



Union United Methodist Church Day School

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Infants/Tots/Preschool & Kindergarten Learning Through Play

Tax ID: 57-6036527

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Dear Parents and Guardians,

Welcome to Union UMC Day School. We are excited that you and your child have become a part of the Union Day School family. We look forward to having the opportunity to nurture the growth and development of your child. We are God-focused, and family oriented so be on the look-out for opportunities to volunteer in the classrooms, attend family gatherings, and opportunities for spiritual growth. We will encourage your child spiritually, intellectually, physically, socially, and emotionally and will provide a safe, quality environment where your child will learn, grow, and develop by:

- **giving each child a stable, nurturing, and stimulating learning environment that is age appropriate,**
- **providing experiences that will promote growth and independence, social competence, and positive self-concept in each child, and**
- **offering opportunities for parent participation and involvement based on open communication.**

Please read each section of this handbook carefully. It contains information on our programs, guidelines with regard to regulatory agencies, and all of the policies and practices that we use at Union UMC Day School. Please sign and date the form found on the back page of the Handbook as an acknowledgement that you have read and understood our policies and practices and that you will abide by them. The form may be turned into the office or to your child's teacher.

We look forward to a working with your child and with you.

Sincerely,

**Helen Kline
Director**

Union United Methodist Day School

MISSION STATEMENT

In partnership with the congregation of Union United Methodist Church, the community and parent(s)/guardian(s) of our children, the mission of Union United Methodist Church Day School, is to enable all children to be in a secure, caring and nurturing Christian environment. This is accomplished by providing developmentally appropriate activities, challenging instructional programs characterized by innovative teaching, active learning, and anti-bias curriculum for all God's children.

PURPOSE

The purpose of Union Day School is to give children their first exposure to education and social development within a Christian environment; to make available to each child a wide variety of educational experiences to meet his/her individual needs at his/her own developmental level; and to socially guide the child to respect others while striving for personal excellence. In order to accomplish these goals, the essential element is an atmosphere in which to promote a strong Christian foundation on which to build a future. Union Day School is a ministry of Union United Methodist Church. We are thankful for the opportunity to extend our ministry through early childhood learning.

STATEMENT OF PHILOSOPHY

The intent of our program is to encourage and support the development of each child, and to provide opportunities for self-exploration and discovery within a Christian environment. An assumption of the program is that children are active and curious; it is our goal to provide learning experiences designed to stimulate the child's creative learning abilities. Since children learn through play, our curriculum is hands on play based.

The overall development (spiritual, social, emotional, cognitive, and physical) of the child is considered and planned for through a variety of activities. It is our objective to learn the needs of each child in our program and to plan for the successful fulfillment of those needs. Positive development of the child's image of self is of prime importance in the program and is a priority in all aspects of the program planning. It is our goal to work with the family in creating the best possible environment for the child while he/she is at school.

UNION DAY SCHOOL AIMS

Early Childhood Education is effective when it provides adequately for the unique educational needs of young children. Specifically, these needs center upon the spiritual, emotional, social, cognitive, and physical characteristics of young children.

Union Day School welcomes all children and does not discriminate because of race, religious, physical, or emotional differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the Director.

Spiritual Development

The Union Day School program will help your child(ren) to:

- Grow in his/her knowledge of God, His love and care; to find a way of expressing his/her love to God
- Strengthen his/her appreciation of God's creation
- Grow in his/her ability to communicate with God

Emotional Development

The Union Day School climate will provide a happy, realistic, interesting, and friendly environment for your child(ren). Efforts are made to:

- Help him/her accept guidance and authority
- Help him/her learn to experience away from home and family situations and learning
- Help him/her develop a sense of humor
- Help him/her discover and use socially acceptable behavior patterns
- Give him/her the opportunity to experience the joy and relaxation derived from self-expression and physical activity
- Help him/her develop a positive self-image

Social Development

The Union Day School provides classrooms in which democratic living is practiced. Efforts are made to help your child(ren):

- Understand his/her home and community
- Learn from the group
- Respect rules and understand the process of ordered social relationships
- Share and take turns
- Practice politeness, thoughtfulness, and orderliness
- Solve his/her own problems
- Respect the rights and property of others
- Achieve an understanding of the fact that people are alike, as well as, different

Cognitive Development

The Union Day School creates an environment that contributes to the cognitive development of your child to help your child(ren):

- Expand his/her perception of the world
- Express himself/herself orally
- Develop listening skills appropriate for differing activities
- Express his/her ideas clearly
- Express himself/herself through dramatic play
- Increase his/her vocabulary
- Enjoy books and poetry
- Learn many new songs, poems, and stories
- Follow instructions
- Increase his/her ability to plan and evaluate
- Develop perceptual discrimination, reasoning, and memory

Physical Development

The Union Day School creates an environment that is conducive to the physical development and well-being of your child to help your child(ren):

- Find acceptable outlets for tension and emotions
- Develop muscular control, coordination, and grace
- Enjoy being a participant in physical activities
- Develop a sense of rhythm
- Learn to care for his/her body and value physical health
- Learn and practice safety rules

Union Day School Policies



Air Quality

Air filtration and purification systems were installed in our HVAC and wall units to clean the air to reduce viruses including COVID 19 and other air borne contaminants. You can breathe easy knowing we take air quality seriously.

