

Little Folks of Fourth Presbyterian Church



2026-2027 Parent Handbook

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“Train up a child in the way he should go and when he is old, he will not depart from it.”

Proverbs 22:6

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PHILOSOPHY

The first years of life are of primary importance for a child's later development. Through interaction with parents and other care givers, the child develops feelings of self-worth, trust, and independence which lead to becoming a confident, secure adult.

We at Little Folks of Fourth believe that each child is a precious child of God, a unique individual who grows and learns at his or her own pace. We provide a loving, nurturing environment based on Christian principles and values. We seek to help children grow with a sense of respect for individuals and the world around them, as well as knowledge of their responsibility in the world.

To develop their feelings of self-worth, respect, and responsibilities we offer a variety of teacher-directed activities to help with their social, physical, language, and cognitive skills.

MISSION STATEMENT

Little Folks of Fourth is a Child Development Program for the benefit of children and their parents or custodians.

Our program goals are:

1. To provide parents/custodians with a secure and positive source of childcare.
2. To maintain the opportunity for every single participant, child and parent, to experience a loving, nurturing experience based on Christian principles and values.
3. To foster in each child a sense of independence, compassion, confidence, trust, and responsible behavior through a variety of teacher-directed activities.
4. To seek opportunities to serve disadvantaged children.
5. To maintain high standards of childcare according to professional standards and Christian values.

Dear Parents,

Welcome to Little Folks Child Development Center of Fourth Presbyterian Church. I am so glad you are a part of our family! Little Folks of Fourth is licensed with the Department of Social Service (DSS 17670) and is recognized by the state as an Advocate for Better Childcare (ABC) Quality program.

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All our classes have multi-age groups. We do not necessarily use birthdays as a criterion for moving children up to the next room but go by developmental stage of the individual child. Children move up in classes throughout the year as maturity occurs and there are openings in the next class.

The things I want the children to learn while they're with us are a self-confidence in their abilities, independence and self-sufficiency, abilities to solve problems, a joy of learning, curiosity and creativity, the ability to get along with other children, and a love of books. This is created in a loving and caring environment where we are demonstrating God's love.

Along the way, the children also learn their colors, shapes, letters, and numbers. The teachers deliberately include opportunities in their daily planning for the children to grow in their reading, math, science and thinking skills. The children will all learn facts and information when they are developmentally ready. It is their love of learning, teamed with their social skills, and the ability to think for themselves, that will have the greatest impact on their futures.

If you ever have any questions or concerns, please feel free to talk to the teachers or myself about them. It is through our joint efforts, and with your constant input, that our program will continue to improve and make it the very best environment for our children to grow.

Thank you for entrusting us with your precious children!

Shannon Cain

Director

FOURTH PRESBYTERIAN CHURCH

FOURTH PRESBYTERIAN CHURCH

Statement of Values

As a community gathered in the name of the Triune God, we strive to be:

A Worshiping People: We worship the God of grace revealed in Jesus Christ. Inspired and guided by the Holy Spirit, we orient our lives toward God through song, prayer, hearing and interpreting the scriptures of the Old and New Testaments, celebrating the sacraments of Baptism and the Lord's Supper, and committing our whole selves to lives that respond to God's grace. Our worship keeps us grounded in faith, growing in love, and steadfast in hope.

Reformed and Reforming: We are dedicated to becoming the church Christ calls us to be in this time and place; we strive to be biblically-grounded, intellectually honest, rooted in the Reformed theological tradition while being enriched by the voices of other faith traditions. We pass on our faith from generation to generation in ways that challenge and encourage all members toward maturity in Christ and the discernment of God's will for all of life.

Spiritually Open: We believe God's Spirit is at work in and among us; we seek to open ourselves to the leading of the Spirit, who inspires, comforts, confronts, challenges, encourages, and strengthens us to become the people God calls us to be. We trust the One who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine (Ephesians 3:20).

Diverse and Inclusive: We affirm and invite the full belonging of people of all races, ethnicities, cultures, ages, sexual orientations, gender identities, abilities, educational attainment, and socioeconomic status in this faith community, promoting the equitable participation of all in the life of this congregation, including worship, sacraments, membership, ordination, marriage, teaching, preaching, fellowship, committees, leadership, and employment.

Compassionate: We care for one another in prayerful and practical ways, offering kindness and support to each other when we suffer from illness, bereavement, loss, grief, and life transitions. We rejoice with those who rejoice, and suffer with those who suffer. We bear one another's burdens and so fulfill the law of Christ (Galatians 6:2).

