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*Old Fort Baptist Church*

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**10505 Dorchester Rd.  
Summerville, SC 29485  
843.376.0622 (phone)  
843.376.0619 (fax)  
Email: [cdo@oldfortbaptist.org](mailto:cdo@oldfortbaptist.org)  
Web: [oldfortbaptist.org](http://oldfortbaptist.org)**

**CHURCH STAFF**

Dr. D. Eric Lethco	Pastor
Rev. Jason Taylor	Music Pastor
Rev. Charles McCallum	Discipleship Pastor
Mr. Luke Lethco	Director of Student Ministries
Mrs. Molly Lee	Director of Children's Ministries
Mrs. Patti Lethco	Director of Child's Day Out
Ms. Tammie Hood	Director of Kid's Fort

**SUNDAY SCHEDULE**

Sunday School	10:45 am
Morning Worship	9:30 am
Sunday Evening - Children Activities, Student Ministry, Equip (adults)	5:30 pm

**THURSDAY SCHEDULE**

Community Impact for Christ (CIFC)	6:00 pm
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**WEDNESDAY SCHEDULE**

Prayer Time; Adult Choir	6:30 pm
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**MONDAY & WEDNESDAY**

Child's Day Out	9:00 am to 1:00 pm
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**TUESDAY & THURSDAY**

Child's Day Out	9:00 am to 1:00 pm
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**MONDAY – FRIDAY SCHEDULE**

Kid's Fort	After-school care
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## **PROGRAM**

It is the philosophy of Child's Day Out here at Old Fort Baptist Church that early childhood should be a time of fun, warmth, security, exploration and discovery. Preschool children are creative and receptive. The staff strives to nurture and encourage these qualities in the children who attend.

The Child's Day Out purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole. We will strive to enable each child to grow in trust, independence and initiative;

- feel good about himself/herself
- experience God's love through loving relationships with other children and adults
- enjoy happy times at church
- explore the world around him/her
- develop small muscles through art, puzzles, block and home living activities
- exercise large muscles through movement activities indoors and other play activities
- think and make choices for individual and small group activities.

Planned within the framework of philosophy and purpose, the curriculum for our program includes;

- sharing and conversation time
- Bible stories
- songs
- creative art activities and crafts
- games and large muscle activities
- food preparation
- science and nature activities
- celebration of birthdays and holidays

## **STANDARDS**

The standards for a program of this type in South Carolina are very lenient. Based on our hours, we are not required to become registered or licensed. Our teachers have all been through CPR and basic first aid training. The program is administered by the Child's Day Out Director and a Staff member of Old Fort Baptist Church.

## **FEES**

A registration fee is required in order to register for our program. Registration takes place the first week of February. Tuition is due the first of every month. If a tuition bill falls two (2) months behind, the child will not be able to return to school until the bill has been paid in full.

- Registration fee - \$125
- Tuition - 2 day program \$130 per month
- Tuition - 4 day 4 year old program \$255 per month
- Late pick-up charge \$5 for the first 15 minutes and \$2 for each additional 5 minutes

## **ADMISSIONS**

Child's Day Out serves children age six months through four years of age. Admission requirement and enrollment procedures are as follows:

- Classroom assignments are based on a child's birth date. Children are generally grouped with children whose birthdays are within six months of each other. The teacher/child ratio of each age is as follows:
  - Four Year Olds 16 children to 2 adults
  - Three Year Olds 12 children to 2 adults
  - Two Year Olds 10 children to 2 adults
  - One Year Olds 8 children to 2 adults
  - Infants 3 children to 1 adult
- Classes are filled on a first-come/first serve basis
- If the class is full when a parent calls, the child will be placed on a waiting list to fill vacancies as they occur
- Parents of enrolled children receive pre-registration forms in February of each year, allowing them to register at that time. An annual registration fee is due and must accompany every registration form in order to secure a place for your child.
- Following in-house registration, vacancies will be filled from the waiting list and then opened to the public

## **ENROLLMENT**

An Enrollment Packet is found on our website and must be completely filled out and returned on the first day of school. We will also need an immunization certificate. It is essential that we have a current certificate for each child enrolled in the program.

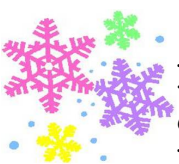
## **CURRICULUM**

Our curriculum provides a specific topic for each session. The sequences of the topics are developmental in emphasis as teachers build foundations and plan seasonal activities. Teachers share songs, stories, teaching pictures, Bible thoughts and conversation as they provide activities in the areas of art, blocks, puzzles, nature, home living and music.