Asthma/Allergies

If your child suffers from asthma or allergies that require an inhaler or epi-pen, you must complete a medical release information form. You may request these forms from the Union Day School office. An epi-pen must be kept on campus at all times. It is the parent(s)/guardian(s) responsibility to make sure the epi-pen is up to date.

Attendance

A parent/guardian should notify Union Day School office and teacher by 9:00 a.m. whenever a child will not be attending on a scheduled day. A **Brightwheel** message, email, or phone call can be used. The Director should be notified if a child is ill, enabling our staff to track any illness which may occur at the school.



Birthdays/Holiday Parties

Parent(s)/Guardians(s) are invited to share in your child's birthday, if you wish, by coming to the class as arranged with the teacher. You may want to provide a special treat for the class. We ask that you **DO NOT** bring favors or goodies bags for the children. **DO NOT BRING BALLOONS.**

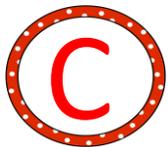
Parents are asked to send a wrapped book for our Birthday boxes. This gift should cost no more than \$5. Please send it in at the beginning of the school year so each child can receive a wrapped book on their birthday. Please label the gift "boy", "girl", or "either". For children with summer birthdays in our half day program, their birthdays will be celebrated at the end of the school year. No child is ever left out of a birthday celebration.

Union Day School policy states that teachers will not send any party invitations through the classroom or office. Families may donate a book to our school library in honor of their child on his/her birthday. We ask that you allow your child to help choose the hardback book. Your child may bring it to school on the day designated for his/her birthday party. It will remain in your child's classroom for his/her class to share. Your child's name will be placed in the book denoting that it was given to our library in honor of your child on his/her birthday.

We will have a Fall, Christmas, Valentine, and Easter party. At Open House the teachers will provide sign-up sheets for the needed party supplies. End of the Year activities will be determined by age level.

Breakfast

For Full Day **only**, parents/guardians may provide breakfast from home, if arriving prior to 8:00 a.m. All food should be sent ready to serve. Children who arrive after 8:00 a.m. should eat breakfast at home as classroom activities have begun.



Car Line Locations and Procedures

There are 3 separate carpool lines for our half day program.

One carpool line is for those children whose classes are housed in the Wesley Center/Gym (3's and 4's). It is located behind the Wesley Center Gym. Please park in the back of the Wesley Center. Form a line on the steps for morning drop off. For afternoon pickup, please have/show your carpool number while you are waiting on the steps/sidewalk. Your child will be brought to you. Parking spaces directly in front of the steps/sidewalk should be

reserved for pregnant mothers, grandparents (unable to walk up the steps) or those with young children in car seats. If you are in this group, please stand outside of your car and show your carpool number. Your child will come down the steps to you.

The next carpool line is for those children whose classes are housed in the Education Building (1's and 2's) and their siblings from the Wesley Center. For morning drop off, please form a line outside the Education Building and drop your child/children off at the door. A staff member will greet the child and take them to their classroom.

Siblings that go to the Wesley Center should be dropped off at the front Wesley Center door with the staff member. For afternoon pickup, please show your carpool number and a staff member will bring your child/children to you at the main door of each prospective building.

For children being dropped off or picked up at the Full Day School, parents should park in the circular drive outside the main Day School entrance. Children should be walked into the building at drop off by a parent/guardian and at pick up walked out of the building in the same manner.

Child Abuse and Neglect

The safety of each child is our primary concern. South Carolina is a mandated reporting state. We are bound by law to report any suspicions of child abuse or neglect.

Cleaning

Cleaning and sanitizing procedures are in place to minimize the risk of illness. We have daily, weekly, monthly, and yearly procedures. We have a cleaning company that comes in each night. We also use medical grade machines- Zono and Halosil- to routinely sterilize, sanitize, and disinfect the school including certain toys and materials. We also, as stated earlier, have the Air Filtration Systems that clear the air.

Communication

Our form of communication is through our **Brightwheel app**. This includes messages, SMS, emails, calendars, newsletters, a document hub, etc. We will also use phone calls and a school Facebook page to communicate. Daily sheets will be provided through the **Brightwheel app** for our full day infants and toddlers letting parents know when children were fed and changed throughout the day, along with any supply refills needed. Lesson plans will be posted for all classes as well.

Parents are encouraged to frequently talk to the teacher and/or director about their child's progress and well-being. Communication is extremely important to us. The teachers are available for face to face and or/phone conferences. Please call as you feel the need to share your concerns/feedback with us. A Parent/Teacher conference date will be held in November and again in May.

Confidentiality

The Director, Assistant Director and the Office Assistant are the only employees who will have access to the children's locked files. DSS, parent(s)/guardian(s) and law enforcement will not have access to files without administrative assistance. Staff members will only have discussion with parent(s)/guardian(s) about their own child(ren).

Curriculum

Our staff works hard to create an appropriate age level curriculum that is play based for their classroom. We believe in active learning incorporating songs, movement, and hands on materials/manipulatives. We use current SC State Standards and Lexington-Richland District 5 Standards as guidelines for skills teaching and assessment skills for each child.

We are a faith-based program and will use schoolwide monthly Bible verses along with Bible stories and activities. Prayers and blessings will be shared each day.

