

Student Handbook

2023-2024



Letter from the Director



Welcome to The Diamond Child Development Center, where we take pride in knowing “Every Child is a **DIAMOND** in the Rough.” Thank you for allowing us to be a part of your child’s future and work as your partner to grow them into wholesome individuals.

I know that handing your child over is one of the hardest things you must do, and I want you to know that we understand and appreciate the responsibility of caring for them while you are away. The Diamond staff is a well-trained responsible staff that will amaze you and I am positive you won’t regret allowing us to work for you. We will love your child and take wonderful care of them.

I look forward to making you a part of our team. I do however have four requests of you. First, I ask that you support us by praying for us daily. Second, I ask that you become involved with our center by keeping track of and participating in upcoming events. Third, I ask that you take some time and read this handbook thoroughly and follow all rules, policies and procedures. Finally, I ask that you follow us on Facebook, share our posts as we do fun things, as well as stay tuned to our YouTube Channel and website, diamondchilddevelopment.com.

I have written this handbook in efforts to answer most of your questions. However, if you have a question that I did not cover, please, feel free to ask your child’s teacher or myself and we will be happy to answer your questions for you.

Please know that I personally can’t wait to see what the Lord has in store for us, and how He will bless our attempts to honor Him through your family!

Sincerely,
Kim Bostic
Owner/Director



Who Are We?



Our History...

The Diamond was opened on June 3, 2013. The beginning staff included The Lord, Kim Bostic, Tammy Fowler, Lynn Heintzel and four other teachers – all of which were employed for years together at West End Weekday Ministry. Since the opening of the Diamond, the staff has grown and changed but our overall core purpose and goals still remain... Honor the Lord, strive to provide the best care for our students and work together as a team to be the best workplace and childcare Gaffney has to offer!

Our Mission Statement...

Our mission is to provide childcare that grows children academically, emotionally and spiritually. We strive to teach children the essentials that they will need to enter grade school with the knowledge, confidence and courage to succeed. We will accomplish this by introducing them to the Lord, His Son, respect, and academics.

Our Goals...

- To introduce children to the Lord, His Son, and His Word.
- To grow children academically, emotionally and spiritually.
- Get to know each child as an individual.
- Assist children in understanding themselves and their world.
- Introducing structure and appropriate behavior.
- Help them work as an individual and in a group setting.
- Assist children in acquiring skills and information they will need to solve problems of everyday living.
- Reach the set of goals for each class and preparing the children for the following class they will enter.
- Prepare a class to make learning fun and enjoyable.
- Teach children respect by showing them respect.
- Love children unconditionally.

What's In Our Handbook...



I have developed a set of age-appropriate procedures for The Diamond that are designed to create a safe, spiritual, efficient and productive experience for you and your child. My intent is that this handbook be used as a tool to provide you with information and procedures of the individual classrooms so that you will know the goals set for your child and understand the reason, we do the things we do in this facility.

I have also created a set of policies to help us stay on the same page and keep things running as smooth as possible for us all.

All policies have been written to meet criteria of DSS as well as to meet the needs of your child as they successfully and safely master each goal set before them.

I must also however, reserve the right to revise policies and procedures as we may develop better plans or a DSS/DHEC make changes to their regulations.

Please read and follow all policies outlined in this Handbook. If you have any questions, please feel free to ask.



Table of Contents



Records	5
Communications	6
Drop Off & Pick Up	8
What Not to Bring...	11
Medical Policies	12
Medical Emergency Policies	13
COVID-19 Policies	13
Financial Policies	14
Payment Policies	16
Discipline Policies	18
Programs	19
Infant	20
One Year	21
Two Year	22
Three Year	23
K4 Program	24
Afterschool	25
Summer	26
Planned Special Events	27
Closings	28
Inclement Weather	
Emergency Plans	29
Summary	30
Donation List	31

Our Prayer for you...

Lord, please bless
all the children of
the Diamond
and their families.
We ask You to watch
over them, protect
them and give them
the peace that only
comes from knowing
Your amazing love.
...Amen



Records



When you sign your child up at The Diamond, we are required to keep a confidential record on them. This record should always be up to date and meet the requirements of DSS, as the contents will always be open for their approval. **You will be asked to fill out new paperwork at the beginning of each school year.**

Please be sure the following items are always up-to-date and contact the Office immediately if there are any changes:

- Parent Contact and Emergency Numbers
- Allergy List
- Authorized Pick-up List
- Shot Records

Also, please let us know if you add Authorized Pick-up people or change anything in your **Procare** app so that we can make changes to our paper files.

