



4114 - A Hardscrabble Road (803) 462-0632
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Columbia,SC 29223

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Philosophy

DreamCatcher Child Development Center, LLC is designed to meet the developmental needs of young children ages 6 weeks to 12 years old. We provide experiences that enrich and enhance your child's cognitive, language, social, emotional, physical and creative development. Within our daily schedule, your child has the opportunity to be creative, explore their environment, and learn problem solving and personal interaction skills and to learn concepts through first-hand experiences.

Children develop a positive self-concept through a balance of discovery and teacher-directed activities. Our staff serves as positive role models and provide care that is supportive, nurturing, warm and responsive to your child's individual needs. We respect you, as parents, as the primary and most important provider of care and nurturing. We believe parents and teachers are partners in children's care and education.

“Paving An Early Path For All Their Dreams To Come True”

Hours of Operation

Our hours of operation are **6:00 am - 12 midnight, Monday through Friday**. In case of severe weather or natural disasters, DreamCatcher Child Development Center, LLC will follow the decision of the School Districts within the city limits, and/or Richland County. Such decisions will be broadcast on local radio and television stations. Parents will be contacted via text message and/or email in the event of severe weather on natural disasters.

Regularly Scheduled Holidays Include: (Subject To Change)

New Year's Eve
New Year's Day
MLK Day
President's Day
Memorial Day
Juneteenth
4th of July
Summer Vacation(TBA)
Columbus Day
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Break 12/23 -1/4
Christmas Day

Curriculum

DreamCatcher Child Development Center, LLC will follow a combination of the *A Beka* curriculum and Creative Curriculum. *A Beka* curriculum is a biblical educational approach consistent with the best practices recommended by the National Association for the Education of Young Children (NAEYC). Creative Curriculum builds children's critical thinking skills through hands-on, project-based investigations. You can learn more about the A Beka curriculum by visiting www.abeka.com. **We now have the FREE First Step K4 Program.** Please go to www.enroll.free4ksc.org for more information.

Typical Daily Activities

Typical daily activities may include:

Plan-to-review time

Small-group time

Large-group time

Outside time

Transition times

Eating and resting times

Daily Schedule (Subject To Change)

6:00-7:30 Arrival

7:00-9:00 Breakfast/ Bathroom

9:00-10:30 Academics/ Art & Craft

10:30- 11:00 Free Play

11:00-11:45 Lunch

12:00- 1:30 Naptime/Restroom

1:30-2:30 Bathroom

2:00-2:30 Snack

2:30-3:15 Free Play/Computer

3:15-4:00 Academics/Extra Help

4:00-6:00 Art/Craft/Movie/Free Play/ Dismissal

Enrollment

DreamCatcher Child Development Center, LLC accepts children 6 weeks to 12 years old at our Hardscrabble Location. DreamCatcher Child Development on Legrand accepts children 2 ½ years old to 5yr old . DreamCatcher Child Development Center, LLC does not discriminate on the basis of ethnicity, economic level, family structure, language, religion, sex, or national origin.

The following information must be completed before a child's first day at the center.

Enrollment form/**Enrollment fee \$90(non refundable)**

Immunization record

Allergy information

Emergency contact information

Signed Parent Agreement/Policy

Attendance

Children should arrive **before 9:00 a.m.** Arrivals **after** this time disrupt classroom routines. Please remember that regular attendance helps children form predictable routines and helps them gain the most from the classroom.

Tracking Children

Dream Catcher CDC – amended tracking policy as of 7/13/2021

Children will be accounted for as face to name as they enter or exit the facility or move about the facility. The parent/guardian will sign children in and out of the facility when they drop off and pick up their child. Each classroom teacher will have a tracking roster to monitor his/her specific classroom. The tracking roster will be updated each time a child is dropped off, moved to another location or picked up. The tracking roster is carried by the teacher(s) as children move throughout the building with face to name

Arrival and Departure of Children

Each child must be logged in upon arrival. **Children are not permitted to walk alone.** DreamCatcher Child Development Center, LLC is **not responsible** for your child until you, the parent, have signed in and a teacher recognizes your child as being present. **When children leave the center they must be signed out.** You must notify the center if someone who does not regularly pick up your child will be coming to pick your child up. All adults authorized to pick up your child must be included on the emergency contact form on file at the center. When an adult who does not routinely pick up your child comes to the center, he/she must present photo identification. **You must call immediately if you anticipate arriving late for pick-up. You will receive a late notice and will be charged \$10.00 per minute even if you have called our staff to inform them of your late arrival.** Please remember that your children and our staff begin to worry when you are late, so a call is always appreciated. If your child has not been picked up by 7:00 p.m., and no contact has been made by you or an authorized adult, a law enforcement officer will be notified to pick up your child.