As a faith-based program we incorporate age-appropriate Bible stories in all classes. We love starting our day with Bible verses, lessons on Christian characteristics, songs/hymns, and Bible stories. We will use props or activities to ensure the lessons are engaging for the children. The props/activities will be available at choice/center time to extend the learning. We will have a school-wide Christian characteristic on the month which will be incorporated into the lesson plans.



Discipline Policy

Union Day School is committed to providing children and families with quality learning and care in a safe, loving environment. Union Day School uses a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. The following are guidelines for handling discipline:

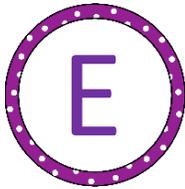
1. No corporal or physical punishment
2. No limits on behavioral expectations that are not developmentally appropriate
3. Use of consistency, fairness and patience
4. Use of encouragement for positive behavior
5. Use of logical consequences instead of punishment. Acceptable consequences are removing the child from one play area to another or limiting play privileges
6. A child's parent(s)/guardians(s) will be involved in the disciplinary process only when uncontrollable behavior and/or behavior that is potentially harmful to the child or others persists.

- **Children are supervised by sight as well as sound at all times.**

Union Day School is a faith-based program, so we use the Redemptive Discipline approach. Our goal is to provide a loving, fun, engaging and enriched environment. By doing so we have found that it fosters a kind, caring, and cooperative attitude for all. With that in mind, Redemptive Discipline incorporates layers of discipline that optimize the learning experience for all involved. The first layer is all on the staff. The Preventive Layer involves prayer, nurturing love, enriched environment, setting limits, clear directions and expectations, and finally transition activities. The Corrective Layer includes prayer, nurturing love, setting limits, redirection, and recognizing the needs of others. The Redemptive Layer involves seeking to not only change the behavior, but to recognize GOD's love and provision in softening and changing the heart. This layer includes prayer with or in front of the child, thoughtful questions, and nurturing love. We use questioning techniques that help the child build and use the social emotional skills needed to build lasting relationships, friendships and lifelong skills.

We have found that the use of the same three "rules" fits well into this program.

1. Be Kind
2. Be Safe
3. Be Helpful



Emergency Procedures

The Union Day School conducts earthquake, fire, and tornado drills. Fire drills are scheduled on a monthly basis. Earthquake and tornado drills are scheduled twice a year. In the event that an alarm is sounded while dropping off or picking up your child(ren) you will be required to stay with your child(ren) until all are accounted for. When the alarm is activated and the drill is in progress, children will proceed to the designated area. Emergency evacuation procedures are posted within each classroom and throughout the building.

Early Bunch

Early Bunch is an early morning (before school) extended care program for children enrolled in a three-, four-, or five-year-old class. During this time, your child will have play/activities supervised by our regular staff. Early Bunch begins at 7:30 a.m. and ends at 8:45 a.m. when children go to their regular classrooms. There will not be carpool drop-off for the Early Bunch. **Please enter through the back doors of the Wesley Center** and walk your child to the Early Bunch teacher anytime after 7:30 a.m. to sign them in. Early Bunch will meet in Room 9 of the Wesley Center.

YOUR CHILD SHOULD HAVE ALREADY EATEN BREAKFAST PRIOR TO THEIR ARRIVAL AT EARLY BUNCH OR SCHOOL.

A registration form must be filled out to have your child(ren) to be on the **regular/permanent** Early Bunch list. As

part of our regular/permanent list, your child will attend on the same days of the week each month and they must be in school on those days.

Early Bunch cost **\$25** per child for each day of the week enrolled for each month. The full month's fee for each day enrolled will be payable with the monthly tuition, for attendance September through May, regardless of the number of days attended. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

Early Bunch	Per Month
Monday	\$25.00
Monday and Tuesday	\$50.00
Monday, Tuesday, and Wednesday	\$75.00
Monday, Tuesday, Wednesday, and Thursday	\$100.00
Monday, Tuesday, Wednesday, Thursday, and Friday	\$125.00

Early Bunch drop-ins are accepted as space permits. Drop-in cost is \$10.00 per day. To reserve a drop-in space, please send message on the **Brightwheel app to administrators**, call the Union Day School office or leave a message on our voice mail. Once you have reserved a drop-in space, payment will be expected by that day for this reservation even if your child does not attend. Early Bunch will meet each regular school day.

Emergency Closings

If local schools are closed for a snow day or a natural disaster you should monitor local news channels for details. Also, Union Day School will send text messages regarding the closing. There may be times when Union Day School may have to close unexpectedly due to unforeseen emergencies such as power outages, phone outages, gas leaks, water issues and environmental hazards, etc. When notified to pick-up your child(ren), please do so in a timely manner.

Emergency Information

A staff member who is trained in First Aid and CPR will be present during school hours. The following medical release shall be signed and on file with the Center:

“I give permission to Union United Methodist Church Day School to make whatever emergency (i.e.: first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of the school. In case of a medical emergency, I understand that my child will be transported to the appropriate healthcare facility by the local emergency unit for treatment if the local emergency resource (police, EMS, first responders, etc.) deems it necessary. It is understood that in some medical situations the staff will need to contact the local emergency resource before the parent(s)/guardian(s), child's physician and/or other adult acting on the parent(s)/guardian(s) behalf.”

*** The Director/ Assistant Director/or their designee will travel with the child if transport is needed**

The emergency/medical consent form must be completed upon registration and filed with the school.

The resulting medical bill will be the responsibility of the parent(s)/guardian(s) of the child being treated.

