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**Message from
The Washington Street United Methodist Church
Child Development Center Director**

Dear Families,

The staff at Washington Street United Methodist Church Child Development Center would like to welcome you to our child development program.

Our goal is to provide a quality early childhood education program for all children. We look forward to a rewarding year for all children, parents, and teachers.

Please review our handbook for information regarding school policy. If you should have any questions, or if I can be of any further assistance, please call me at 254-8405.

Thank you for sharing your children with us.

N. Felicia Yockel, Director, Washington Street UMC CDC

Message from Rev. Diana Westerkam, Washington Street United Methodist Church

Dear CDC Families,

On behalf of the Washington Street congregation and staff, I welcome you to our church and to the Child Development Center. Nurturing young children in a Christian environment is an important part of the mission and ministry of Washington Street and we consider it an honor and a sacred trust to care for your child. We are here to serve your needs and to offer education, support and encouragement to your family as your child grows physically, emotionally, intellectually, socially and spiritually.

If you do not have a church home, please consider joining Washington Street United Methodist. If you are part of another congregation, we invite you to attend special services and other events here whenever possible. You are always part of the family and we are glad you are here.

Grace and Peace,

Diana Westerkam
Associate Pastor

Philosophy and Goals

“ And the child grew..., and Jesus increased in wisdom and stature, and in favor with God and man.” (Luke 2:40a, 52)

The Child Development Center for young children at Washington Street United Methodist Church (hereafter called WSUMC CDC or the CDC) reflects the Church’s concern for people. The CDC is an outreach and educational ministry of the Church. During the first six years of life, children form their basic patterns for coping with life. The Church has the responsibility to serve families at this time in providing a comprehensive weekday program. Under the guidance of qualified teachers, the CDC provides an educational program that emphasizes growth in all areas – social/emotional, physical, cognitive, and spiritual – as a continuous, interrelated process. Each child, teacher, and parent is accepted as a person of worth and of value.

WSUMC CDC applies developmentally appropriate teaching methods and techniques. Play is the language of children and the foundation of quality preschools. Through play, the central developmental needs of the early years are met. WSUMC CDC uses developmentally appropriate practices in working with children to support and promote optimal development by helping children work on the following developmental needs: establishing a sense of **trust and safety**; developing a sense of **autonomy** with connectedness; developing a sense of **empowerment and efficacy**; developing an **appreciation of diversity** among people; constructing the foundations of **morality and social responsibility**; and having opportunities for **meaningful play**. The learning environment is rich, varied, warm, stimulating, and safe for a young child’s healthy development.

WSUMC CDC is licensed by the State Department of Social Service (DSS) and operates under the applicable federal, state, and local laws. WSUMC CDC is also enrolled in the State Health and Human Services Finance Commission, Advocates for Better Care (ABC) Block Grant. **The CDC is also licensed under the National Association of the Education of Young Children (NAEYC). We received this accreditation in December 2004 and will be up for renewal in October 2009.**

Administration

The Child Development Center at Washington Street United Methodist Church is administered by the CDC Board and the CDC Director. The CDC Board and CDC Director are accountable to the Senior Minister and the Church Council of the Church. The CDC Director is responsible for the day-to-day operations of the Center.

The CDC Board is composed of WSUMC church members, the CDC Director, and church staff. Board members names and phone numbers are listed on the Parent Bulletin Board in the CDC Hallway and are given out at time of enrollment. The Board meets monthly at the Church. Anyone wishing to place an item on the agenda should contact the CDC Director and/or a Board Member.

The CDC staff consists of a Director, Assistant Director, teachers, substitutes and floaters. The CDC Director is responsible for employing staff in keeping with DSS guidelines.