Free and Full Access

DreamCatcher Child Development Center, LLC grants all parents of children enrolled, unless these visits aren't disrupt instructional activities or classroom routines. If there is a court order prohibiting someone from having access to a child, the center must have a copy of the documentation ordering such prohibition.

Release of Children

If a custodial or noncustodial parent arrives and appears to be intoxicated, DreamCatcher Center Department Center, LLC will contact an emergency person on your child enrollment form and if deemed necessary law enforcement will be contacted immediately.

*** DreamCatcher will not consider provisional hiring offered by the Department of Social Service.**

USDA Food Program

DreamCatcher Child Development Center, LLC is enrolled in the USDA Food Program. Our meals are approved by the food program. Infants are enrolled in the food program and we will provide iron fortified cereal and baby food. **You are responsible for feeding your children if he/she arrives after mealtime. No Exception!! No Excuses!!!**

****Legrand Road facility children have to bring in their lunches and snacks with cold packs in their lunch boxes DAILY. We are asking that you feed them breakfast prior to coming. Legrand Facility DOES NOT have a kitchen. We do have a microwave to warm up lunches.**

Clothing and Personal Belongings

All children ages 30 months and over are to wear uniforms. The dress code is blue or white shirts and khaki/navy bottoms. On Friday it's dress down day.

Disposable diapers and any needed diaper powder, ointment or wipes need to be labeled.

You are responsible for providing (3) 8 ounce bottles with your child's name. Only one (1) training cup for children who drinks out of a training cup..

You should provide a blanket and/or sheet and a pillow (if your child desires) for naptime. These items will be sent home each week to be laundered.

Children should not bring toys from home except for special projects. Soft toys or dolls from home may be provided for naptime comfort. The center provides adequate toys and materials for all children and cannot take responsibility for items from home that may get lost or broken. **All children need to bring a water bottle filled with water only daily.**

Outdoor Play

Outdoor play is viewed as a healthy extension of classroom curriculum and promotes physical motor growth, socialization and fun. Children will go outside every day except in the event of inclement weather or the temperature/wind chill is below 32 degrees. Please dress your child appropriately for the weather. **If your child is too ill to go outside, she/he belongs at home.**

Field Trips

Signed permission slips will be required for children to participate in field trips. Planned field trips that are outside of the center may be taken and parents are welcome and encouraged to participate as a chaperone.

Transportation

When transporting children the staff will be accountable for loading and unloading children at every location.

Liability Insurance

DreamCatcher Child Development Center, LLC **DOES** carry liability insurance for the safety of your child(ren).

Discipline

DreamCatcher Child Development Center, LLC does not permit **ANY FORM** of corporal punishment or physical force and will never deprive a child of food, water, nap or rest, comfort item from home, or bathroom facilities!

The procedures for discipline are as follows:

- * Verbal Redirection of the child
- * Age Appropriate Time Out (one minute per age of the child)
- * Conference with child and parent
- * If behavior does not improve termination of childcare services
- *Parents will be notified of each occurrence

Child Abuse and Neglect

Childcare providers are mandated by state law to immediately report any suspected child abuse or neglect to the Department of Social Services. The number one priority of DreamCatcher Child Development Center, LLC is to protect all children in its care.

Emergency Procedures

Updated emergency phone numbers for your child shall be kept on file so that you or a designated emergency contact can be reached in case of an emergency.

You and your emergency contacts will be telephoned in case of the following:

If your child becomes ill or injured while attending the center.

If your child is left at the center after 12 midnight.

If the center must close because of extenuating circumstances.

Injury/Accidents

In the event of a minor accident at school, first aid measures will be taken, and an accident report form will be completed. A copy of this report will be kept on file and a copy will go to you, the parent. **One** CPR trained staff will be on duty at all times. Please be aware that DreamCatcher Child Development Center, LLC **will not** call you for every minor injury.

In the event of a serious accident or emergency, your child will be taken to the hospital by ambulance. Every effort will be made to contact you immediately. If you cannot be reached, we will attempt to reach the emergency contacts and the physician listed on the emergency contact form. A staff member or the director will travel and stay with your child and secure medical treatment until you arrive and after, if necessary.

Illness

To protect the health of all children and staff, DreamCatcher Child Development Center, LLC follows the guidelines of the American Academy of Pediatrics for exclusion.

The following illnesses or conditions will result in exclusion from the center:

Fever of 100 degrees F or above. Children must be fever free without fever reduced medication for 24 hours before returning to the center.