It is the responsibility of the parent(s)/guardian(s) to notify the center in writing of any change in address and/or phone number for home, cell, business, and emergency contacts.

Employees

The Union Day School, as a faith-based school, recognizes that our employees are the most valuable asset in the school. We know that in order to provide quality and loving care to each student that taking care of our employees must be one of our highest goals. Our director, Helen Kline, is invested in Union's legacy of keeping our eyes focused on God and family and leading with love. She shares the phrase from Christian author Lysa TerKeurst: " We steer where we stare." Hebrews 12:2 teaches us to fix our eyes on JESUS. To set a spiritual tone for the day, GOD's word is shared with our teachers each morning before class. With that in mind, we have a schedule and calendar that takes care of the needs of our employees as well as providing time for thorough cleaning and maintenance of our facilities. For children to feel secure they need consistent people in their lives, and it is our goal to retain an excellent, caring, creative, and loving staff that children can bond with and joyfully look forward to seeing each weekday.

Enrichment

Union Day School Half Day program offers Enrichment classes for students attending our 4-year-old classes and our 5-year-old kindergarten class from 12:15 p.m. until 2:00 p.m. Enrichment is an extended care program where students can stay until 1:50 p.m. on selected days. They will bring their own lunch and drink and participate in a play and learning time that is a bit more structured than our Lunch Bunch program. Carpool pick-up in the back of the Wesley Center will begin at 1:50 p.m. and end at 2:00 p.m. Late pick-up fees will apply beginning at 2:00 p.m.

Enrichment cost are \$45 per month for each class. Each class will have a maximum of 18 students, but there must be a minimum of 10 students enrolled for a class to be held. Enrollment is on a first come, first served basis.

Enrichment	Per Month
Monday	\$45.00
Monday and Tuesday	\$90.00
Monday, Tuesday, and Wednesday	\$135.00

Union Day School Half Day Enrichment program classes are:

1. Math Manners and Mixing

Discovering math and science through classic literature is so much fun. We will be in the "laboratory" conducting experiments, play old fashion games, sort, graph, and count, in addition to using "please" and "thank you" along the way.

2. Passport to Fun

Grab your passport to experience cultures around the world. We will discover food, song, dance, and customs of other countries.

3. Nature Club

Grab your backpack to explore the great outdoors in this science based Nature Club. Lesson and hands-on activities will come from three books:

Backpack Explorer: One the Nature Trail: What Will You Find?

Backpack Explorer: Bird Watch: What Will You Find?

Backpack Explorer: Bug Hunt: What Will You Find?

Students may enroll in one or more classes offered in this program. A registration form must be filled out to have your child(ren) on the **regular/permanent** Enrichment list. Enrichment will be for the same class or classes each

month for the entire school year. Students must be in school on those days. Changes in days and/or drop-ins will NOT be available. Once enrolled, fees for these class or classes will be due on the first of the month regardless of the number of days attended per month for the entire school year. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

Enrichment cost **\$45** per month for each class. **Fees are payable with the monthly tuition, for attendance September through May**, regardless of the number of days attended. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

4. Amazing Athletes

Amazing Athletes uses sports as a catalyst to meet the needs of the whole child through non-competitive, learning-based fitness classes designed to advance each child's individual motor-skills and inspire future participation in physical activity. Children receive a health lesson about a specific fruit or vegetable of the day and learn its "superpower". They also learn muscle identification. The program covers 10 different sports through-out the school year, so your kiddos won't get bored. **Fees are \$45 per month and is paid online through Amazing Athletes.**

Three-year-olds will meet on Thursdays

Full Day Twos will meet on Thursdays

Four and Five- year-old will meet on Fridays

Since these classes will meet as our Enrichment Classes, the children participating will need to bring a bag lunch and drink on their class day. Pick up will be the same as the Enrichment Classes.



Field Trips

Due to concerns from the staff and parent(s)/guardian(s) field trips will no longer be part of our program. Outside programs will be scheduled to visit us.



Graduation

We will have a cap and gown graduation in May for our four-year-old classes and our kindergarten class.

Grievance Procedures for Parents of a Student

1. The parent(s)/guardian(s) shall consult with the teacher verbally concerning the issue or problem.
2. The parent(s)/guardian(s) shall consult with the teacher in writing concerning the issue or problem and send a copy to the director.
3. Failing to reach a settlement with the teacher, the parent(s)/guardian(s) shall set a conference with the director/assistant director.
4. Failing to reach a settlement in the conference with the director/assistant director, the parent(s)/guardian(s) shall submit a written statement of the situation to the preschool advisory committee requesting a review of the grievance. The preschool advisory committee will review the grievance and contact the parent(s)/guardian(s) with a report

We ask that all parties involved keep the matter confidential



Health Requirements

The health of the child is a combined responsibility of the parent(s)/guardian(s) and the school. Communicable childhood diseases are inevitable in the early school years. They can, however, be kept to a minimum if you will be on guard for the usual symptoms before sending your child to school. Further, **the school should be notified promptly whenever your child is exposed to a communicable disease.** A child showing illness (fever, vomiting, diarrhea, etc.) will be promptly isolated from the other children. You will be called and expected to come for your child as soon as possible.

COVID-19: If a child, family member or employee is confirmed with Covid-19, the school will contact DHEC and DSS. Their recommended protocols will be followed.