Please bring in a new Shot Record each time your child received a new shot.

PLEASE NOTE

Shot Records must be on a **South Carolina DHEC Approved Form** and signed by a Doctor.



SOUTH CAROLINA CERTIFICATE OF IMMUNIZATION																																																																																					
SC Law §44-29-100SC Code of Regulations §1-4 Certificate must be completed according to form instructions by a licensed Practitioner of Medicine, Surgery, or Osteopathy, or by his/her authorized representative.																																																																																					
CERTIFICATION STATUS ***[Check only ONE box]***																																																																																					
<input type="checkbox"/> Certificate Expires: Month / Day / Year (Date not required for day care/school entry) Child/Student may attend day care or school for no more than one month from this date.	<input type="checkbox"/> Day Care Requirements as of date of issue If Meets Day Care Requirements (See valid for school entry)																																																																																				
<input type="checkbox"/> Day Care & School Requirements as of date of issue If Meets Day Care Requirements AND Requirements for 5K-6 th grade	<input type="checkbox"/> School Requirements as of date of issue If Meets Requirements for 5K-6 th grade <input type="checkbox"/> Meets Requirements for 7 th -12 th grade <input type="checkbox"/> Certification for 1 st grade (Day requirement only. Supplement to approved Certificate Only)																																																																																				
<input type="checkbox"/> Medical Exemption (Must complete Section 3 below) Child/Student may attend day care or school for no more than one month following the temporary expiration date in Medical Exemption section.																																																																																					
1 Name: _____ Date of Birth: _____ MCV/Chart #: _____																																																																																					
Vaccination Date																																																																																					
<table border="1"> <tr> <th>Vaccine</th> <th>3/13/2016</th> <th>1/16/2017</th> <th>9/1/2017</th> <th>1/1/2018</th> <th>11/6/2017</th> </tr> <tr> <td>Hep-B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>IPV + OPV</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DTaP + DT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Td</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tdap</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hib</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MMR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Varicella</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PCV</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rotavirus</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hep-A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>HPV</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MCV4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Vaccine	3/13/2016	1/16/2017	9/1/2017	1/1/2018	11/6/2017	Hep-B						IPV + OPV						DTaP + DT						Td						Tdap						Hib						MMR						Varicella						PCV						Rotavirus						Hep-A						HPV						MCV4					
Vaccine	3/13/2016	1/16/2017	9/1/2017	1/1/2018	11/6/2017																																																																																
Hep-B																																																																																					
IPV + OPV																																																																																					
DTaP + DT																																																																																					
Td																																																																																					
Tdap																																																																																					
Hib																																																																																					
MMR																																																																																					
Varicella																																																																																					
PCV																																																																																					
Rotavirus																																																																																					
Hep-A																																																																																					
HPV																																																																																					
MCV4																																																																																					
MEDICAL EXEMPTION: This child is exempt from receiving each of the vaccines listed below for a MEDICAL REASON (must be approved by a licensed Physician (MD or DO) or his/her authorized representative (e.g. PA or APRN)).																																																																																					
3 LHM VACCINES DATE TEMPORARY EXEMPTION EXPIRES PERMANENT EXEMPTION (Check if applicable)																																																																																					
I certify that the immunization information listed in this certificate is consistent with the child's health records and meets SC DHEC immunization requirements as of the date this certificate was issued.																																																																																					
4 Facility Name/Address _____ Date Certificate Issued _____ Facility Telephone Number _____ Signature of person completing certificate (Physician or Authorized Representative) _____ Print Physician's Name _____ Print Authorized Representative's Name (if applicable) _____																																																																																					
<small>1) Reliable history of Varicella (chickenpox) as defined in: 1) Healthcare provider diagnosis or verification of Varicella (chickenpox) disease, 2) laboratory evidence of immunity or laboratory confirmation of disease. Immunization Requirements for Child Day Care Attendance and School Attendance are published by DHEC annually (see: DHEC Approval Code P1018 http://www.southcarolina.gov/health/Vaccines/immunization/immunization.htm) DHEC 2743A (02/09/17) This form should not be accepted as documentary evidence of citizenship or nationality. This is a Public Health document. Do not electronically replace the certificate without prior approval of the SC DHEC Immunization Division.</small>																																																																																					

Communications



Communication has proven to be the key to a successful partnership, making preschool experiences pleasant for us both. There are several ways for us to communicate with each other here at the Diamond. Below is a list outlining, what we feel, are the best ways to keep informed about your child and all that's going on each month.

