bad Touch which is a body-safety program that teaches our children a comfortable way to talk about an overly sensitive problem. Children are taught what abuse is, personal body-safety rules, who can help them and what to do if they are threatened or harmed.

The health and safety of our children is our main concern and for those reasons we have put into place guidelines that our staff must follow.

- a. Staff will never be alone with children
- b. Staff must complete Good/touch bad touch training
- c. Staff must document and report any suspicions of abuse and neglect immediately to site director and Director of Education.

## **TECHNIQUES FOR HANDLING VARIOUS DISCIPLINE SITUATIONS**

- \* Redirect the child to alternative situations.
- \* Make changes to the learning environment by redesigning, enriching or impoverishing it.
- \* Help the child see alternatives, make decisions, and develop problem-solving skills.
- \* Teach, model, and encourage appropriate behavior.
- \* Create simple, reasonable rules and work with other staff members to ensure consistency. \*
- Use logical consequences.
- \* Use behavior modification techniques.

## **DISCIPLINE TECHNIQUES FORBIDDEN BY THE CENTER**

- \* **No child shall receive corporal punishment, including spanking.**
- \* **No child shall be subjected to cruel treatment, humiliation, or verbal abuse.**
- ☒ **No child shall be threatened or denied food as a form of punishment.**
- ☒ **No child shall be punished for soiling or wetting of clothing or materials.**

All staff is obligated to follow the standards list above and will inform the director of education if they witness any behavior contrary to the policy from anyone present in the Center.

## **CLOTHING**

Each child will need at least one change of clothing (weather related), labeled with their name. The clothing should be left in the child's cubby for "emergencies." The child should be dressed comfortably for an active school day. Socks and nonskid, comfortable shoes such as tennis shoes or sneakers are a necessity. Sandals, flip-flops, dressy shoes, cowboy boots, etc. are not allowed at any time as they are unsafe when children are running, climbing, etc. Please remember that children are active and often are involved in "messy" artwork and outdoor activities. Although we try to keep children's clothing clean, it is not always possible. Please dress your child for play, as clothing may get soiled. Penn Center's PACE Enrichment Center will not replace lost, missing, or damaged clothing or toys.

**TOYS-** The Center provides ample toys and materials for children to share. Please do not send any toys to school, as the center will not be responsible.



**VISITING THE CENTER-** Parents are welcomed and encouraged to visit their children during the day. Please inform the classroom teacher of any planned visits to prepare the children for change.

**CHILD ABUSE-** Suspected cases of child abuse will be reported to the appropriate agency in accordance with state laws and licensing regulations.

### **ADMINISTRATIVE WITHDRAWAL**

The Center reserves the right to drop a child from enrollment for the following:

1. Failure to pay tuition. 2. Delinquency in payment of tuition for 1 week or more. 3. Inability of the Center to meet a child's needs. 4. Inability of a child to adjust to the Center. 5. Failure to abide by health policies and other center policies and procedures. 6. Failure of a parent to cooperate with the Center in addressing difficulties or concerns with the child's behavior or development. 7. Inability of parent to abide by Center policies, procedures, and operations. 8. Tardiness at pick-up time, following three (3) documented late pick-up occurrences.

NOTE: The Departments of Social Services will be contacted if the child is not picked up by 6:30 p.m. 9. Failures of parents receiving childcare subsidies to abide with subsidy regulations. 10. Displaying or creating situations that negatively affect the morale and well-being of the staff and/or children. 11. Providing false information to the Center. 12. Failure to supervise child(ren) before entering and after leaving the classroom(s). 13. Failure to keep Center informed of parent's whereabouts resulting in inability to reach parents in emergency situations. Departments of Social Services may be contacted to take over care of the child. 14. A child being in attendance for more than 10 hours daily.