Diarrhea -uncontrolled diarrhea, increased number of stools, increased water and/or decreased form that is not contained by diaper or toilet use; until 24 hours after the diarrhea stops.

Vomiting -vomiting illness is defined as two or more episodes of vomiting in the previous 24 hours: until vomiting resolves or physician determines it to be communicable and the child is not in danger of dehydration; until 24 hours after the vomiting stops.

Pink eye (purulent conjunctivitis)-after condition has been evaluated and treated
Streptococcal pharyngitis (strep throat)-until 24 hours after initial treatment, and no fever for 24 hours

Rash with fever or behavior change-until a physician determines that it is not a communicable disease

Impetigo -24 hours after treatment is begun

Head lice -24 hours after treatment is begun and nits are no longer present

Ringworm or Pinworm -24 hours after treatment is begun

Scabies -24 hours after one treatment with prescription cream

Mouth sores-with drooling unless a physician or health official determines the condition as non-infectious

Viral or bacterial infections -until treated and released by physician

Chicken Pox -until seven days after onset of rash or until all sores have scabbed over

Roseola -after rash and fever are gone

Symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs-until medical evaluation indicates inclusion.

If it is decided that your child should be sent home you will be asked to pick your child up promptly. A reasonable amount of time (no more than **90 minutes**) will be allowed for your arrival. If you cannot be reached or do not respond to the request to pick up your child, the emergency contact identified on your child's Enrollment Form will be asked to come instead.

Medication/Treatments

DreamCatcher Child Development Center, LLC requires written authorization to administer any medication or medical treatment. *Medication Forms* are available. Completed forms are kept in a medication log for our records.

Over-the-counter medicines must be in their original containers. Medicine will be administered for only one day with a parent's authorization. Continued usage requires a physician's written authorization.

In the case of prescription drugs, you will complete the *Medication Form* requesting and authorizing administration of the medication and specifying in writing the dosage and times of day the medication is to be administered. The medicine must be in its original container. An administrator will check the name and date of the prescription to be sure the medication is prescribed for your child and is current. The prescription label or doctor's note should also indicate the nature of the condition being treated. Any errors in administration of medication will be reported immediately to you, the family and to the Department of Social Services. Medication will only be given to your child with written release. If your child needs to take medication, **please ask for a Medication Form.**

Termination of Services

Service may be terminated when a pattern of any of the following becomes excessive:

- Failure to pay tuition in a timely manner.
- Failure to comply with center policies concerning ill children.
- Requests for special accommodations that center staff cannot meet.
- Habitual late pickups (**5 or more within a yearly time**).
 - Being unreachable and out of touch by phone.
 - Failure to keep immunization records current.
 - Failure to provide emergency contact updates.
 - Extreme behavior that prevents the child from participating safely with peers.

If you wish to terminate care you must give a two week's notice in writing. The two weeks will start the day you hand in the letter. **NO VERBAL NOTIFICATION. Whether or not your child is in care or not you are still required to pay for two weeks. All fees are due with the letter.**

Toilet Training

Children must be physically, cognitively and emotionally ready in order to be successful at toilet training. DreamCatcher Child Development Center, LLC **will work closely** with you in order to create an appropriate plan for your child. The process usually begins when children are about **24 months old**. If you have a method that has been working with you, please let us know. **We will work with you-but not for you. Should you discontinue potty training, we may discontinue and try again at a later date. Please don't ask us to offer "treats" to the child for going "potty".**

Birthday Celebrations

DreamCatcher Child Development Center, LLC welcomes birthday celebrations but asks that parties remain age appropriate and simple. We prefer healthy snacks instead of sugary ones. Our staff should be notified a week in advance should you desire to celebrate your child's birthday on site.

Tuition and Fee Policies

Enrollment Fee

There is a **non-refundable enrollment fee of \$100.00** per child. In the event of a waiting list, this fee will provide your child a place on the list.

Vacation Credit

Children enrolled full-time and have been in care for 6 months or more are entitled to 1 week vacation annually. **If you choose to take a vacation before the 6 months you are responsible for the full week tuition.** At least a 2 week's advance notice is required.

Tuition

Tuition is **Due** on Monday of each week for that week of care. Your fee can be **paid** weekly, bi-weekly and monthly. Credit **will not** be given for sick days or vacation days taken after the **one week** allowed. **Tuition paid after Tuesday at 6:00 pm will be assessed a late fee of \$10 per day.** Termination of services will occur if tuition is not brought current by the next Monday. All fees are paid with cash, checks, money order and debit cards.

Tuition rates:

Yearly Supply Fee \$80

Registration Fee \$100

\$225(0-2yrs not potty trained)

\$200 (3-4yrs, potty trained)

Sibling Discount: \$5 off each additional child.