1. First and foremost, you should always feel free to **CALL** us anytime to give us any information, ask any questions, or just check on your child.
2. The **PROCARE APP** is one of the main way we will communicate with you. Please check daily to see if your child's teacher or the office has posted a message to you with information regarding upcoming events, and supply needs or issues needing to be addressed. Office issues such as billing, last-minute opening or closings for bad weather or any emergency that may arise will also be posted there. We will be watching for messages from you as well, the Procare App is where you can communicate with us with questions or letting us know if your child will be out or is running late.
3. Your child will be assigned a folder in their classroom to collect classwork, crafts and any special information you may need to know. Please make sure you received all **PAPERWORK** from your child's folder every day, if you don't receive any at pickup, please ask. Please go through all your child's paperwork as this is the main way you be able to see your child's progress, creativity and will be notified that supplies are needed.
4. Your child's Teacher will create a **NEWSLETTER & CALENDAR** each month. They will provide information on what your child will be studying, activities, special event days and days when your child will need to bring in something from home. Ms. Kim also creates a Newsletter with information on important issues and upcoming events. These will be posted on your Procare App, our Website and Facebook for your convenience. You can also request printed versions of your child's Newsletter and Calendar.



Communications



5. Follow us on **FACEBOOK** so that you will see pictures and videos of special events and get updates in case of bad weather.
6. Check out our **WEBSITE**, www.diamondchilddevelopment.com. There you will find monthly newsletters, calendars, menus, photos and upcoming events. We also have a **YouTube** Channel, Diamond Child Development where we post videos of special events and programs.
7. The **BULLETIN BOARD**, located at the entrance of our building, will have each month's newsletter and up coming events you should be aware of. We also post Special Events and Closings on the Doors.
8. Your cell phone number will be added to a list that may be used by Your child's Teacher to **TEXT** you with information if needed.
9. Your **EMAIL** addresses may also be used if needed to inform you of billing information as well as important upcoming events and announcements.
10. Finally, if you have any questions, feel free to ask to speak directly to your Child's Teacher, Ms. Kim or Ms. Tracey, **IN PERSON**, when you are dropping off/picking up your child and we will make every effort to assist you.

There you have it, 10 ways of communication we provide in efforts to make sure you are always informed of your child's activities and encourage participation in Diamond events by both you and your child. We need your help and support in making this the best preschool in Cherokee County, which is our greatest desire. I know that this can be accomplished by having a respectful, loving partnership with each other.

Drop Off and Pick Up



Drop Off and Pick Up policies are some of the most important policies we have in place to ensure the safety of your child and our other students. Please follow these rules carefully to make sure Drop Off and Pick Up time runs as smooth and safe as possible.

1. For security purposes, our door is locked and can only be opened with a code. A unique 4-digit code will be assigned to each family. Please give your code to only those who are dropping off/picking up your child.
2. To prevent inappropriate release of a child to an unauthorized person, only persons listed on a child's Authorized Pickup Sheet will be allowed to pick up students.
3. Only Students are allowed past the Lobby.
4. All students will have their temperature taken at the door and will be sent home if a fever is detected.
5. The Diamond opens at 6:00 am. Please do not enter the building until 6:00 am, even if the doors are open. Staff may be working on other things and cannot attend to students until 6:00 am.
6. Your child must be signed in and out each day by the person dropping them off/picking them up. Sign them in using the Parent Kiosk on the wall in the Lobby or from your car using the Procure App. If the Parent Kiosk is not working a Sign In/Out book will be provided.
7. There is a bell, on the left side of the lobby, to ring for assistance. Please give us a minute to come and check the office for staff before you ring the bell. Please do not allow your child to ring the bell unless.
8. We will serve breakfast from 6:00 until 7:45 a.m. If you want your child to eat breakfast, they must arrive by 7:45. The kitchen will be closed at 7:45 sharp.
9. Class time will begin promptly by 8:00 a.m. If your child will be later than 9:00 a.m. please call the office (864-487-7890) so that they will be added to lunch count.