### **CALENDAR YEAR**

The calendar year is from September to May. Child's Day Out observes holidays according to the Dorchester District 2 Schools.



### **INCLEMENT WEATHER**

In the event of inclement weather, we follow the Dorchester District 2 Schools closing.

If schools close once we arrive, we close also. You must make arrangements to pick up your child immediately. If the school district has a delayed opening we will cancel for the day.



## DAYS AND HOURS OF OPERATION

Child's Day Out is in session from 9:00am to 1:00pm, Monday and Wednesday or Tuesday and Thursday. There are no refunds for absences.



## DRESS

Children are encouraged to wear play clothes and tennis shoes. We ask that children not wear flip-flops at any time for their personal safety. Daily activities include active and "messy play" (i.e. painting, play dough, sand play), and the children should feel comfortable.



The child's name should be placed in all outdoor clothing and other belongings to ensure the return of all proper possessions and clothes. Children are to be dressed appropriately for the weather.

A complete change of clothing is required for each child in case of accidents. These clothes are to be placed in a plastic zip lock bag, clearly labeled with the child's name and left in the child's backpack.

Please do not send an umbrella at any time. Umbrellas are unsafe in a group of children.

## POTTY TRAINING

After your child has begun potty training at home, we will be glad to assist the process at school. However we do require your child to be in a pull-up until completely potty trained. Please speak with your child's teacher and attach written instructions to your child's bag.

## CURRENT INFORMATION

It is imperative that parents keep the Director informed of any changes that may occur in your address, employment, emergency information or any changes in family situations.



## FOODS

Children should have eaten breakfast before they arrive in the morning. Teachers cannot feed your child breakfast once they arrive at school. Snacks are furnished at the teacher's discretion, but not on a regular basis. Snacks are sometimes used as part of the curriculum, often related to the unit topic, and as an experience in tasting.

Each child needs a sack or box lunch daily. We encourage you to pack nutritionally balanced lunches that your child can easily handle eating by himself/herself. We do not have accessibility to a microwave to warm up lunches. Things to include are fresh fruit (peel oranges and cut up apples into wedges before packing, slice grapes), raw vegetable sticks, and cheese/crackers. Please do not send candy or gum. We do not provide drinks for lunchtime. Please send a sippy cup or a box drink, but not a soft drink.

If your child has food allergies please make your teacher aware, in writing, of the allergy the cause, effect and treatment. We will make sure that your child is safe and we will take every precaution necessary.

If you wish to celebrate your child's birthday at school, please notify the teacher in advance. Summer birthdays may be celebrated at any time during the school year provided the teacher is made aware in advance. For the children's safety, candles or balloons are not permitted.

## **TOYS AND PERSONAL ITEMS**



We have toys and equipment in the classroom. We discourage children from bringing personal toys to their classroom. This will avoid lost or broken toys, inappropriate toys, or children giving away toys.

Toy guns, swords or other toys that can hurt another child are not allowed at any time. Occasionally, teachers will ask children to bring certain items for show and tell, nature activities or special days. Please make sure each item is marked with the child's name.

## **SPECIAL NEEDS POLICY**

Child's Day Out strives to meet the spiritual, physical, social, emotional and intellectual needs of the children it serves. Enrollment of children with special educational needs will be evaluated on a case by case basis to determine if our school is best able to meet their needs. The decision will be based upon review of any and all professional evaluations of the child, an assessment of his/her individual needs and the impact on their classroom.

If it is determined that the enrollment of the child will not require fundamental changes to the program or classroom and our staff has the training and experience to properly serve the needs of the child, provisional enrollment will be granted on a trial basis. If it is determined that the program cannot best serve the needs of the child, the child will not be enrolled, their registration fee will be refunded and the parents will be directed to resources that can better serve the child.



## **DISCIPLINE**

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise.

Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

Removal from the group for a period of "time-out" is the approach used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior. If behavior problems persist, alternative methods will be sought, or in rare cases, parents may be notified.

If a parent must be notified on an ongoing basis, it may be necessary to remove the child from the program. This decision will be made jointly by the Teacher, Director and Staff Representative.

## **CONFIDENTIALITY OF RECORDS**

Children's records are open only to the child's teacher, the Director or the child's parent or legal guardian.

