

PRECIOUS JEWELS PRIVATE SCHOOL
111 MARSHLAND LANE
GREER, SC 29650
License # 17751

CHILD DEVELOPMENT SERVICES POLICIES
AND PROCEDURES HANDBOOK

The goal of Precious Jewels Private School is to provide a safe, nurturing and educational environment for your child. We will provide age appropriate activities and learning experiences. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being seen as a shining example of what a quality childcare center should be.

DESCRIPTION OF PROGRAM

- Precious Jewels will maintain a learning environment which is safe and developmentally appropriate.
- There will be sufficient learning materials in each classroom appropriate for the age of the children.
- Provisions will be made for the special needs of the children.
- Lesson plans will be used.
- Parents may request conferences at any time to discuss the child's progress and any concerns.

- Staff members will work directly with parents to ease their child's adjustment to the center.

ADMISSION

- Children ages 6 weeks through 12 years will be accepted.
- Children will be accepted on a non discriminatory basis.
- All children must have a proper DHEC immunization form.

RULES AND REGULATIONS

- The center will be open from the hours of 6:15 am until 6:00 PM.
- Children must arrive by 8:30 am in order to receive breakfast.
- Parents must accompany child into the center daily and sign in and out on the tablet. This is to account for the presence of each child as they enter and exit the premises, enter or exit a vehicle, or to move about the center to a new location.
- Parents must have on file any persons that are authorized to pick up your child(ren).
- A two week notice should be given if you wish to withdraw your child from Precious Jewels.
- All doors except the kitchen door going to the playground are kept locked. Each family will be given a key fob to enter the building.
- Children will only be released to persons that have been designated on enrollment form.

- Please do not allow you child(ren) to bring personal belongings (toys, games, etc.) other than a change of clothes to the center unless it is share day. We ask that you bring in a change of clothes in case of accidents.
- Parents are invited to visit the center at any time during the day. Please stop by the office so someone can assist you in locating you child.
- Disciplinary procedures. (See Attachment B).
- Insurance coverage is provided to cover injuries.

FEES

- All fees are due in advance for the week attending. An account will not be permitted to become past due.
- If two checks fail to clear the bank you will be required to pay in cash thereafter.
- You will be charged a \$20.00 fee for checks returned for non sufficient funds.
- Your weekly tuition pays for your child's position in the designated classroom. Tuition is not based on attendance. Accounts will not be adjusted when you child misses a scheduled day.
- Students who are absent for the entire week will be charged 1/2 rate of your tuition in order to retain your child's position. If a child attends one day in a week, full tuition will be due.
- Precious Jewels will give two weeks of vacation to each student that has been in attendance for 12 months, (one year). You may take your child on vacation and your account will not be charged.
- Our center closes at 6:00 pm There is a \$5.00 per minute per child late fee after 6:00 pm. If late pick up becomes a problem you will be asked to pick up your child(ren) by 5:45pm.

HEALTH REQUIREMENTS

- A plan has been developed to evaluate the health of a child on a daily basis.

(See Attachment A).
- All staff is trained in CPR and First Aid.
- Parents will be asked to sign an authorization form allowing their children to receive emergency care away from the center if needed.
- If a child becomes ill, he/she will be sent home and not be able to return until he/she is free of illness. If the child requires the care of a doctor, a statement from the doctor will be needed before the child is readmitted. Children must be symptom free for 24 hours before returning to center.

- Covid 19 Isolation and Quarantine
- Current DHEC Guidelines state that any person with Covid 19 must quarantine for 5 days. They may return on day 6 if they are able to wear a mask for another 5 days. If they are unable to wear a mask they must quarantine for 5 more days.
- Children must be symptom free for 24 hours before returning to center.

Precious Jewels Private School Nutrition Policy

All meals shall be planned to meet the child's nutritional requirements according to the USDA Child Care Food Program Guidelines in proportion to the amount of time the child is in the center each day with no more than 4 hours between food services. Sugar sweetened beverages will not be served. Only 1% unflavored milk will be served for children 2 and above. Children ages 12-24 months will be served unflavored whole milk.

Please encourage your child to try new and different foods. "This institution is an equal opportunity provider".

Our center

- Prohibits using food as reward /punishment.
- Accommodates for individual allergic needs of children.
- Accommodates for special dietary requirements of children based on physical, religious or cultural beliefs.
- Teachers will provide planned/ informal opportunities to learn about healthy eating to children at least once a week.