Drop Off and Pick Up



7. Devotion begins each morning at 8:30. Please try to have your student here in time to join us for Devotion, Prayer and Praise & Worship; as it is the most important time of the day
8. Lunch begins at 10:30 if your child has not arrived by then please feed your child before you drop them off.
9. Please do not drop your child off during Nap Time, between the hours of 11:00 and 2:00. All classes are napping during this time.
10. No Personal Toys Allowed...Please Do not allow your child to bring a toy from your car in the door. When dropping off, please do not wait for a staff member to take your child's toy during check in or in the classroom. The only exception to this rule is if your child's class has a pre-planned "Bring a Toy Day" that is listed on your class calendar.
11. Please do not bring in outside food or eating utensils such as sippy cups etc... to our facility. We provide all these items. The only outside items allowed are formula and baby food for the infant age children. We have children allergic to certain foods and allowing your child to bring in food and maybe share something with another child could be deadly! We provide breakfast, lunch and snack, so outside food is not needed. The only exception to this rule is if your child's class has a pre-planned activity requiring a snack or lunch from home and class parties.
12. While dropping off or picking up please do not leave your car unattended and running. This is dangerous and against the law to leave a car unattended and running.
13. When Dropping off quickly say goodbye... now that children are being dropped off and picked up at the door, goodbyes must be quick to avoid melt downs and to prevent a backup during peak times.



Drop Off and Pick Up



13. When Picking Up your child...After signing your child out at the end of the day please do not allow them to run through out building or in parking lot.
14. When your child is brought to you at Pick up...make sure you receive their papers from their Class Folder so that you can stay informed upcoming events, see their work progress and craft projects, receive communication from their Teacher and know when you need to replenish their supplies.
15. Your child will only be allowed to leave with authorized persons, as stated on your child's information sheet or in the Procare App. You must let staff members know if someone new is to pick up your child and add that person to the pickup list. **They will have to show an ID at pick up.**
16. Please don't forget to sign your child out.
17. If you have an emergency and you will be late picking up your child, please contact us as soon as possible. If you are 10 minutes late or more, you will be asked to sign Late Pick Up Form and **you will be charged a \$10 late fee.** If this becomes a habit your child may be asked to leave our school. Our hours are 6 a.m. till 6 p.m.

STUDENT TRACKING POLICIES

Each teacher does periotic head counts and keeps an updated list of students in her care in order to account for the presence of each child as they enter or exit the premises, as they move from one location to another within the center or when appropriate when they enter and exit a vehicle.



What NOT to Bring



There are way too many things to list exactly what not to bring. Below are a few. Please follow these rules carefully as some items may cause injury. We reserve the right to stop anything from coming into our facility that we determine may be disruptive or harmful to our students, staff or property.

1. Choking Hazards... Any small item such as jewelry (except for pierced earrings), hair beads, small clips, coins, small toys, rocks, etc., basically any small item that may be a choking hazard is not allowed in our facility. While we understand that jewelry and hair beads are beautiful; they are also dangerous for small children.
2. No Personal Toys Allowed...Do not allow your child to bring a toy from your car in the door. Please do not wait for a staff member to take your child's toy during check in or in the classroom. The only exception to this rule is if your child's class has a pre-planned toy day that is listed on your class calendar.
3. Please do not bring in outside food or eating utensils such as sippy cups etc.. to our facility. We provide all these items. The only outside items allowed is formula and baby food for the infant age children. We have children allergic to certain foods and allowing your child to bring in food and maybe share something with another child could be deadly! We provide breakfast, lunch and snack, so outside food is not needed. The only exception to this rule is if your child's class has a pre-planned activity requiring a snack or lunch from home and class parties.
4. No Gum
5. No obscene Clothing



Medical Policies



The following are our policies relating to Medical issues. Now more than ever, following these rules are important to keep illnesses from spreading throughout the Daycare. Please read them and follow them carefully.

1. All students will have their temperature taken at the door and will be sent home if a fever is detected.
2. If your child has a fever of 100, you will be called for pick up.
3. If your child has thrown up, you will be called for pick up.
4. If your child has had three episodes of diarrhea in one day, you will be called for pickup.
5. If you are called to pick your child up due to an illness, Please be here within 45 minutes to pick them up to avoid any spread of illness.
6. Your child **must be FEVER FREE, DIARRHEA FREE, and THROW UP FREE for 24 hours before entering our facility**. That means that if your child is sent home with a fever, diarrhea or throwing up, **THEY CANNOT RETURN THE NEXT DAY**. It also means, that if your child has these symptoms at home at any time, evening, over night or in the morning before they come, you can not bring them to the daycare until they have been free from those symptoms for 24 hours. I understand that these symptoms may be caused by several things, some that are not contagious, but I am not qualified to make that call. So, to ensure that we are not possibly spreading germs and sickness, your child must be fever free, diarrhea free and throw up free for 24 hours before they can attend. Please note, I am not a physician, with that in mind, please understand that this rule is not up for debate and has been written for the better of all children and teachers.