Enrollment

WSUMC CDC is a ministry to the congregation and the community and has been developed to maintain and respond to the need for high quality child care in the Columbia area. It is recognized, however, that the need for child care far exceeds our capability to serve all. Therefore, admission policies have been established. **Children are enrolled according to available space, the date the waiting list form was filled out, and the following priority system:**

- 1) WSUMC members with sibling(s) currently enrolled
- 2) WSUMC members
- 3) Siblings of current enrollees
- 4) CDC Staff
- 5) Others

All families are strongly encouraged to meet with the Director and tour the Center prior to putting their child on the waiting list. Tours are scheduled Wednesdays at 10:00 a.m. **The CDC is unable to guarantee spaces and exact start dates more than two weeks in advance.** Everyone on the waiting list, including priority status families, is encouraged to make additional arrangements for child care until a space becomes available.

Prior to enrollment, the following forms must be completed (and periodically thereafter as required by DSS and NAEYC):

- 1) Registration Form
- 2) Health Form (DSS form #2900)
- 3) Current South Carolina Certificate of Immunization (DHEC form #1148) – updated regularly
- 4) Emergency Sheet
- 5) Signed Family Handbook Acknowledgment Form
- 6) Discipline Statement
- 7) Corporal Punishment Policy
- 8) Emergency Medication Authorization

Families enrolled at Washington Street UMC CDC will not hold **WSUMC**, the **CDC**, staff or other parents of enrolled children liable for any accident or injury resulting from their child's participation in Washington Street UMC CDC's program.

Withdrawal Procedures – Parents are required to give at least a two-week notice in writing to the Director. Tuition will be prorated based on notice given.

Termination of Services - Child care services may be terminated by the CDC for any of, but not limited to, the following: Late pick-ups, request for special needs that the staff cannot meet, failure to pay required tuition in a timely manner, and failure to comply with policies concerning ill children. Service may also be terminated when a child's behavior becomes a chronic disruption and/or endangers other persons or materials. The Director may terminate child care services for the failure to pay required tuition in a timely manner. If a child's behavior becomes a chronic disruption and/or endangers other persons or materials, the Director may suspend child care services until the next Board meeting, at which time the Board will decide whether or not to terminate child care services or take other action as it deems appropriate. Furthermore, services may be terminated by the CDC if a parent(s): becomes a chronic disruption to the CDC, harasses any staff member of the CDC or parents of children at the CDC, in any manner, or fails to abide by the CDC rules, policies and/or instructions from the Director. The Board will consider and vote upon all termination of services, except failure to pay tuition in a timely manner. In the event that a parent(s): become a chronic disruption, harasses any staff member of the CDC or parents of children at the CDC, in any manner, or fails to abide by the CDC rules, policies and/or instructions from the Director, the Board may take such action as it deems necessary in order to address the situation.

Purpose of Handbook – By enrolling your child at the CDC, you and your child(ren) agree to follow the policy and procedures in this handbook. Additionally, from time to time the CDC Board may implement additional rules, policies and/or procedures that you/your child(ren) must follow in order for your child(ren) to continue his/her enrollment at the CDC.

Hours of Operation

Hours - The CDC is open twelve month's a year, from 7:30a.m. to 6:00p.m. Monday through Friday. (See Fee Policy Section for Late Pick-up Charges.)

Holidays - The Center closes to observe the following holidays: two (2) days at New Years, Martin Luther King Jr's Birthday, Presidents Day (staff in-service), Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day (staff in-service), two (2) days for Thanksgiving, and two (2) days for Christmas. A schedule with specific closing dates will be distributed for each year.

Additional Closing Dates – The CDC reserves the right to close in case of inclement weather, emergency situations, and/or for any other reason deemed necessary by the church ministers, the CDC Director and/or the CDC Board.

Inclement Weather - In the event of inclement weather the CDC will close at the discretion of the Director and Church Ministers and/or CDC Board Chair. The CDC will mirror Richland Schools District One inclement weather closings. Attempts will be made to post any closings announcements on local television channels (WIS & WLTX), radio stations (106.7 & 104.7), and/or the CDC answering machine.

Continuous Enrollment – Because the CDC operates on a year round schedule, it is expected that children will be enrolled on a continuous basis. Spots are not held without full payment for parents who want to dis-enroll their children on a temporary basis. If a family chooses to take their child/children out of the center for an undetermined amount of time with the intentions of re-enrolling them at a later date, the family will be put on the waiting list.