Engaged in God's mission: We answer Christ's call to live as faithful stewards of all God has entrusted to us, to do justice, alleviate suffering, care for creation, work for reconciliation, promote peace, and bear active witness to God's love for the world; we participate in local, regional, statewide, and global efforts to seek just and equitable policies and practices that promote the common good and honor the image of God in all people.

For more information visit: <https://www.fourthpres.com/about>

2026-2027 SCHOOL CALENDAR

August 12th:	First Day of School (2026-2027 School Year)
September 7th:	CLOSED
October 16th:	CLOSED
November 2nd & 3rd:	CLOSED
November 25-27 th :	CLOSED
December 18th - January 4th:	CLOSED
January 18th:	CLOSED
February 15th:	CLOSED
March 12 th :	CLOSED
March 22nd - 29th:	CLOSED- Spring Break
April 16th:	CLOSED
May 15th:	Last Day of 2025-2026 School Year
May 18th - May 25th:	CLOSED- Prep for Summer Session
May 25th:	Last Say of the 26/27 School Year
May 26 th - June 1 st :	CLOSED
June 2 nd :	First day of Summer 2027
July 2 nd & 5 th :	CLOSED
July 23 rd :	Last day of Summer 2027 Session
July 26 th -Aug 11 th :	CLOSED
August 12th:	First Day of School (2027-2028 School Year)*Subject to Change

Revised August 2026

Policies and Program:

Little Folks of Fourth's program serves children ages 4 months to 5 years old. Our regular operating hours are from 9:00am-1:00pm, with early stay from 8:00am-9:00am and late stay from 1:00pm–2:00pm for an additional fee.

Registration:

A \$250.00 registration fee for the first child and \$200.00 for each additional child is to be paid at the time that the child is registered each year. This fee covers registration and materials for the August-May school year. The Summer Program has a separate registration fee of \$75.00. There is an application fee of \$25.00 to be placed on the waitlist, which may be applied to the registration fee. These fees are all NON-REFUNDABLE. Children of all abilities are accepted into LFF and families interested in having their child attend the program will be given an equal opportunity for admission. Enrollment will occur in the following order:

1. Existing families
2. If there is no wait list, first come first serve, but if two people put in a request at the same time, a church member gets priority.
3. If there is a waitlist, Church Members on the Waitlist get moved to the top of the list in the order in which they applied for the waitlist
4. After church members on waitlist are reached, then wait list is moved through in order of application.

Tuition and Billing:

Tuition is \$33 per day per child. Payment is expected even if your child cannot attend due to illness, vacations, etc. Your tuition is calculated at a monthly rate, taking into consideration the number of days your child is registered for the school year, the number of days we are open and a \$33 daily rate (i.e. 162 days x \$33.00 daily rate / 10 months =\$534.60/month). Payments are due by the 10th of each month. If payment is not received by the fifteenth day of the month a \$25.00 late fee will be added. Payments can be made by cash/check or can be paid online through Brightwheel (additional processing fees may apply if paying online). **If you plan to pay by check/cash, payment must be given to director by the morning of the 10th.**

Withdrawal Policy:

Students may withdraw at any time during the school year. Written notice of withdrawal must be provided thirty days in advance of a child's withdrawal from LFF. Tuition will not be prorated if a child withdraws from the program in the middle of the month (i.e. if July 10th is the

last day of attending the program, you will be billed through the end of July.)

Scholarship Fund

The LFF Scholarship Fund was created to assist both current families and new families. Families requesting assistance from the scholarship fund must fill out an application and discuss their needs with the director. Each application is viewed individually for need by the LFF Advisory Board. Parents are encouraged to pay as much per month as they are financially able. Scholarships may range from fully funded five days per week to 25% funded one day a week depending on the need of the family and the amount of money available in the scholarship fund. Families must fill out an application form every quarter, upon which applications will be re-evaluated by the LFF Advisory Board. Along with the completed scholarship application- we will also require a copy of your most recent pay stub(s) or your more recent redacted tax return.

Drop-Off and Pick-Up:

Parents will drop off and pick up using the double doors located off Manly Street. The doors will be unlocked between 8:50-9:10 and 12:45-1:05, with the Director manning the doors. If you drop off or pick up after these times, please use the lower playground to access your child's classroom, as all exterior doors will be locked. Parents will have the opportunity to see their child's teachers and classroom during drop off and pick up, but we ask that parents do not fully enter the classroom to keep from disrupting classroom activities. Student attendance and movement throughout the day will be tracked through our app, Brightwheel. While drop-off and pick-up are great opportunities to check in with your child's teacher, if there are important topics you would like to discuss, we would be happy to set up a conference!