Medical Policies



7. We will only give Prescription Medications that are brought in the original prescription bottle, with dosage labeled and will only administer the correct dosage. A Medication Form must be filled out and signed for all medications. In the case of a medication error; the child's parents will be notified by phone and in writing, as well as the error recorded in the child's record.
8. If any medications other than prescriptions are needed, you will need to come to the Daycare to administer it to your child.

MEDICAL EMERGENCY POLICIES

In the event of a serious medical emergency, in which emergency medical care or treatment is warranted, the following steps would be followed:

- 911 would be called.
- Parents would be called, Emergency Contacts if parents unreachable.
- First aid would be provided until emergency personnel arrive.
- If no family member is on site, a Staff member will go with the child. If not allowed in the ambulance, Staff would follow the ambulance to the medical facility with their records and will stay until family arrives.
- The child would be taken to Cherokee Medical Center unless otherwise directed.

COVID-19 POLICIES

The following are specifically related to COVID-19. Please read and follow closely to ensure we keep our students, parents and Staff safe and healthy!

1. If your child or anyone in your family tests positive for COVID, please contact us immediately to let us know. You will not be allowed to bring your child back until the latest DHEC/DSS Covid Quarantine period has been completed.
2. If your child or anyone in your family has been exposed to someone with Covid-19, we ask that you let us know and you will be advised on the latest DHEC/DSS Covid Quarantine Policy.

Please contact the office for the latest DHEC/DSS Covid19 Policies or they can be found at www.scchildcare.org.



Financial Policies



We understand that Child Care costs can add up, especially when multiple children are involved, however, we ask that you PLEASE keep your account paid in full and on time. We need all our tuition each week to ensure our payroll, food costs and other expenses are paid. Please follow the Payment Policies closely to avoid additional charges.

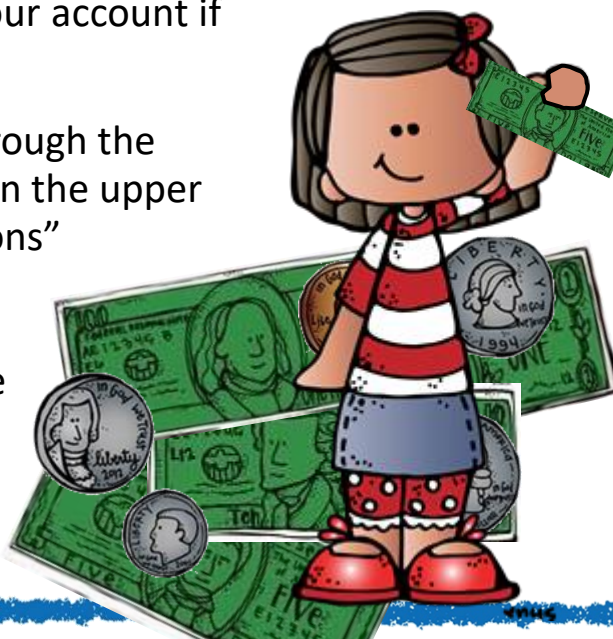
1. Tuition is due on the Monday in advance of the upcoming week. A late fee may be added to your account on Thursday if not paid in full. If you wish to pay other than weekly, it must be paid in advance. If you choose to pay Monthly, remember to count the number of Mondays in the Month as Tuition is charged each Monday.
2. We accept cash, check or Online payments through your Procure App. We are not accepting Vouchers at this time. **PLEASE NOTE: THERE IS A CHARGE FOR ONLINE PAYMENTS.**
3. If you are paying by Check, we ask that you put your Check in the Drop Box, no envelope is needed.
4. If you are paying by Cash, you can either give the cash to Ms. Kim or Ms. Tracey if they are in the Office and take your receipt or fill out one of the Cash Envelopes, located on the Lobby Table. Please put your child's name and the amount being paid on the envelope, put it in the Drop Box and a receipt will be sent home with your child's daily papers.
5. Online Payments can be paid through Procure. There are fees charged to use this service. An Invoice for these fees will be posted to your account the Month after the payments are made. You can find the fees charged for Online Payments on Page 16.