- Teachers practice encouraging healthy eating.
- For Holiday and Birthday celebrations we encourage parents to bring in nutritious and healthy snacks according to USDA guidelines. We also encourage parents to donate books or come into our classroom and participate or lead a reading/cooking activity.
- We will provide information to families about child nutrition and infant feeding through Email, Newsletter, Bulletin board and Brightwheel.
- We are not conducting any fundraising events with food items.

PHYSICAL ACTIVITY

- There will be adequate outdoor play items and structured physical activities. Media (TV, Video and DVD) is restricted to children 3 years old and older.

7. DISCIPLINE (See Attachment B)

8. GRIEVANCES

Parents with any concerns, complaints, or criticisms should talk to the director.

9. HOLIDAYS THAT WILL BE OBSERVED (CENTER CLOSED)

- New Year's Eve: Closed
- New Year's Day: Closed
- Good Friday: Closed

- Memorial Day: Closed
- July 4th: Closed
- Labor Day: Closed
- Thanksgiving Day: Closed
- Day after Thanksgiving: Closed
- Christmas Eve: Closed
- Christmas Day: Closed

Additionally, if any holiday falls on a weekend, we will close on the Friday before or the Monday after. Be sure to check the information board at the office. Full tuition is due on holiday weeks.

MISCELLANEOUS

- Precious Jewels does not plan Birthday parties but we are available to help in any way if the parent wishes to plan a party for their child. If you do plan a party it should be an activity every child in the class can participate in.

Tracking of Children

We use the Brightwheel app to track the comings and goings of the children throughout the day.

ATTACHMENT A

HEALTH AND EMERGENCY PROCEDURES

Precious Jewels does not provide care for ill children. Ill is defined, but not limited to the following. Uncontrolled diarrhea, temperature of 101 degrees or higher, vomiting(2 or more episodes in 24 hours), pink eye, chicken pox, mouth sores with drooling, respiratory illness, any illness that is deemed contagious by a health professional, etc. This includes any condition that prevents a child from participating comfortably in the program or compromising the health and safety of other children in the program.

I

Plan for a child that becomes ill:

1. Assist the child immediately.
2. Isolate the child from the other children.
3. Contact the appropriate person in the order of priority appropriate to the nature of the illness.
 - A. Parent
 - B. Guardian
 - C. Relative
 - D. Physician
 - E. EMS

II

Good Health Practices will be taught and reinforced.

1. Examples of good health practices are:
 - A. Proper toileting
 - B. Proper hand washing
 - C. Resting
 - D. Nutrition
 - E. Exercise

III

All caregivers will be role models in setting examples of good health and safety practices.

IV

Precious Jewels will not administer any medication, prescription or non - prescription, to any child unless the following conditions have been met.

1. Written permission has been given by the appropriate parent/guardian by filling out the medication form.
2. The dosage has been supplied by the parent/guardian.
3. The medication is clearly labeled with the child's name and dosage.

V

Covid 19 Isolation and Quarantine

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Children must be symptom free for 24 hours before returning to center.

Precious Jewels Private School Transition Policy 2024

Children will only transition one time per year.

Internal Transition

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

External Transition

New children transitioning to our center. Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition to elementary school

Creating special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at school and arrive at our center off in a timely manner.

Precious Jewels Private School Emergency Evacuation Plan

In the event of an emergency that requires the children and staff of Precious Jewels to evacuate the building the following procedures will be followed.

1. One staff member will be designated to collect the emergency information for the children which is kept in a file in the office. File will be updated as new children are enrolled. A bag with diapers, empty bottles, formula and the emergency information file is kept on a hook in the office where it can be collected quickly.

2. In the event that we need to evacuate locally, the staff will transport by foot or by bus to the clubhouse in Chartwell Estates.

3. In the event that we need to evacuate out of the area, we will transport by bus and van to Pelham Batesville Fire Department at 1605 S Hwy 14 in Greer and begin contacting parents.

Each teacher will be responsible for gathering the children in their class and meeting at the bus area. Each teacher will be responsible for bringing their attendance roster with them.

The Director & Assistant Director will be responsible for assisting with infants and any other class that needs help.

All staff will attend an orientation for following this evacuation plan and sign a letter of understanding to be put in their file.