Early Stay:

Early stay is from 8:00am until 9:00am for a fee of **\$10 per child**. Early Stay maintains our low teacher-child ratio and provides developmentally appropriate activities. Please use the playground for early stay drop off. Your early stay balance will be included in your monthly email statements and may be paid with tuition. Early stay is drop in, so you may attend as little or as often as you need.

Late Stay:

Late stay is from 1:05 p.m. until 2:00 p.m. for a fee of **\$10 per child**. If you have not picked up your child by 1:05 p.m., the teachers will automatically send him/her to Late Stay, and you will be charged the Late Stay fee. If your child is picked up after 2:00pm, you will be charged an additional fee of **\$10 per 10 minutes**. Please use the playground for late stay pick up. Like Early Stay, Late Stay maintains our low teacher-child ratio and provides developmentally

appropriate activities. Your late stay balance will be included in your monthly email statements and may be paid with tuition.

Release Policy:

Children will be released to their legal guardians, or another adult listed as an emergency contact on their paperwork. LFF will also allow the person who dropped off your child to pick him/her up unless we are otherwise informed. When you need a friend or relative to pick up your child, email the director or classroom teacher the name of the person picking up your child. If we do not already know the person that is to pick up your child, we will ask to see their driver's license to verify their identity. If there are certain people who are specifically not allowed to pick up your child, you need to write that on your child's information sheet and verbally inform both the teachers and the director. If we are in any doubt about your child's release, we will not let your child leave Little Folks until we have spoken to you for verification.

Parking:

Parking is available for LFF families in the diagonal parking spots outside the entrance on Manly Street, in the church parking lot, and the Poinsett Club parking lot. Please take extra caution when crossing Manly Street.

Immunizations:

Immunization records must be turned in **before** your child starts at LFF and must be kept up to date thereafter. Each time your child receives immunizations, please send in updated immunization records. DHEC regularly checks for compliance and allows families a 30-day grace period to update vaccine records when they expire.

Any requests for a medical exemption through a licensed physician may be considered by the Advisory Board. The Advisory Board reserves the right to give final approval on any such request.

Photographs:

An integral part of our program is photographing children as they do activities in the classroom. These photos may be hung in the hallway, classrooms or posted on our Brightwheel app. Please do not re-post pictures taken inside the school on your personal social media sites. If you DO NOT want your child photographed, please note so on your yearly paperwork, otherwise we will assume photos are permitted.

Items Brought from Home:

On the first day of school please provide a change of clothes, in Ziplock bag labeled with your child's name, that can be kept at LFF. Diapers/Pull Ups and wipes may also be brought on the first day. No toys are to be brought from home. Nursery students may bring items that make them feel comfortable (lovie, pacifier, sleep sack, etc). **Please label all items brought to school- this includes extra clothes, drink cups, lunch boxes and lunch containers!**

We request that no toy guns, swords, knives or any other possibly injurious toys be brought at any time.

Parental Access:

Parents have access to their children and their children's teachers from 9am-1pm. Parents are invited to observe our classrooms at any time. Please contact Shannon Cain, Director of Little Folks, if you would like to observe a classroom. Free and full access will be granted to parents of children enrolled unless a court order stipulates otherwise. This visit must not disrupt instructional activities or classroom routines.

Conferences:

Since the welfare and growth of each child is our mutual concern, we welcome conferences with parents. These may be made by appointment at any point throughout the school year.

Discipline:

Teachers set clear and fair limits for classroom behavior. Teachers guide the children to resolve conflicts and model these behaviors through their own actions and words. Teachers encourage appropriate behavior by talking to the children and patiently reminding the children of the class rules and the reasons for these rules. While dealing with conflict issues, teachers will always speak in a caring and respectful manner to the child. Teachers may not use any strategy that hurts, shames, or belittles a child. They may not use any strategy that threatens, intimidates, or forces a child. If a problem persists, a conference between the director, teacher, and the parents will be scheduled to discuss the needs of the child and to devise a strategy for the future. If it is needed, the parents will be referred to appropriate agencies and professionals who can further help their child and family. If a parent fails to follow through with scheduling an appointment with agencies and/or professionals within 30 days of recommendation, disenrollment may occur. Parents may be called to take a child home in cases of harming, disrupting other children or staff. Little Folks of Fourth does not use corporal punishment. We do not use food as a reward or punishment, and we do not use or withhold physical activity as a punishment. Social and Emotional Development Training will be offered for staff at least one time yearly.