Financial Policies



6. We give two "Holding" weeks each Year (August – July) which you can use if your child is out for the week or only attends for one day. You will be charged a reduced rate for these "Holding Weeks". Please let us know when you want to use them by calling, sending a Procure message or indicating on your check or cash envelope.
7. We charge an Annual Registration Fee and Insurance Fee during the Summer. This goes towards classroom set up for the upcoming year and Insurance Costs.
8. In order to "Guarantee" a spot in the Infant Room, the Registration & Insurance Fees must be paid, and a weekly \$20 Holding Fee will be charged for each week we "hold" a spot for your child.
9. Students in the Older 2, 3 Year and K4 Programs use the Abeka Curriculum and are charged Book Fee.
10. A Late Payment Fee will be charged to your account on Thursday if your Tuition is not paid by end of day on Wednesday.
11. An NSF Charge will be charged on all returned checks. After the third returned check, you will be required to pay in cash.
12. A Late Pick-Up Fee will be charged to your account if your child is picked up late.
13. You will have access to your account through the Procure App. If you click on the 3 lines in the upper left corner, then select "View Transactions" you can see your account balance and transactions. If you have a balance, it will show at the top of the main Procure Screen. Please review your account regularly let Ms. Tracey in the Office know immediately if you see any issues or have any questions.



Payment Policies



Full Time Students & Summer Program

Weekly Fees

Full Time Tuition

\$140

Tuition is due in advance, on Monday of each week. You have the option of paying bi-weekly or monthly, however, tuition **must be paid in advance**.

Multi-Child Discount

2 nd Child	\$130.00	4 th Child	\$110.00	After the 5 th Child
3 rd Child	\$120.00	5 th Child	\$100.00	\$90 per child

Holding Fee

\$70

Each child has two holding fees per year (August - July) to use when your child only attends one day or less during a week.

Infant Spot Holding Fee

\$20

In order to have a "Guaranteed" spot on the Infant Room Roll, Registration Fee must be paid at the time they are put on the roll and \$20 per week must be paid until they start.

Annual Fees

Registration \$85

Insurance Fee \$30

Summer Registration \$55

Book Fees

Older 2 Class \$75

3 Year Class \$100

K4 Class \$120

The Registration and Insurance Fees are due when you first enroll your and then annually in the Summer. These Annual fees must be paid before your child can start attending for upcoming school year and are **nonrefundable**.

If **applicable**, the annual **Book Fee** must also be paid in full before your child can start attending for upcoming school year

Additional Fees

Late Payment Fee \$25

NSF Check Fee \$25

Late Pickup Fee \$10

Mat Fee \$10

Online Payment Fees

ACH (Bank Draft) \$1 Per/Any Amount

Debit Card \$4 Per/\$100 Charged

Credit Card \$4 Per/\$100 Charged

Charges are per transaction and will be billed to your account the month following the charge.



Payment Policies



Afterschool Program

Weekly Fees

Afterschool Tuition

\$70.00

Tuition is due in advance, on Monday of each week. You have the option of paying bi-weekly or monthly however **tuition must be paid in advance.**

Multi-Child Discount

There is no multi-Child Discount for Afterschoolers

Full Day Charge

\$14.00

Students will be charged an additional charge per day of attendance when they attend full days due to school closings.

Full Week Charge

\$140.00

Students will be charged the full week charge when they attend full weeks due to school closings.

Holding Fee

\$50.00

Each child has two holding fees per year (August - July) to use when child only attends one day or less during a week.

Annual Fees

Registration

\$55

Insurance Fee

\$30

The Registration and Insurance Fees are due when you first enroll your and then annually in the Summer. These Annual fees must be paid before your child can start attending for upcoming school year and are **nonrefundable.**

Additional Fees

Late Payment Fee

\$25

NSF Check Fee

\$25

Late Pickup Fee

\$10

Mat Fee

\$10

Online Payment Fees

ACH (Bank Draft) \$1 Per/Any Amount

Debit Card \$4 Per/\$100 Charged

Credit Card \$4 Per/\$100 Charged

Charges are per transaction and will be billed to your account the month following the charge.