First Step K4 FREE

Afterschool For K4 after 4pm \$50

*****Evening After Care Services (6pm-12 midnight) Toddlers \$150 weekly**

2 ½ years -12 year (\$100 weekly) ONLY AT Hardscrabble Location

Hourly Rates \$14 (M-Fri) during regular hours (minimum 3 hours)

****If Space available (Appointment Only)**

Extended Hourly Care after 6pm \$10.00 hourly (minimum 2 hours)

School-Age Program:

Afterschool \$120 (M-Fri)

Pre-K and up half days \$100

\$75 (M-Fri)

Afterschool Full Day \$160 (Virtual Learning)

Tutoring Session \$25 hour

***No children under 30 months at the Legrand Location.**

Return Check Fee

If your check is returned for **non-sufficient funds**, there will be a **\$45 fee** implemented. You will also be charged a late payment fee for every day it is not paid.

Late Pick-Up Fee

Late pick-ups are not allowed. A late fee of \$10 per minute will be charged after closing shifts (6pm) for each child. **You must pay the fee upon arrival. No Excuses!! No Exceptions!!** Please arrive **before** closing or have an emergency contact pick up your child if you feel you may be late.

(We follow by your contracted hours on your enrollment forms) All K4 students need to be picked up at 4pm if not picked up there is a \$50 after school fee weekly that will be charged to your account.

Late Payment Fee

If payment is not made on the due date, you will be charged a late fee of \$10. You will be charged your regular rate plus a late fee payment is due, if payment is not made within one week; legal action will begin. All legal and processing fees will be paid by you, the parent. Late fees are due with payments.

NO GRACE PERIOD! NO EXCEPTION!

***Changes to the handbook or contract:**

Any changes to the handbook or contract will be posted and will go into effect within 30 days of posting.

If you have any questions concerning our policies and procedures, please contact a member of our staff. We will set up a time to have a parent/provider meeting. We will not discuss anything around the children. All information contained in the child's file is strictly confidential.

Confidentially

Confidentially all records of children's files that include names, addresses, and other information about the child or family and information that may identify a child are kept locked in the director's office. **Only authorized personnel will have access to files which include DSS and directors only.**

I _____ and _____ am parent(s)/guardian
Parent's Name Parent's Name

of _____. I agree to follow the terms, conditions and
Child/ren's Name

rates in this contract.

Parent's Signature

Date

Kawiana D. Young /Shekera Williams/Corinne Chisolm

Director's Signature

Date

Covid 19 Update

DreamCatcher Child Development,LLC we believe in education, development, and socialization is very important. But your child's safety is what matters most. At this time DreamCatcher will take every precaution to ensure your child is safe and secure when they spend their day with us.

Temperature Check: Screening of **All** staff members and children upon arrival at school to raise temperature and symptoms of Covid-19.

Protective Mask: Staff members are wearing their face coverings while working with the children. Children 3 and over are **REQUIRED** to wear their (Superhero) mask to school daily as well as throughout the day.

Wellness Check: Regular Wellness checks are being conducted throughout the day. Families of children that show signs of illness **WILL BE NOTIFIED IMMEDIATELY.**

Limited Classroom Access: Classrooms are reserved for teachers and children **ONLY.** To keep the spread of germs and control group sizes, families are asked to stay in common areas or outside and **NOT** to enter the classroom.

Handwashing: We continue to ensure the increased frequency of handwashing by children and staff. Hand sanitizer is available in the center.

Social Distancing:

- We are staggering playground time, so groups don't mix.
- Naptime children are placed 6 feet apart.
- No outside Visitors inside the classroom.
- Children and Staff remain in the same group and classroom each day.

Sanitize and Cleanliness: We have strengthened our existing cleaning and sanitizing practice. Toys, doorknobs and other high touch service areas are disinfected. Toys are rotated throughout the day. We do routinely get the building sprayed professionally for the Coronavirus.

STAY HOME IF YOUR CHILD IS SICK. IF YOUR CHILD HAS ANY FLU SYMPTOMS. PLEASE DON'T BRING THEM TO DAYCARE UNTIL THEY ARE 72 HOURS FEVER AND MEDICATION FREE. IF ANYONE IN YOUR HOUSEHOLD HAS BEEN EXPOSED OR HAS TESTED POSITIVE PLEASE NOTIFY US IMMEDIATELY AND KEEP YOUR CHILD HOME TO QUARANTINED FOR 14 DAYS.

**** PARENTS ARE NOT ALLOWED IN THE BUILDING AT ANYTIME**