If you were exposed to COVID-19 and are NOT up to date on COVID-19 vaccinations:

1. Quarantine for at least 5 days
2. Stay home
3. Stay home and quarantine for at least 5 full days.
4. Wear a well-fitting mask if you must be around others in your home.
5. Do not travel.
6. Get tested
7. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

After quarantine:

1. Watch for symptoms
2. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
3. Avoid travel
4. It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms:

1. Isolate immediately and get tested.
2. Continue to stay home until you know the results.
3. Wear a well-fitting mask around others.
4. Take precautions until day 10
 - a. Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public.
 - b. Do not go to places where you are unable to wear a well-fitting mask.
 - c. If you must travel during days 6-10, take precautions.
 - d. Avoid being around people who are more likely to get very sick from COVID-19.

If you were exposed to COVID-19 and are up to date on COVID-19 vaccinations

1. No quarantine
2. You do not need to stay home unless you develop symptoms.
3. Get tested
4. Watch for symptoms
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms:

1. Isolate immediately
2. Get tested.
3. Continue to stay home until you know the results.
4. Wear a well-fitting mask around others.
5. Take precautions until day 10
 - a. Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public.
 - b. Do not go to places where you are unable to wear a well-fitting mask.
 - c. If you must travel during days 6-10, take precautions.
 - d. Avoid being around people who are more likely to get very sick from COVID-19.

If you were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days:

1. No quarantine
2. You do not need to stay home unless you develop symptoms.
3. Watch for symptoms
4. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms:

1. Isolate immediately
2. Get tested.
3. Continue to stay home until you know the results.
4. Wear a well-fitting mask around others.

5. Take precautions until day 10

- a. Wear a well-fitting mask
- b. Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public.
- c. Do not go to places where you are unable to wear a well-fitting mask.
- d. Take precautions if traveling
- e. Avoid being around people who are more likely to get very sick from COVID-19.

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days. End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

End isolation after at least 5 full days after your positive test. If you got very sick from COVID-19 or have a weakened immune system, you should isolate for at least 10 days. Consult your doctor before ending isolation. Take precautions until day 10.

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

A close contact is someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

We ask that you be extra cautious and when in doubt keep your child home.

Criteria for Students Remaining at Home Due to Illness

1. Communicable or contagious disease
2. Sore throat or swollen glands accompanied by fever
3. Undiagnosed rash or skin eruptions
4. Earache accompanied by fever
5. Undiagnosed red eyes or drainage from eyes
6. Fever of 100 degrees or above
7. Vomiting or diarrhea within the past 24 hours
8. Untreated head lice or scabies

If a child is excluded for any of the above reasons, the following conditions must be met for the child to return to the program:

- The child must be free from fever, vomiting and diarrhea (without symptoms) for a full 24-hour period time, without medication, or have been seen by a practicing physician and have been cleared to return.
- Any child prescribed antibiotics for a current bacterial infection must take the prescribed medication for a full 24-hour course before returning.
- The child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless:
 1. a practicing physician/health care provider signs a note stating the condition is no longer contagious, and
 2. the involved area(s) can be completely covered by a bandage without evidence of drainage.
- A child excluded because of lice, scabies or other infestations may return to the program 24 hours after treatment has begun. The child must be accompanied to the office of the Director or the Assistant Director by a parent/guardian. Once the child has been determined to be nit free then he/she may return to the program
- In any instance where a child has had a contagious illness a physician's note stating the child is no longer contagious is required prior to readmission.

Hours of Operation

The hours for the Half Day program will be from 8:45 a.m. until 11:45 a.m. You must pick up your child by 12:00 p.m. A late fee of \$1 per minute is charged and should be paid to the teacher who kept the student. This policy also applies to kindergarten pick up at 12:15 p.m. and Lunch Bunch and Enrichment pick up at 1:50 p.m. You must pick up your child by 2:00 p.m. at the latest for Lunch Bunch or Enrichment.

Early hours for Half-Day are in the Early Bunch Program. The Early Bunch hours are 7:30 a.m. The regular/permanent attendees must have a registration form on file, pay the \$25 per day of the week each month with the monthly tuition fees.

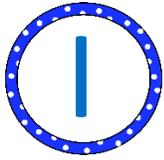
The hours of operation for the Full Day program are 7:30 a.m. to 6:00 p.m. You must pick up your child by 6:00 p.m. A late fee of \$1 per minute is charged and should be paid to the teacher who kept the student.

Hygiene

Employees are trained in proper procedures for changing wet and soiled diapers or clothing. If a child's clothes need to be changed for any reason (restroom accident, spilled liquid, extremely wet or dirty from the playground, etc.), the clothing will be placed in a plastic bag and sent home. Please insure a change of clothing is provided daily for your child, including, pants, shirt, shoes, socks, and underclothing. For those children who are not fully potty trained you may consider multiple sets of clothing.

Employees are required by DSS to complete Blood Borne Pathogens training on a yearly basis. Staff and children

practice healthy handwashing habits and are encouraged to wash their hands frequently and properly. We ask that parents and children use the hand sanitizer located at the entrances of each building. All age-appropriate children are instructed to wash their hands or to use hand sanitizer upon entering the classroom.