## **WITHDRAWAL**

If a child must be withdrawn from Child's Day Out, two weeks notice is required so that another child can fill the vacancy. Should more notice be possible, it would be appreciated.

## **CODE OF CONDUCT**

To prevent abuse of children and youth in our church and to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our children, Old Fort Baptist Church and the Child's Day Out program adhere to all policies outlined in the Old Fort Baptist Code of Conduct.



## **COMMUNICATION WITH PARENTS**

There are not formal parent conferences offered during the year. Either the parent or teacher may request a conference any time there is a special concern.

Parents are welcome to visit in the classroom at any time. Please give us a few weeks at the beginning of the year to get settled. A visit is not a time for a personal conference. When you visit, the teacher and the class should progress normally. If you have any questions, please contact the teacher after class since our main objective is working with the children when they are in the room.

Parents will be informed of the activities of the program through letters and/or memos from the teachers or the Director.



## **HEALTH INFORMATION**

Each child is required to have on file an immunization certificate. A copy of their shot record is sufficient. The immunization certificate is required upon enrollment.

We must have on file for each child a signed Medical Release and Emergency Information form authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person also must be on file.

We can only accept well children. We are depending on parents to help maintain this policy. It is in the best interest of your child and other people at Child's Day Out to keep your child at home when he/she is ill. If upon arrival a child appears to show signs of constant cough, earache, red or running eyes, skin eruptions, swollen glands, sore throat, rash, fever or diarrhea, vomiting, signs of listlessness, weakness or drowsiness, is fussy, cranky and generally not himself/herself, we will not admit him/her to our program for that day. If you suspect your

child is coming down with something or if your child has a runny nose that has any yellow or green color, we would appreciate you keeping him/her home as a precaution from exposing children or staff members to any infection. If your child has, or has had a fever they may not come to school. Children should be fever free for at least 24 hours before returning to school.

Should a child become ill during the day, the parent will be notified immediately. The child is taken to the Director's office and made as comfortable as possible until the arrival of the parent or other authorized person.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted in the school and the parents will be notified in writing by the Director. The ill child will not return to school until the period of contagion has passed.

In the case of a medical emergency during school, the staff will administer first aid. First aid will consist of cleansing wounds with soap or applying ice unless otherwise advised by the parent. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified as quickly as possible. If we cannot reach you, we will contact your physician. If medical attention is required, the staff will call emergency 911, who will transport the child to the nearest local hospital unless otherwise specified in the child's emergency information.

Incident Report forms are filled out for all accidents. A copy is placed in the child's file and one copy is given to the parent.



## **MEDICATIONS**

We discourage the administration of any medications, prescription or over-the-counter drugs during school hours. If it is absolutely necessary for a child to receive medicine during school hours, please follow the procedures outlined below.

Obtain an Authorization of Medication form from the Director and fill it out in its entirety. A new form must be filled out daily.

All medication must be in its original container and clearly marked with the child's name. If a prescription medication is being given, instructions must include the child's name, physician's name, pharmacist, medication dosage, frequency, and starting date and expiration date, if applicable.

## **VISITORS**

Children may not bring a friend or relative to class with them. For the safety of the staff and children, all visitors must register in the Director's office before going anywhere in the building. This policy will help us know who is in the building at all times.

## **CUSTODY**

Child's Day Out has no legal authority to refuse either parent the right to pick up their child unless a court order has granted temporary or permanent custody to one parent or to a third



party and the school has been furnished with a copy of the order bearing the court's signature. CDO cannot be placed in the position of arbitrating a child's release to a parent or the visitation right of a parent or other family members.



Dear Parents:

Welcome to the Old Fort Baptist Church family. We are excited that you have chosen to enroll your preschooler in our Child's Day Out program. We hope that you will enjoy watching your preschooler grow in every way as he/she participates in our program.

Child's Day Out is an extension of our preschool ministry at Old Fort Baptist Church. We offer many experiences for preschoolers to grow in the knowledge of God and the world around them. Our Sunday morning program includes Sunday school for Birth through 4 years old at 10:45am. We provide extended care during the morning worship services at 9:30am for infants and toddlers. Also we provide preschool worship for 2 to 4 year olds during the 11:00am time. Childcare for birth until 2 years old is provided on Sunday evening during the 5:30pm service. Ages 2 through 4 participate in other ministry activities.

We pray that this will be a special year for you and your preschooler.

In Christ,

A handwritten signature in cursive script that reads "Patti".

Patti Lethco  
Director