Biting:

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Biting is a normal stage of development for young children who are teething or are still developing their language skills. It is usually a temporary condition that is most common between 13 and 24 months of age. Children bite for a variety of reasons, such as sensory exploration, panic, crowding, seeking to be noticed or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement or attention. Teachers at LFF will always encourage children to “use their words” if they become angry or frustrated. Additionally, staff members will always maintain close and constant supervision of children, particularly those who have shown a predisposition to biting. In instances where biting occurs, both families will be notified through Brightwheel and through our incident/accident reports. In cases where a student has bitten twice in one day, that child will need to be picked up from school and may return the following day. If the biting continues, a conference will be set between the child’s parents, teachers and director of LFF to devise a plan of action to help work through this behavior. This plan of action is to be followed by teachers, parents and the director.

Disenrollment:

Disenrollment is extremely rare, used principally when the parents do not agree or cooperate with solutions to a child’s behavior concerns. Disenrollment may be used when, despite the best efforts of parents and staff, a behavior plan and reasonable time to implement it, a child’s behavior continues to:

- Threaten the safety of children or staff
- Result in the destruction of property
- Interfere with the ability of classmates to learn and play

Proactive Actions That Can Be Taken in Order to Prevent Disenrollment:

- Staff will try to redirect children from negative behavior
- Staff will reassess the classroom environment, appropriateness of activities and supervision
- Staff will always use positive methods and language when disciplining children (<http://challengingbehavior.cbcs.usf.edu/Pyramid/pbs/index.html>)
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control (cozy spot, calm down area, or thinking chairs are available in each room)
- Child’s disruptive behavior will be documented and maintained in confidentiality (for use in development of behavioral plan with parent and/or mental health services)

- Parent/ Guardian will be notified verbally, or in writing on our incident form when needed, and parent meetings will occur to help with actions to support the child's needs for services and supports.

Screenings:

Our goal is for all LFF children to receive a developmental, vision, and hearing screening within 90 days of entering our program. Parents will be provided with the results of these tests either by letter or in person. Beginnings SC and Focus First presently provide free hearing and vision screenings on-site in early fall. Developmental Screenings are conducted by Little Folks of Fourth staff on all children twice a year. In the event your child enters our program at a time when our on-site vision and hearing assessments are not taking place, we request parents provide vision and hearing reports, when available from their health professional, to our program, (within 90 days of entering) to better assist our staff in getting to know your child and meeting their needs. In addition to our developmental, vision and hearing screenings, we also offer support and referrals for families who are seeking additional resources regarding social-emotional, behavioral, or mental health organizations. Please reach out to Chelsie if you have any questions regarding the resources we have available.

LFF Inclusion Policy:

LFF is committed to providing an inclusive educational environment. We welcome students, families, faculty, and staff from **diverse** backgrounds and experiences. LFF welcomes children of all abilities and is committed to providing developmentally appropriate early learning and development experiences that support full access and participation of every child. We believe that each child is unique and works in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Our teachers use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of children. Schedules, routines, and activities are flexible, and our teachers will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Many children with disabilities, or other special needs, are supported by developmental and educational professionals such as therapists, teachers, specialists, and others. LFF collaborates with these professionals to assure the child's success. The child's teacher and the service provider work collaboratively to determine the best strategies to support the child

in the classroom setting.

Confidentiality:

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child without first receiving the permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in South Carolina law or when information is subpoenaed by the Court. The parent list of names, addresses, phone numbers and e-mails are available to each Little Folks family. If you do not want this information given out, inform the teachers and director in writing, otherwise we'll assume that you want to be included on the list. Parents, teachers, and children can be hurt unintentionally by idle comments. Please talk directly to the teachers or the director so that they are aware of your concerns. It is only through open, honest communication between parents, teachers, and the director that we are able to work together to create the best environment for each of our children.

Mandated Reporting:

As early childhood educators in South Carolina, all LFF employees are mandated reporters. This means that we are required by law to report any suspected or alleged abuse or neglect to DSS. As educators, our number one priority is the health and safety of the students in our care.

Dual Language Learners

Little Folks of Fourth embraces family's home languages and we desire to incorporate home languages in our program. Opportunities for sharing languages include songs/music, books or items brought from home countries, utilization of everyday words in the different languages represented in the program, etc and sharing these opportunities with everyone. Additionally, we shall make every effort to communicate effectively with all families in a language that they understand. The South Carolina Early Learning Standards serve as a starting resource for strategies for supporting Dual Language Learners and a referral for support from South Carolina Childcare Resource and Referral DLL Quality Coach will be made, should there be a need.