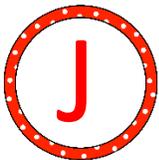


Immunization

All children enrolled in the Union Day School Programs are required by DSS to present a “Certificate of Immunization.” The certificate must be on file with the Director within one month of your start date and be kept up to date throughout the school year. These records are obtainable only from a doctor, military clinic, or local Health Department and may be faxed to Union Day School at 803-732-6945. Five-year-old preschool children are required by law to receive a 2nd dose of the measles shot (MMR). **These forms must be on a South Carolina certificate** and religious exemptions are not accepted per the Methodist Church Discipline. A confidential file for each student will be located in the director’s office.

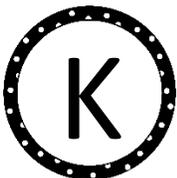
Insurance Regulations

Because of our insurance regulations, children not currently enrolled cannot be allowed to attend class with their friends or relatives. We have a certificate of liability insurance.



Joyfully

Joyfully the Union Day School is designed to serve you, your family, and especially your child(ren). We are excited and thankful for this opportunity to be entrusted with your little bundle(s) of joy!



Kindness

Students are expected to treat all members of the Union Day School with kindness and respect.



The Union Day School does not provide lunch.

The Union Day School Half Day program does not provide lunch but does offer a Lunch Bunch extended program. This includes children bringing their lunch in a lunchbox clearly labeled including a drink, staying until 2:00 p.m., and involves an added monthly fee. See the Lunch Bunch section.

The Union Day School Full Day program does not provide lunch so each child will need bring their own lunchbox daily. We have found that in this way parent(s)/guardian(s) can send a meal that meets their child's individual needs/preferences and allowing staff and children to enjoy the social experience and conversation. The lunchbox should be clearly with the child's name. The drink should also be labeled. The use of an insulated lunch box with an ice pack enclosed is recommended if the items are required to be kept cold. Please make sure that **all** items that are not disposable have clear labels with your child's full name on them.

Parents/guardians are responsible for checking the expiration dates on all food items prior to sending them to school. Parents are responsible for sending in foods that are age appropriate for their child, including cutting the food into pieces that their child can safely chew and swallow, required for children four and under. (ex. Grapes and hot dogs should be cut into quarters).

If a parent/guardian forgets or fails to provide lunch for their child the Day School will provide cheese, crackers and fruit for the child. The fee of \$5 will be added to the parent(s)/guardian(s) account for each meal the Day School provides.

Lunch Bunch

The Union Day School Half Day program provides **Lunch Bunch**. Lunch Bunch is an extended care program on selected days for children enrolled in our three, four, and five-year-old classes. Children attending Lunch Bunch will bring their own lunch and drink and play indoors and outdoors (weather permitting) with children from their regular class as well as children from other classes. Our regular staff will supervise them. A registration form must be filled out to have your child(ren) to be on the **regular/permanent** Early Bunch list. As part of our regular/permanent list, your child will attend on the same days of the week each month and they must be in school on those days.

Lunch Bunch	Per Month
Monday	\$35.00
Monday and Tuesday	\$70.00
Monday, Tuesday, and Wednesday	\$105.00
Monday, Tuesday, Wednesday, and Thursday	\$140.00
Monday, Tuesday, Wednesday, Thursday, and Friday	\$175.00

Lunch Bunch drop-ins are accepted as space permits. Drop-in cost is \$15.00 per day. To reserve a drop-in space, please send message on the **Brightwheel app to administrators**, call the Union Day School office or leave a message on our voice mail. Once you have reserved a drop-in space, payment will be expected by that day for this reservation even if your child does not attend. Lunch Bunch will meet each regular school day.



Medication

- We are only authorized to administer prescribed medication such as epi pen
- Never send medication with a child. All medications must be brought in by a parent/guardian and left with the Director/Assistant Director
- DSS regulations require written, signed and dated parent/guardian consent prior to the administration of any prescription medication.
- Medication must have the child's first and last name written on the bottle and in it's original bottle/container with a safety cap in place.
- Medication must be stored in a locked container. If refrigeration is required, it must be in a locked container inside the refrigerator.
- Medication will be administered as is prescribed by the physician. No liberties will be taken to step outside of the prescribed physician's orders.
- Parent(s)/guardian(s) must sign a Medical Consent Form on file in order for the Day School to administer medication.
- Medication will be administered by the Day School Director, Assistant Director or the child's Teacher.
- If for any reason a child receives medication not prescribed for him/her the parent(s)/guardian(s) will be notified immediately.



Nap/Rest Time

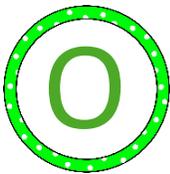
All children in the Union Day School Full Day Classes will take a nap/rest for a portion of the day.

Your child will need the following:

- A threefold rest mat- DSS requires that every child rest on a waterproof surface. These can be purchased at local store such as Wal-Mart, Target, or Educational Wonderland. Mats must be labeled with your child's

name and remain at the school during the year. The mats are sanitized by teachers daily after nap/rest time. DSS mandates that all mats be free of tears and holes (no matter how small!). We will alert you if a replacement mat is needed during the year.