Arrival and Pick-up

Parking - Parking spaces closest to the fence are reserved for the CDC. Do not park in the two parking spaces closest to the CDC Playground gate. All remaining spots are rented and are not available for CDC use during the week. The parking spaces marked as handicapped closest to the Church are available for use by the CDC during the week – the spots are only designated as handicapped parking for use on Sundays. Cars parked in any other spaces may be towed at owner's expense. **Please do not leave children in cars unattended.** Always lock your car doors and keep valuables out of sight.

Arriving and Departing – A parent or authorized adult must accompany children to their designated classrooms. A roll call sheet is posted at each classroom for parents to sign their children in and out on a daily basis. Children may not enter or leave the building without their parent or guardian, and should not know the security code to be able to do this. For the safety of the children, the playground gate should be latched at all times when not being used to enter or exit. When arriving and departing, please refrain from engaging the teachers in an in-depth conversation regarding any matters. If you believe that you need to discuss a matter with a teacher(s), please make an appointment with the teacher so that the teacher(s) will not be distracted and their attention can remain on the children.

Authorized Persons to pick-up children - Other than parents, additional adults responsible for picking up children will be required to show picture identification. For safety reasons, children will not be released to anyone other than their own parents unless the CDC has verbal and/or written permission. If additional adults are going to be picking up children on a routine basis, please identify the additional adults on your registration form. If the CDC staff does not recognize a person who has come to pick up a child or children, the CDC will request identification of the additional person(s) and will have to verify that person's authorization.

Visitors – All visitors must immediately report to the Director's Office upon arrival at the CDC. Family friends and relatives are welcome to visit at anytime as long as the CDC has written and/or verbal permission from a parent in advance. Picture identification will also be required for visitors that we do not already know as well as a visitor's badge that you can pick up in the office.

Fees

Registration Fee – An annual non-refundable registration fee of \$100.00 per child is due at time of enrollment and annually on the enrollment anniversary date.

Tuition – Tuition is due by the 10th of each month. Checks should be made payable to WSUMC CDC and receipts are available in the CDC office. A tuition drop box is located under the window to the CDC office. Cash payments should be hand delivered to the Director or Assistant Director. Adjustments in tuition are not made for sickness, vacation, other observances, inclement weather, and/or any unanticipated situations that would hinder hours of operation.

Late Payments – Tuition is due by the 10th of each month. If the tuition payment is not made on, or before, the 10th of the month, a late fee of \$30.00 will be charged. If tuition is not received by the end of the month that it is due, the following applies:

1. End of first month – Family receives a late payment notice
2. End of Second Month – Child/ren will not be permitted to attend program until tuition is paid in full.
3. 10th day of the third month – child/ren will be dropped from the program, may be replaced by a child on the waiting list and the family will be expected to pay off balance due as arranged by the CDC Director.

Sibling Discount – Sibling discounts are given to each additional child enrolled in the program. Each additional sibling enrolled at CDC will receive a \$15.00 discount. The additional sibling(s) must be enrolled for a full month prior to receiving the sibling discount. Sibling discounts are not given for children enrolled in the Summer Program.

Tuition Increase – There is a standard 5% annual increase.

Returned Check Fee – There will be a \$30.00 charge for all returned checks. After two NSF checks have been received, cash or money orders will be required for payment.

Late Pick-Up Fee- The CDC closes promptly at 6:00 p.m. A late fee will be charged for pick-up after 6:00 p.m. according to the following schedule:

1 - 15 minutes	\$10.00 per child
16 - 30 minutes	\$20.00 per child
31 - 45 minutes	\$30.00 per child
46 - 60 minutes	\$40.00 per child

Meals and Snacks

Breakfast – The CDC does not serve breakfast. Parents are encouraged to feed their children before coming to school.

Lunch - Parents are required to provide a nutritious lunch for their children each day. All classrooms have refrigerators and microwaves to keep things cold and hot. Avoid choking hazards as set forth in the list of choking hazards provided in your welcome and/or transition packets.