Inclement Weather:

LFF follows Greenville County Schools for inclement weather closings. If Greenville County Schools have a 1- or 2-hour delay, we will still begin at 9:00 a.m. If Greenville County Schools are closed or are e-learning, then Little Folks is closed. Additionally, families will be notified of any unplanned closures through a Brightwheel message.

Emergency Medical Plan:

Parents will be called if the child has fever, diarrhea, vomiting, rash, or an injury. 911 will be called if a child shows signs of shock, severe allergic reaction, loss of consciousness, difficulty breathing, excessive bleeding or broken bones. A designated teacher or the Director will call 911 while a staff person with the child's emergency information remains with the child until the parent arrives.

Preschool Illness Policy

We want to keep as healthy of an environment as possible. Sometimes it is difficult for a parent to determine if a child should remain at home. A general guideline of "would I want my child exposed to a classmate who has these symptoms" is always a good place to start. No child is to attend school with a fever, nausea, diarrhea, or complaining of not feeling well. If a child becomes ill or is sent to school ill, he/she will be isolated and the parent, or emergency contact, will be contacted to pick up their child. Children need to be picked up within 30 minutes of their parents being notified. Parents need to make sure to have an emergency plan in place that includes a car seat.

Please call the school when your child is out due to illness. If your child is diagnosed with a contagious illness, such as influenza, covid, chicken pox, RSV, pneumonia, pink eye, hand foot mouth, measles, whooping cough, please notify the director. To prevent the spread of these infectious illnesses, we will notify families and staff to help prevent the spread of illness and will thoroughly sanitize our classrooms.

1. **Fever:** When a child has a fever (above 100.4 degrees taken orally) he should remain at home. If a child develops a fever at school, he/she will be sent home. If a child is recovering from an illness, he or she should be fever free, and symptom free, for 24 hours (without fever reducing medication) before returning to school. A doctor's note may be required to return to LFF. A fever of unknown origin may require a negative COVID-19 test or completion of COVID-19 exclusion.
2. **Medication:** When a child has been on an antibiotic for at least 24 hours and is 24 hours fever free, then the child is considered non-contagious to others. LFF staff cannot administer over the counter medication (only emergency medications such as Benadryl or EpiPens are kept on school property- all emergency medication must have a medication form filled out- please see Director for this form). Each classroom has a first

aid kit for minor injuries, etc.

3. **Colds and Runny Noses:** If a child has a cold, he or she should not come to school. At times a runny nose can indicate an allergy only. If this is the case, the discharge from the nose is clear. However, if it is yellow or green, infection may be present, and the child may be contagious and should not be brought to school.
4. **Coughs:** Coughs can spread infection very easily. If your child is coughing as a result of a cold or bronchial infection, he is contagious for as long as the cough is moist, and the fever persists. If the infection is bacterial and he has been on an antibiotic for 24-36 hours and has no fever for 24 hours, then he is not contagious. In all cases involving coughs, the child's comfort should be a factor in whether or not to come to school.
5. **Diarrhea:** Diarrhea is defined as three or more loose stools in a 24 hour period of time. This can be caused by infection, diet, teething and medication. If a child has diarrhea for any of the above reasons, he should not come to school or parents will be called to come for him if he is already there. Although the frequent bowel movements may not represent a contagious condition, they may cause challenges in the ability to maintain sanitary conditions. A child may return when symptoms have been resolved for at least 24 hours.
6. **Ear Infections:** Ear infections are frequent in young children. Although they may not be contagious, a child should have completed 24 hours of medicine and be comfortable before returning to school.
7. **Sores:** All open sores which are draining are contagious and the child should be kept home from school until they have healed enough to be completely covered.
8. **Vomiting:** If a child has vomited more than two times in the previous 24 hours, or one time when a known virus is present in school or at home, they should stay home. Even if the vomiting is caused by a non-communicable condition, they should not return to school until 24 hours after the previous incident.

The following is a list of specific diseases, and the length of time required before the child can return to school.

- **Chickenpox:** Six days after the rash breaks out or when all of the blisters are scabbed over, whichever is sooner.
- **Cold sores:** When sores are dry and crusted
- **Conjunctivitis** (pink eye): If the eyes are watery or itchy but there is no fever, the child

does not need to stay home. If the eye is pink or red, the discharge thick and white or yellow, or the eyelid is swollen the child should stay home until the discharge has stopped. A child should have completed 24 hours of antibiotic treatment before returning.