- A small backpack for nap supplies labeled with your child's name on it.
- A small pillow and blanket- Children will be allowed to keep a blanket and pillow in their cubbies and the items must be able to fit into the small backpack easily. These nap items will stay in your child's cubby throughout the week and sent home on Fridays to be washed. Please remember to bring them back on Monday morning.
- Sleeping bags, large pillows, and large blankets are not permitted.
- Security Item- Some children have special items they need to fall asleep, such as a stuffed animal, a special "blankie," or even a pacifier for the youngest ones. These items will need to be sent daily with your child. This should be a "non-toy" item that is not electronic.
- Children should not be picked up during naptime. Please choose either to pick up before or after naptime for any appointments. If you will be picking up your child before or after naptime the school office and teacher must have at least a 30-minute prior notification.
- Children in our Three-Year-Old class should not bring a pacifier to school. If your Two-Year-Old still needs a pacifier, please be aware that it must be placed in his/her backpack upon arrival. It will be given to him/her at naptime only.
- The Union Day School provides bedsheets for cribs in the infant classroom.
- The Union Day School keeps mats on hand that can be purchased for \$15.00 through the office



OSHA and DSS Guidelines

Requires no rinsing out of soiled clothing or sleep items. Employees are trained in proper procedures for changing wet and soiled diapers or clothing. If a child's clothes need to be changed for any reason (restroom accident, spilled liquid, extremely wet or dirty from the playground, etc.), the clothing will be placed in a plastic bag and sent home. Please ensure a change of clothing is provided daily for your child, including, pants, shirt, shoes, socks, and underclothing. For those children who are starting potty training you may consider multiple sets of clothing.

If nap items are soiled due to accidents, the teacher will send the items home for cleaning. It will need to be returned the next day.

The Director, Assistant Director and the Office Manager are the only employees who will have access to the children's locked files. DSS, parent(s)/guardian(s) and law enforcement will not have access to files without administrative assistance. Staff members will only have discussion with parent(s)/guardian(s) about their own child(ren).



Parent Participation

Parent participation is welcomed at Union Day School! The following are just a few suggestions of ways parents can be involved in activities:

- Aid in classroom activities
- Send in snack for the classroom which are store bought in original packaging
- Assist with parties and activities
- Help on a workday

Parents are always welcomed and invited to any of our special events at school.

Personal Belongings

Please label your child's clothing especially coats. Children should dress comfortably and suitable for play. Please always remember Union Day School is an early learning program and your child will be painting! We also ask that you protect your child's feet by sending in tennis shoes and socks.

Union Day School believes the best way to send in the child's extra clothes is to send them in a large, labeled zip-lock bag. The items clothes, socks, undergarments, shoes should also be labeled. The shoes may be put into a separate zip-lock bag.

Please do not send toys, guns, or anything of value. We cannot be responsible for these items.

Pickup Authorization

Your child can only be released to those persons designated by written request or those on your emergency pick up card. A parent may pick up their child unless we have a court order stating otherwise. If any person picking up a child seems impaired or intoxicated, they will not be allowed to leave the premise with the child. If unable to locate a parent/relative after one hour the local police will be notified. Children should bring a note to school when there are special instructions for the teacher. It is mandatory that a written note be received when there is a change in transportation/pick up. This is for your child's safety.



Quality

The Union Day School has a long history and a legacy of excellence in teaching, caring, and loving children and their families. We want to maintain this great foundation. We focus on attracting and retaining quality teachers and staff. We appreciate your help in this endeavor and welcome referrals from parent(s)/guardian(s) for consideration of employment.

Questions

Union Day School is here to serve you, your family, and especially your child. Please feel free to email the director, assistant director or your child's teacher with any questions that arise after reading this material or as the year progresses.



Receipts/Returned Check (NSF) Charge

Routine receipts will be issued for cash and money order payments only. For payments made by check, your cancelled check will serve as your receipt. If your employer's payroll plan allows you to receive a pre-tax deduction for your childcare expenses, **Brightwheel app/Brightwheel online** will provide this, and we will be happy to provide you with a receipt with our tax ID number at your request. If this is required monthly please attach a note to your payment each month use the **Brightwheel app/Brightwheel online** or send an email request to helen@unionirmo.org or angela@unionirmo.org. We will be happy to email it to you. If you need a printed copy, please let us know and we will place it in your child's folder generally within 1-2 days. If your employer provides a specific form for this, we will be happy to complete any necessary payment information, sign it and place it in your child's folder, generally within 1-2 days.

There is a \$25 charge for returned checks. If more than two (2) are received, further payments will be on a cash only basis.

Registration

In house registration for the next school year will be held on the last week of February prior to the start of school year. This registration time is for current parents and members of Union United Methodist Church. The first week in March, registration will be open to the public. The registration fee is paid at the time of registering and is non-refundable. Registration will be done with a paper version and using the **Brightwheel app/Brightwheel online**.



Safety Protocols

The Union Day School will contact parents via group text, email, and classroom Instagram of emergency evacuations providing the location of child pick-up.

Security

The Union Day School remains locked throughout the day. Please use the main doors to enter the three buildings. Caution should be used to not allow others, especially those unknown to you, to enter or exit the Day School. This includes holding the door for others who are entering and propping open any exit doors so you can reenter. Other parents need to punch in their code anyway, and visitors should ring the bell. All visitors must check in with the Day School office. Please be aware security cameras are in use.