Snacks - The CDC supplies basic morning and afternoon snacks. Graham crackers, vanilla wafers, sliced cheese, saltines, peanut butter, cheerios, etc. Parents are welcome to send special snacks for their child and/or for the entire class. Menus are posted outside each classroom for the month.

Drinks – The CDC provides whole milk, 2% milk, water and juice to drink during snack and lunch. Parents may bring a certain type of juice or milk for their child if they should so desire. The juice and milk provided by the CDC is not for parents/children to use for the ride home in the afternoon.

Utensils – The CDC supplies paper plates, spoons, napkins, cups, and tissue.

Candy – The CDC asks parents not to send “candy” to school. Parents are encouraged to send nutritious meals on a daily basis for their child. A list of choking hazards can be found in the welcome and transition packets.

- ✓ Please do not send foods to school that are considered choking hazards (nuts, marshmallows, hard candy, etc.). Hot dogs, grapes, and raisins should be cut in half and/or lengthwise.*See the list of choking hazards.

Child Discipline Policy

The CDC is committed to providing children and families with quality learning and care in a safe and loving environment. A major part of the obligation is to use 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:

- ✓ Corporal punishment is never used.
- ✓ Behavioral expectations are based on age and development.
- ✓ Discipline is always consistent and fair. Techniques used are verbal problem solving, redirection, removal, when appropriate ignoring, and time out.
- ✓ When necessary the Director or Assistant Director may call a child’s parent to talk to their child, come and get their child, and/or set up a parent conference to discuss the situation.

Health and Safety Policies

We recognize the dilemma created for working parents when a child becomes ill. However, **WSUMC CDC is licensed and equipped to care for well children only.** In addition to being unable to care for ill children, it is important for us to control and/or prevent the spread of communicable diseases among the children and the staff. We appreciate your help with maintaining the health policies of the center. *See Health Policy.

Immunizations – Parent's are required to provide updated "South Carolina Certificate of Immunization" forms every time a child receives immunizations. Children who do not have current forms on file will be given a reminder notice. If a child's immunization form is more than thirty days out of compliance, the child will not be allowed to return to school until a current form is provided.

Incident Reports – When a child gets hurts at the CDC, teachers will fill out an incident report for parents about the nature of the incident, first aid given, etc... A copy will be provided for the parent and one will be placed in the child's school file. Parents may be notified by phone if the Director and/or Teacher feel it is necessary. If the injury is of a serious nature, parents will be asked to pick-up their child immediately to seek medical attention and/or 911 will be called.

Medication - Do not leave any medications in any public area, your child's bag or in your child's room without express written permission from the Director. A medication form, including date, name of drug, dosage, and time requested must be completed by a child's parent before any medication will be given. It is located on the table with the time clock and is separated by classroom. The binder on the table is for classes Pink through Red, Infant I medication form is located in the room. Medications must be sent to school in the original containers, clearly labeled, and with the appropriate measuring tool that is also clearly labeled. Medications will be kept in the office in lock boxes for each classroom, with the exception of Infant I medications, which are kept in a lockbox over the sink in the infant I classroom. Please do not send medications in your child's lunch boxes, book bags, or diaper bags. **Medications in baby bottles will not be administered.**

Emergency Medication (Benadryl, Tylenol & Motrin) – Upon registering a child at the CDC, a Parent of each child shall complete an Emergency Medication Authorization Form, wherein the Parent will decide whether or not he/she will authorize the CDC Director (or assistant Director in the absence of the Director) to administer a dose of Benadryl, Tylenol or Motrin if the Director (or assistant Director in the absence of the Director) believes that the dose is in the best interests of the child. Phone authorizations **may be accepted** in an emergency situation.

Over the Counter medications will not be given to children under two years of age unless a doctor's statement is provided. Prescription medications in original bottles may be administered to all ages. All medications must be clearly labeled with the child's name.

Early Pick-up because of Illness:

Fever:

***See Health Policy**

General Illness:

- ✓ Parents may not request that a child stay "inside" during regularly scheduled outside time because of illness. **If a child is not well enough to participate**

in all regular scheduled activities of the day or requires “one on one” care, the child needs to stay at home.