### **CURRICULUM**

The Center utilizes the "Creative Curriculum" for all age groups. The Center also serves as a home away from home for the children and many routines that are followed at the Center are routines that are followed at home. Age-appropriate activities are designed for the following developmental areas:

**Physical   Cognitive   Creative Language   Social-emotional   Problem solving**

To serve your child/children best. Penn Center's PACE Enrichment Center uses two forms of educational and developmental assessments.

### **TRACKING CHILDREN**

Safety is one of our top priorities. Penn Center's Pace Enrichment Center has put into place a tracking sheet for each classroom. Tracking sheets are use throughout the day. The children are

tracked from the moment they enter the building, bathroom, playground, another classroom to the moment they depart on a tracking form that must be completed throughout the day.

## **TRANSPORTATION/FIELD TRIPS**

### **Transportation:**

Penn Center's PACE Enrichment Center does not contract transportation services for the daily transportation of children to and from the Center. Parents and/or guardians are responsible for their child's transportation to and from the Center. However, Penn Center's PACE Enrichment Center will use a school bus to transport children on field trips.

### **Field Trips:**

Parents will be notified at least a week in advance of the field trip. Notices will include departure time from the Center, arrival time back at the Center and the cost of the field trip. Written parental authorization for field trips is required by the Center. All children are encouraged to participate in all field trips as this is an important part of the learning experience. The Center will work with parents of physically or mentally disabled children regarding participation on field trips and any special accommodations necessary. A staff member or chaperone will sit next to a child(ren) with disabilities while on the field trip van to assist that child(ren) should there be an emergency or situation which requires evacuation or other such actions.

Staff will maintain a tracking log, first aid supplies, each child's emergency information and other needed items while on every field trip. Staff to child ratios as listed in the State licensing regulations will be maintained. Parents will be invited to chaperone. One staff member will be designated as the Trip Leader and will be responsible for taking attendance on the bus before leaving the Center, and before leaving the field trip location. The Trip Leader is also in charge of payment for admission, first aid of children and general organization of the trip. A second staff member will be designated "back-up" leader. In the event the Trip Leader is needed for an emergency, the back-up leader will take over the responsibilities for the rest of the group and be a second opinion for the Trip Leader when tough decisions need to be made.

Other staff members are responsible for the safety and protection of their assigned children on the trip. Staff and volunteers will have a list with the specific names of children for which they are responsible. Each Lead Teacher will have a master list of all the "attending" children from his/her class. Staff will frequently count the children in their group during the entire field trip. The van driver will do a sweep of the van or transportation vehicle to ensure all children have exited the van. Teachers will do a sweep of the van or transportation vehicle to ensure all children have exited the van and will do an attendance count outside the bus to be sure that everyone has been accounted for and that no one has been left behind.

For safety reasons, no nametags will be worn on field trips. Instead, each child and staff member will wear a Penn Center's PACE Enrichment Center Tee Shirt with the Center's name and telephone number. Children will never be left unattended on the van. Van and field trip rules will be reviewed with children before leaving on each trip. In the event of an accident, severe injury, or serious illness while on a field trip, the trip leader shall immediately contact 911, the child's parent or guardian, and finally, the Center Director. If the parent cannot be reached in one phone call, the teacher will ask the Center Director to continue to attempt to reach the parents, guardian, or emergency contact person. The illness or injury must be entered into the accident/injury logbook and if medical treatment was necessary, the incident reported to DSS by the Center Director/ Director of Education.

In the event of a minor injury or illness, the Trip Leader shall provide first aid and record the incident in the Center's logbook upon returning to the Center. The Trip Leader will also advise the Center Director and the child's parents of the incident.