Sign-In and Sign-Out

A parent/guardian or their designee may pick-up a child in the Union Day School programs by:

1. First, through our carlines where every student is assigned a carpool number and we match the number the parent brings to the designated area with the child's number.
2. Secondly, if you walk in o pick-up a child, please come into the appropriate Day School Office area and please have your driver's license so we can check to make sure you are on the pick-up authorization card.
3. For the safety of your child(ren), we have installed a security system on the entrance doors. Each parent will be given an access code so that they can enter the building during school hours. This system will be deactivated during carpool and you will not be allowed to enter the buildings until carpool is finished. Please sign-out your child(ren) if you pick up early. The sign-out sheet is located by the at the School Offices. Visitors are to check with the Director or Assistant Director as they enter a building. All parents/guardians and visitors are required to wear name tags while on the premises for an extended period of time.

Snacks

The Union Day School Half Day program does provide a morning snack for each class.

The Union Day School Full Day program will have a morning and afternoon snack time. For reasons of allergies and children's personal preferences the children will bring their own snacks in their lunchboxes.

Show and Tell

Each teacher may set Show and Tell according to her classroom schedule. Make this a learning experience for all by carefully and thoughtfully choosing an item that corresponds with the weekly or monthly unit of study. You will receive a monthly calendar from your child's teacher which will aid you in this selection process. We ask you to refrain from allowing your child to randomly grab a toy or article as he/she is going out of the house on Show and Tell day. Show and Tell can be a meaningful experience with proper forethought.

Solicitation/Endorsements

The Union Day School will not allow any solicitations, or endorsements through the school program.

Supplies

Infants

- Diapers and wipes
- Several bibs and burp cloths
- 2-3 complete changes of clothing for the appropriate season, including socks
- Several seasonal blankets no thicker than a receiving blanket (blankets will not be used in cribs)
- Sweater or sweatshirt and hat
- All food, drink and utensils required to serve food
- Comfort items such as a pacifier
- All items need to be labeled with child's first and last name

Toddlers/One- and Two-Year Olds

- A small backpack sent daily plus the weekly small nap backpack
- Diapers and wipes or extra underwear
- Training underwear ups if potty training has begun or is completed
- Bibs
- 2-3 sets of complete change of clothing for the appropriate season, including socks
- Sweater or sweatshirt and hat
- All food, drink and utensils required to serve food
- Nap mat and 2 King Sized Pillowcases

- A comfort item for nap/rest time
- All items need to be labeled with the child's first and last name



Toilet Training

Children must be toilet trained prior to entrance to all classes for Three-year-olds and older. "Pull-ups" are defined as diapers and therefore, not allowed in classes for 3-5-year-olds.

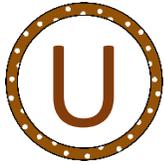
Tracking

When students arrive, attendance is taken with a class roll. When leaving the classroom, students are checked off as they leave and when they arrive at their destination. Tracking sheets are done for each class. Each student's name is listed and checked off during every transition with a face to name recognition. The **Brightwheel app** will be used by parents and teachers for this, also. QR codes will be onsite for parents to use. Along with the child check-in on the Brightwheel app will be 3 health questions about the child.

Tuition

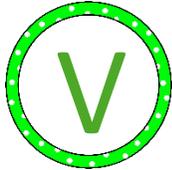
We are frequently asked whether tuition is prorated during months with holiday break and other school closings. Monthly tuition is the same each month; holidays and other closings are figured into the cost of tuition and averaged out over the course of the year so that tuition is the same each month. A full month's tuition is due and payable of the 1st of the month. Full Day school on August 1st and Half Day School September through May, regardless of the number of days attended during the month. If your child is absent during the payment period, please mail your check. A late fee of \$2 per day after the 5th will be charged. If your account has a balance at the end of the month, your child will not be able to attend until the account has been paid in full or arrangements for payments have been made with the director. We will offer automatic withdrawal out of you account for your convenience. Account forms are available online and in the Day School Offices. When mailing payments or making payments, please put your child(ren) name(s) on the check, as well as the month of the payment. When a child is enrolled, tuition is payable until the notified by the parent that the child(ren) will be withdrawn.

Tuition for Four and Five-Year-Old Classes: All four and five-year-old classes enrolling are required to pay one month's advance tuition by June 1st. This payment will be credited to the September account and is not refundable should your child withdraw. Your child(ren)'s place cannot be held unless regular monthly payments are made. This includes the last month of kindergarten as well.



Umbrellas

For safety reasons, Union Day School does not allow children to bring umbrellas.



Visitors

Visitors and Volunteers must sign in by the Director's office. A visitor name tag must be worn.



Weather

Union Day School Half Day program will follow Lexington District 5's closing due to weather. If Lexington District 5 has a late starting time due to weather, Union Day School Half Day program will be cancelled for the day. During thunderstorms or heavy rain, our carpool will not take place. **Please no umbrellas!** **For the safety of your child(ren), the director reserves the right to make decisions regarding school closing when threatening weather arises. Union Day School Half Day program does not make up days lost due to weather.**

Union Day School Full Day program will contact parent(s)/guardian(s) via text and email if a weather day occurs. If a delayed start is needed, Union Day School Full Day program may use that option.

Withdrawal

Withdrawal for a student must be with a 30 day advance notification to the **administrators** in writing.



X-tra

Extra hugs, laughs, and smiles are always given!



You

You as a parent/guardian are your child(ren)'s first teacher. We are excited to join you on this journey. Together, as a team, we can provide your child a firm foundation for learning and growing.



ZZZ

Make sure your child gets plenty of rest. A consistent scheduled bedtime is a wonderful gift you can give to your child(ren).