Dress Code – Parents are expected to dress child(ren) appropriately for the weather conditions expected for each day, including safe footwear. The CDC prohibits the wearing of flip-flops by children in the CDC.

Lice and Nit Policy - The CDC has a “NO LICE AND NO NIT POLICY.” If a child is identified as having Lice and/or Nits, his/her parents will be called to pick up their child from the CDC. The child will not be allowed to attend the CDC until the lice and/or Nits have been treated and eliminated. Once a child is ready to return to the CDC after the Lice and/or Nits have been treated and eliminated, he or she will not be allowed to resume attendance until the Director, Assistant Director or their representative visually inspects the child to ensure that the Lice and/or Nits have been eliminated.

Hot Liquid Policy – All hot liquids, including but not limited to coffees, soups, hot chocolates and hot teas are prohibited in all classrooms, offices and hallways of the Center. The CDC Lounge is the only area in the CDC where hot liquids are allowed.

Curriculum

Center Based – The CDC uses a center-based approach to teaching as well as incorporating High-Scope and Creative curriculum. Each classroom is divided into learning areas that are age appropriate and changed frequently. Classroom centers may include but are not limited to the following areas: library, home living, science, art, sand and water, manipulative, blocks, music, computers, writing, and math.

Lesson Plans - Teachers are responsible for creating and designing lesson plans that reflect the ages and stages of development for the children in their classrooms. Focus is placed on verbalization, gross/fine motor development, social/emotional development, cognitive development, and self help skills. Lesson plans and “Today We Did” notes are posted daily on Pink, Blue, Yellow, Green, and Red Rooms.

Donated Supplies - Parents are always encouraged to bring materials from home which reflects our curriculum.

Chapel, Prayer, Religious Holidays – The threes and fours attend Chapel once a week. Chapel will include stories, music and lessons which are Christian based. Because we accept children of all denominations, if a parent is not comfortable with their child attending Chapel, saying prayer before meals, or celebrating religious holidays that do not reflect their religious beliefs, their children are not required to participate.

Television – The CDC has a no television policy during regular scheduled daily activities.

Transitioning – Room transitions for the children in the CDC are conducted in accordance with NAEYC and DSS standards. For purposes of determining when a child is ready to transition, the Director considers the following factors: space availability, special needs/circumstances, development and age/birthday, with the greatest consideration being given to space availability and the least consideration given to a child’s age. Transition packets will be provided to parents shortly before a child transitions. Transition packets are available upon request to the Director.

Parent Involvement

Family Orientation – At time of enrollment, parents will be provided with the necessary paperwork and a copy of the Family Handbook. The CDC Director or Assistant Director will review the program specifics and classroom teachers will inform parents of classroom specifics. Whenever possible, parents are encouraged to bring their child/ren to visit the center before the official starting date. Parents are required to stay on the premises during these visits either in the classroom observing or meeting with the Center Director or Assistant Director.

Open Door Policy – The CDC has an open door policy at all times during operational hours. Parents are welcome and encouraged to visit at any time without any notice. Parents may eat lunch with their children, read a story to the classroom, help with special projects, etc... Extended family members and family friends may visit as long as parents provide the details to staff in advance. They will also have to pickup a visitors badge from the office before going into the classrooms. Without advanced permission from parents and/or phone permission, visitors, other than parents, will not be allowed to see the children.

Parent Conferences – Formal parent conferences are done annually. They will also be done at the beginning of each transitioning process with the new teacher. Parents are welcome to request additional parent conferences, if needed.

Field Trips – Children three and older may participate in field trips. Permission forms with specific information about the field trips will be made available in advance to all parents. Children who do not have a signed consent form from a parent may not participate.

Birthday Celebrations – Birthdays may be celebrated at school. Parents are strongly encouraged to consult with their child's teacher prior o planning any birthday party or other celebration. Children are not expected to bring gifts. The CDC has a "NO" balloon policy. Party bags should include items that do not pose a choking hazard.