## **Teaching Strategies Gold Assessment**

Teaching Strategies GOLD® is a seamless system for assessing children from birth through kindergarten. Extensive field tests have shown it to be both valid and reliable. Available online and in print, the system is used with our developmentally appropriate early childhood curriculum, Creative Curriculum. Grounded in 38 research-based objectives that include predictors of school success and are aligned with state early learning standards, Teaching Strategies GOLD® helps teachers focus on what matters most a child's success. It can be used to support all types of learners, including children with special needs and children with advanced knowledge and skills. Because Teaching Strategies GOLD® is a fully bilingual tool, it offers teachers support for assessing the dual-language learners in their classrooms who are learning English and Spanish. Authentic, ongoing observational assessment is critical to planning appropriate learning experiences and helping children thrive.

ASQ is a web-based version of the Ages & Stages Questionnaire, a child developmental screening tool designed to learn more about your child's development. The teachers and caregivers at Penn Center's PACE Enrichment Center will complete the Ages & Stages Questionnaire periodically throughout the school year based on their careful observations of children during the typical school day. The web-based version of the questionnaire is designed primarily to ease the burden of questionnaire completion and management through an automated process of identifying when a child is due for a completed questionnaire, providing

access to the appropriate questionnaire to staff and families, and automatically scoring completed questionnaires. This automation will allow the teachers and caregivers to focus more time on what matters most, using the information yielded to plan appropriate learning opportunities for the children in their classes.

South Carolina Early Learning Standards for children from birth to age five are the basis for all curricular activities. Penn Center's PACE Enrichment Center is passionate about our purpose of preparing children for success and these learning standards provide a road map for us to help your child build a foundation for success. The Board of Trustees has approved using these standards to provide a method of tracking a child's development beginning from their arrival at our Center, as early as six weeks, through their graduation into kindergarten. Teachers will incorporate standards into their daily lesson plans, providing opportunities for your child to grow and develop at their own pace. Daily Schedules and weekly lesson plans are posted in each room and parents will be provided an orientation to these schedules and lesson plans by the classroom staff.

Daily Schedules and weekly lesson plans are posted in each room and parents will be provided an orientation to these schedules and lesson plans by the classroom staff.

## **CENTER CALENDAR**

**Weekly fees are not discounted for holiday closures except for the week between Christmas & New Year. Penn Center's PACE Enrichment Center will be closed on the following holidays:**

- **New Year's Day (January 1)**
- **Martin Luther King Day (Third Monday of January)**
- **Good Friday**
- **Memorial Day (last Monday in May)**
- **Juneteenth**
- **Independence Day (July 4)**
- **Labor Day (first Monday in September)**
- **Veterans Day**
- **Thanksgiving Day (fourth Thursday in November) and following Friday**
- **The week between Christmas Eve and New Year's Day (varies)**
- **Staff Development days TBA**

**A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.**

**We Follow all emergency closing procedures of Beaufort County Schools.**

## **COMMUNICATING CONCERNS**

We expect parents must communicate any concerns and ask any questions to keep open lines of communication to benefit your child. We also believe it is important to communicate directly with the person most appropriate to address the issue or answer the question.

We ask all parents to begin with their classroom teacher, then move forward to the Director of Education or Executive Director. If the appropriate person is not immediately available, please leave a message and you will receive a return call within 24 hours.

All comments and suggestions are valued by our staff, and we appreciate your time to communicate with any member of The Penn Center's PACE Enrichment Center.

Your child(ren)'s teacher will schedule quarterly parent-teacher conferences to discuss your child(ren)'s progress. It's a time for you to ask questions and express concerns. This time is set aside from daily classroom activities to have an uninterrupted conversation about your child. Parent-Teacher conferences are mandatory. Parents are required to participate either by phone or face to face.

## **PARENT ACKNOWLEDGEMENT FORM**

The parent handbook describes valuable information about Penn Center's PACE Enrichment Center, and I understand that I should consult my child's classroom teacher or other staff member regarding any questions not answered in the handbook. I have chosen service provided by Penn Center's PACE Enrichment Center voluntarily and acknowledge that there is no specified length of commitment. Accordingly, either I or Penn Center's PACE Enrichment Center can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract for services. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

PARENT NAME (printed): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_