- **COVID-19:** Exclude until fever free for 24 hours without the aid of a fever reducing medication and well enough for routine activities.
- **Hand-foot-mouth:** Children with an open, draining sore on the hand and those with disease mouth sores, if the child drools, should be kept home. They can return when sores heal or drooling stops, which is typically during the first week of illness.
- **Hepatitis A:** One week after the onset of illness or yellow color starts (jaundice).
- **Impetigo:** 24 hours after the child starts antibiotic medication as long as the sores have stopped oozing and have started to get smaller.
- **Influenza:** Exclude until fever free for 24 hours without the aid of a fever reducing medication and well enough for routine activities.
- **Measles:** Five days after the rash breaks out, if no fever and feels well enough to participate in regular activities.
- **Mumps:** Nine days after the swelling starts
- **Pin worms:** 24 hours after treatment
- **Respiratory Syncytial Virus (RSV):** When child is breathing normally and feels well enough to participate in regular activities.
- **Ringworm:** If the area can be kept covered, the child need not stay home. If it cannot be covered, the child can come back after the treatment begins and the patch of ringworm starts to shrink.
- **Rubella** (German measles): Seven days after the rash appears and the health department or doctor says it is safe. Advise any staff member who is pregnant to see her doctor.
- **Strep throat:** No fever and at least 24 hours after antibiotics are initiated.
- **Tuberculosis:** When the child's doctor says the infection is no longer catching; in children this happens soon after starting medication

- **Whooping cough:** After the first five days of taking antibiotics
- **Diphtheria:** When the health department says it is safe.

Allergy Information:

Little Folks of Fourth is an allergy-aware program. We do not allow any peanut products or products that were made in a facility that may contain peanuts! There are many children attending our program that have severe peanut or nut allergies. As parents, I'm sure that you appreciate our efforts to keep all of the children as safe as possible. So, please check the label of all the products that you send with your children to make sure that they do not have a peanut or nut warning on their label and do not contain peanut or nut products. If we find an item in your child's lunch that contains peanuts or nuts, we'll give your child something else to eat that day and notify you so that you don't mistakenly send it again.

If your child has a serious health condition or allergy, please make sure that his/her teacher and administrators are made aware of both the allergy and your child's specific reaction to diagnosed allergens. Every child with serious allergies **MUST** have an allergy action plan on file with LFF. These plans will be posted on the inside of the closet door in each classroom to provide immediate access to life-saving information. If your child has emergency medication, such as an epi-pen or Benadryl, please fill out a medication form and provide the necessary medication in its original packaging, with the expiration date listed on the label, and the dosing/administration instructions.

Dressing: All students are required to have shoes on their feet while at school unless they are napping in the nursery. Please make sure your child has easy on/off shoes that **fit** them properly. Children wearing dresses or skirts must wear shorties under their outfit. Please make sure to send your child in weather appropriate clothing as well as extra clothes to keep here at school. Please label everything with your child's first and last initial so we can do our best to get it back to you if it were to be misplaced.

Birthday Treats:

Birthdays and holidays are fun to share with friends! **Treats must be pre-packaged**, preferably single serve, and nut free. School celebrations must be scheduled by email in advance with the classroom teacher. This advance notice will allow teachers to limit the amount of sugar provided during the week. Parents who do not wish for their children to participate in our celebrations may opt to send a separate snack. Per DSS regulations, no balloons, candles, or hard candies are permitted. All items must be store bought and can not be homemade due to allergies. Additionally, items must not be made in a facility that has nut exposure.

Food:

Please let your child's teacher know of any food-related allergies or special dietary requirements based on physical, religious or cultural beliefs. Home living centers and the herb garden provide opportunities to learn about healthy eating on a weekly basis. Parents supplied, donated, or curriculum related food and a drink will be served in the mornings. All snacks are planned and served to meet the requirements as recommended by USDA guidelines. These guidelines require two components of foods per snack:

- Fruit is served at least 2 times per week.
- A vegetable, other than white potatoes, is served at least 2 times per week.
- Whole grains are served at least two times per week.
- When juice is served, it will be 100% fruit juice.
- We do not serve sugar sweetened beverages.
- We limit sweet food items to no more than two days a week. Please check with the teachers in order to space out birthday celebrations.
- When milk is served, we serve skim or 1% milk to children 2 and above.