Laundry – The CDC does not have a washing machine. All nap linens will be sent home weekly to be washed. Each week, parents will be asked to volunteer to take additional items home to be washed. Items may include dress up clothing, soft toys, etc...

Parent Advisory Committee (PAC) – This committee is open to any and all parents. PAC coordinates volunteer efforts of the Center to enrich the lives of the children and their families. This is a great way to meet parents from other classrooms and get involved with the center. Meetings are held on the third Thursday of the month with the meeting times alternating between 1:00 p.m. and 5:00 p.m.

Parent Lending Library – The CDC has a parent lending library located in the CDC office. Parents are welcome and encouraged to check out or donate books with subject matter that relates to families and/or child development.

Supplies from Home

- ✓ All materials from home should be clearly labeled with the child's name.
- ✓ Because outside time is a big part of our curriculum, children must wear appropriate clothes for the weather. Coats, hats, and gloves should be sent daily during the winter months. It is also always a good idea to keep a sweater or sweatshirt in your child's cubby for unexpected cold weather.
- ✓ Do not bring toys from home for your child to play with at the CDC. The classrooms have specific "share" days when the children can bring toys to the CDC. **Action hero toys, toy weapons, jewelry, gum, make-up, and nail polish should not be sent to school, even on "share" days.**
- ✓ Reminders will be sent home when children are running low on items needed from home.
- ✓ When children begin the potty training process, parents and teachers will work together to determine if a child is verbally and physically mature enough to go from diapers to underwear. *See Potty Training Policy

Pictures – Parents are asked to bring pictures of their family, in a family tree that we will laminate and place eye level in the child's classroom.

Infant I – Parents of infants must supply food and formula. All formula must be premixed in plastic bottles. Teachers can not mix formula. ***It is advisable to send one extra bottle of formula each day.*** Please label all bottles, food, blankets, toys, pacifiers, etc. Each infant must have the following each day: Disposable Diapers, Wipes, Cream, at least 3 bibs, 2 complete sets of clothing, baby food and/or table food.

Pink – Disposable Diapers, Wipes, Cream, 1 bib, 2 sippy cups, at least 2 complete sets of clothing, lunch, plastic nap pad, cover for nap pad, and optional blanket.

Blue Room - Disposable diapers or underwear if potty training, at least 2 complete sets of clothes, lunch, plastic nap pad, nap pad cover and optional blanket.

Yellow Room – Disposable diapers or underwear if potty training, at least 2 complete sets of clothes, lunch, plastic nap pad, nap pad cover and optional blanket.

Green and Red Rooms – Plastic nap pad and covers, optional blanket, and at least 1 complete set of clothes.

Transitioning

What can I expect when it is time for my child to transition into the next room?

Enrollment: Upon enrollment, your child will be assigned to his/her room, which will be based on space availability, special needs/circumstances, development and age/birthday, in that order. At the time of enrollment, you will also be provided with a description of your child's room along with a schedule. As your child grows and develops, he/she may experience "transitions" to the next room until he/she moves on to start school. In order to help you understand the various rooms at the CDC, we have developed a general summary. This summary is not intended to be an all inclusive list, nor is it intended to provide you with a specific schedule for any room. Instead, this summary is intended to help ease some of your concerns that you may have about transitioning into a new room with new teachers.

The Actual Transition: Prior to any transition, the CDC staff will provide you with a “transition packet.” The transition packet has a wealth of information that helps guide you and your child in making the transition successful. You will also have the opportunity to meet with your child’s new teacher prior to the transition. The CDC staff will also work with you to minimize any stress that you may encounter during the transitional period. The transition from one room to the next is normally a week long process. By using a week to transition, the CDC staff is able to make the change more gradual instead of making an abrupt change. We understand that the transition can be stressful for the child and the child’s parents. If you have any questions about your child’s transition(s), please do not hesitate to address the CDC staff with your questions and concerns.

Infant I

Age Group: 6 weeks to approximately 14 months.

Children in the Infant I room have varying developmental skill levels. If your child starts in the Infant I Room, your child will likely be walking or starting to walk prior to the first transition.