Lunch: Please send lunch with your child every day. Remember to ***label everything***. Little Folks is a **NUT FREE FACILITY**, this includes food that may contain nuts. For the safety of our students and to remain **in compliance with DSS** for our license, all food brought from home **MUST** be prepared in this following manner.

MANDATORY DSS FOOD POLICY:

- **Infant:** Nursery classroom, children up to 12m. **Food must be cut (1/4 inch, length and width).**
- **Toddler:** 1k classroom, children 12m – 24m. **Food must be cut (1/2 inch, length and width).**
- **Age 2-4:** 114-508 A (3) Round, firm foods shall not be offered to children younger than four years old. Examples of such foods include hot dogs, grapes, hard candy, nuts, peanuts, and popcorn. Hot dogs may be served if cut lengthwise and quartered; grapes may be served if cut in vertical halves.

This is mandatory and taken very seriously. Teachers will send up to 5 violation notes home in addition to uploading them via Brightwheel. In the event food is still uncut a

conference will be required. Thereafter, if food is still not in compliance with regulations child will be **disenrolled**.

Round, firm foods will not be served to the students, including hard candy, nuts, and popcorn. Hot dogs may be served if you cut lengthwise and quartered; grapes may be served if you cut in quarter lengthwise. Please be aware of these DSS regulations when you are packing lunches. If you need healthy lunch suggestions, please see the link to healthychildren.org on our website. Classroom teachers will also model healthy eating.

Toilet Training:

Our 2k class focuses on toilet training, though every classroom is equipped with child size toilets. Positive reinforcement at home and school plays a vital role in children's success in learning a new skill. When your child is ready to potty train, please be sure to send in multiple sets of clothes and underwear, as accidents are to be expected! Once you make the switch from pull-ups/diapers to underwear, please do not switch back to pull-ups/diapers as it causes confusion for children. **Children MUST be completely toilet trained before entering the 3k class**, as there are no diaper changing facilities in the 3k classroom. Due to DHEC regulatory guidelines, children NOT potty trained will not be permitted in the 3k class. LFF is not responsible for enrollment fees or tuition forfeited because of potty-training delays. When in 3k or 4k, if your child has more than **3 accidents in a week**, they will be asked to **stay home** until they are fully potty trained. As mentioned above, this is a regulation set forth by DHEC.

Security:

The health and safety of all students and staff is our number 1 priority. All outside doors are locked at all times, with our main entrances requiring a key fob to get in (only staff are given these fobs). During drop off and pick up, the Director will be standing by the entrance door to welcome families in and seeing families out. If the doors are not open, please use the playground for drop off/pick up and knock on the door of your child's classroom. We also have security cameras throughout our exterior and interiors doors and hallways. In addition to security cameras, we practice monthly fire drills and lock down drills in case of an emergency. These drills ensure our teachers know how to react in the event of an emergency and our students become familiar with what to do in the event of a fire or lockdown. Lock down drills are performed by the Director using a walkie-talkie notifying classrooms of a lockdown drill. Teachers then turn off the classroom lights, grab their emergency bag and have students walk calmly to the bathroom within each room to play 'hide and seek' with Ms. Shannon. I then go through each classroom and 'find' the students. This makes our drills less intimidating for our students while also ensuring everyone knows how to proceed if the need arises.

Classroom Curriculum:

LFF is grounded in HighScope. This is a curriculum founded on a philosophy of active learning, where learning occurs in a play-based environment. Education materials and the learning environment build on children's interests, accommodate different developmental levels and reflect the diversity of children's family and community backgrounds. HighScope focuses on engaging classrooms and routines that support children's play with a variety of learning opportunities and encouraging teacher/child interactions. There is no screen time, media viewing or computer use here LFF. Each classroom does have access to an iPad, but these are used for playing music, books on tape and communication with parents.

In the Nursery, the children are organizing their nervous systems.

Nursery students' nervous systems are still forming and making more complicated pathways. Babies take in information from all their senses to help them make sense of the world. They are learning to calm themselves and to be soothed by others. The babies come into the room as "lap babies" needing help to sit, be fed, and moved from place to place. They are totally dependent on the caregivers for meeting their needs and providing a stimulating environment. By the time they leave to go to the next room, they are walking, climbing, feeding themselves, understanding simple requests, and saying their first words. Starting age for our Nursery classroom is 6 months old.

In the 1K Class, the children are learning to organize and control their bodies.