Pink Room

Age Group: approximately 14 months to approximately 22 months

Children in the Pink Room are usually walking, albeit some better than others. The children in the Pink Room are also (1) drinking from sippy cups, (2) eating solid foods at lunchtime, (3) taking one nap during the day, (4) beginning to adjust to a daily schedule/routine, (5) working towards drinking from an open cup and (6) beginning to use verbal communication skills. Unfortunately, children in the Pink Room are in the age group where biting begins; however, teachers use strategies to minimize biting incidents. The CDC has information on biting that will be provided to you when your child enters the Pink Room and/or upon request.

Blue Room

Age Group: approximately 22 months to approximately 30 months

Children in the Blue Room are usually able to drink from open cups, which can lead to some accidents. The children in the Blue Room: (1) continue to strengthen verbal skills, (2) develop motor skills and (3) “learn by doing.” Potty training can begin in the Blue Room. The CDC has a potty training policy that you will receive when your child begins potty training. Unfortunately, children in the Blue Room happen to be in an age group where biting is a common age appropriate behavior; however, teachers use strategies to minimize biting incidents. The CDC has information on biting that will be provided to you when your child enters the Blue Room and/or upon request.

Yellow Room

Age Group: approximately 31 months to approximately 36 months

By the time a child is transitioned into the Yellow Room, he/she is continuing to develop his/her social skills. The Yellow Room is set up to help the children continue to grow in independence and to continue developing their social skills. The children will also learn lots of songs and finger plays. Potty training, if not already trained, will begin in the Yellow Room. Unfortunately, children in the Yellow Room are also in an age group where biting is a common age appropriate behavior; however, teachers use strategies to minimize biting incidents. The CDC has information on biting that will be provided to you when your child enters the Yellow Room and/or upon request.

Green Room

Age Group: approximately 2.5 years to approximately 4 years

When your child is transitioned into the Green Room, he/she must be potty trained. The Green room focuses on responsibility and learning by concentrating on various themes. The toys, decoration and activities revolve around various themes, such as dinosaurs, snow, patriotism, animals, etc... In terms of responsibility, the children pick a daily "job" upon arrival each day, which may be sweeper, sprayer and assistants. The children are also encouraged to use their self help skills by setting the tables for lunch, preparing their areas for naptime and cleaning up toys. Biting begins to wane at this age.

Red Room

Age Group: approximately 3.5 years to approximately 5 years

When children enter the Red Room they begin their journey to school readiness. As the children continue with thematic units and improving their self-help skills using the High-Scope Approach, they add new words to their speaking vocabulary, recognize what print is, make simple decisions and choices, talk about personal experiences, describe items and initiate conversations with others. A significant amount of time is spent encouraging the children to show self-confidence, make good choices and get along with peers in a group setting. This classroom is designed for your child to be academically, socially, emotionally, and physically ready to tackle the expectations of school.

Resources and Referrals

- ABC Special Needs**
(803) 935-5238/ (803)935-5281
- ABC Child Care Voucher Program**
1-800-476-0199
- Adoption and Birth Parent Services**
1-800-922-2504
- AFDC/Food Stamps/Medicaid**
1-800-768-5700
- Baby Net & First Nine Care Line (Prenatal Care)**
1-800-868-0404
- Child Abuse Hotline (National)**
1-800-422-4453
- Child Care Resource and Referral**
(803) 252-8390
- DSS Department of Social Service**
(803) 714-7300
- Family Connection of SC**
1-800-578-8750
- First Steps of Richland County**
(803) 256-7237
- Healthy Start (Home visitations)**
1-800-747-2229
- NAEYC (National Association for the Education of Young Children)**
1-800-424-2460
- Parents Anonymous 24hr Hotline**
1-800-326-8621
- Poison Control Center**
1-800-222-1222
- SC Multiple Sclerosis Society**
1-800-922-7591
- SIDS (Sudden Infant Death Syndrome)**
1-800-232-SIDS
- WIC (Woman, Infant and Children)**
1-800-922-4406