This room is all about gross motor skills. It is the only room that has climbing things inside the classroom. If you don't give them something on which to climb, they will climb on the chairs, tables, shelves, and other children. They are not interested in playing with other children, their focus is on themselves. The teachers' job is to create an environment where the children can explore freely and explore! Lunch bags are placed out of reach in assigned cubbies. The children are learning to use their words to express themselves instead of pushing, grabbing, biting, and crying. By jumping and climbing, they strengthen their muscles and increase their balance. When these children leave 1k, they have begun to play with others, feed themselves, and are beginning toilet training.

The 2K Class is learning to organize and take care of themselves and their possessions.

These children learn to hang up their jackets and put their lunches in their cubbies. Now, they have free access to draw, have access to the sink to wash their hands or get a sip of water.

The teachers help the children learn to clean up after themselves and put away the toys in their proper places. In this room the children play a lot, do yoga, puzzles, vehicles, blocks, and books. By the end of the year, they can use their words to solve conflicts, negotiate for toys, and compromise. They are learning what it means to be a friend. They can sort things into different categories. They know that trucks go on the shelf, dishes go in the kitchen. They can turn the faucet on and off and wash their hands. The teachers' job is to model language and behavior and maintain a stimulating learning environment for the children to explore.

The 3K Class is learning to organize and take care of their environment.

The room has clearly defined centers, and the children learn to return things to their proper places. They have free access to scissors, glue, paint, paper, and pencils. They begin learning about recycling and what should be placed in the recycling container. They plant seeds and nurture them. The teachers teach them songs, finger plays, and rhymes and set up the room to stimulate creative thinking and problem-solving skills. By the end of the year, the children will have become quite adept at taking care of the room. **All children must be fully potty trained, with no pull ups or diapers, before attending.** If your child has more than 3 accidents in a week, they will be asked to stay home until they are fully potty trained. Due to DHEC regulatory guidelines, this classroom cannot have diapers or pull ups because they do not have a changing station.

The 4K Class learns to organize and process information.

The birthdays are posted in graph form so that it is easy to compare months to see what months have the most and least birthdays. They learn to identify patterns and anticipate what comes next. They keep track of the weather and then make a chart to find out the number of sunny, rainy, and cloudy days. Cooking activities teach sequence, measurement, counting, and scientific principles. Maps, dictionaries, and reference books are used to find out information. By the end of the year, we want them to understand that anything thought can be spoken. Anything spoken can be written. Anything written can be read by another. This is the circle of communication. If one part is missing, then it's like a tire with a flat – it won't go smoothly.

Children Transitioning to a New Classroom:

Transitioning children from one classroom to another is as critical as when a child first enrolls in our program. Classroom transitions happen once a year, typically at the start of the school year in September. There is a partnership needed between the child's family, the sending teacher and the receiving teacher that must be in place to afford an effective transition. We allow children to visit the new classroom prior to their first day in the receiving classroom. This allows some children to remain in their current classroom while classmates visit the new room. It gives a mixture of current and new children in the classroom during visits. The current

children are able to help new children see how materials are used, and routines are followed. Teachers are able to support the visitors through frequent interactions and observe how they are adjusting to the new setting. Students that are new to our program are also welcome to visit before their first day. The new classroom will send a 'Welcome Letter' home to discuss programs goals for the next age group, what a typical day may include, things the children will need from home, introductions of the new teachers and other topics unique to the age group such as potty training for toddlers. When a child transitions out of our program, the child will take home all completed projects (pictures, cubby name tags, journals, etc).

Physical Activity:

Physical activity is crucial to the healthy development of every child. Keeping this in mind, we incorporate movement activities, opportunities for gross motor development, and periods of free play into the daily curriculum of all the classrooms. We want each child to be in the least restrictive environment for their age group in order to support exploration and muscle growth. Children learn by doing. When they have the opportunity to move about freely, it gives them a chance to increase their muscle strength and exercise their sense of balance.

Each class goes outside daily, weather permitting. If it is raining, the classes can still use the covered patio outside the classrooms. If the weather is too hot or too cold to be outdoors, then the classes will use the gym or classrooms for indoor play (balls, scarves/ribbons, marching, parachutes, etc.). Be sure to dress your child appropriately each day with the assumption that they will be playing outdoors (jackets for cold weather, shoes that contain a back to them, rain jacket, etc.). Whether they are indoors or out, they will get the same amount of time for their physical activity time. Children ages 12 to 36 months who attend Little Folks only four hours per day receive at least 45 minutes of outdoor play daily. The older children receive 45-60 minutes of outdoor play per day. Classroom teachers will encourage physical activity from students by modeling appropriate practices.