Discipline Policies



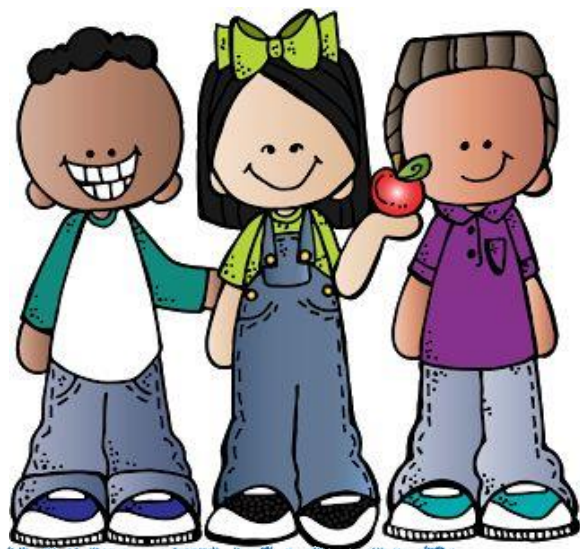
We handle discipline in as positive a manner as possible. Clear behavioral limits are set, and reasons for rules and regulations are explained. We encourage the children to develop self control and to handle conflicts in peaceful, effective ways. However, sometimes it is necessary to hold a child accountable for their behavior.

Process for discipline as follows:

1. Classroom rules & consequences first
2. Trip to office and talked to
3. Parent called
4. Meeting with parent to decide plan of discipline
5. When all steps have been followed and solution unable to be made, your child will be removed from our school.

In **NO CASE WILL CORPORAL PUNISHMENT BE USED** nor will discipline be administered out of anger and in all cases, discipline will be administered with love.

Please note that in extreme circumstances, when all efforts have failed to correct a problem situation, a parent may be required to remove child from the program.



OUR PROGRAMS



Infant Program



Infants are children 6 weeks to 12 months.
The ratio in the infant room is 1 teacher per 5 infants.

Goals

The Goals for our Infant Room are as follows...

- Sit Up
- Crawl
- Begin pulling up
- Letting go of the bottle
- Retiring the pacifier
- Begin using a Sippy cup
- Begin feeding themselves finger foods
- Begin using a spoon

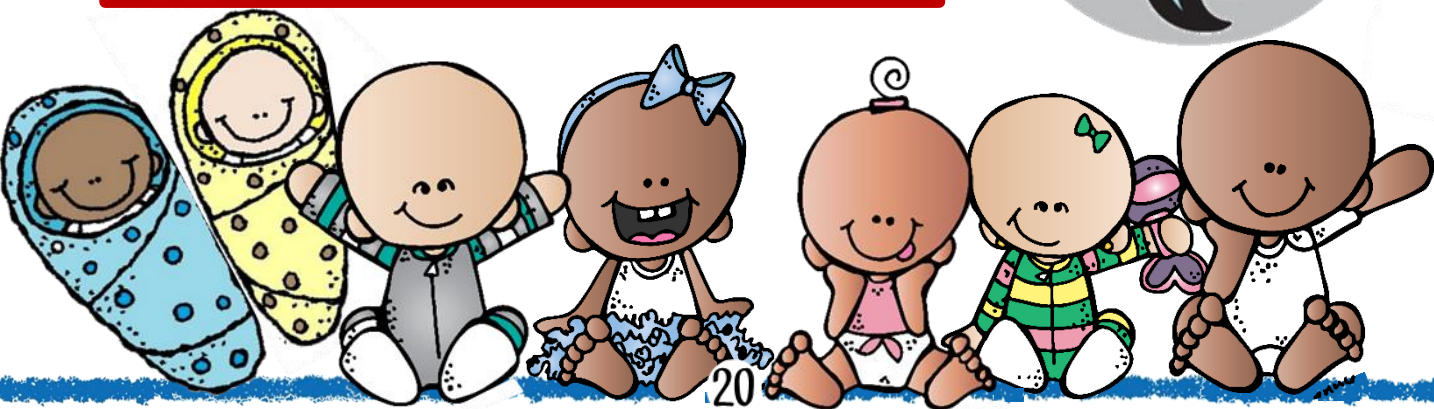
Your Child will need the following...

- Labeled and Dated Bottles. Everything must be labeled.
- Formula/Milk already mixed and prepared
- Two complete changes of clothes, Labeled.
- Baby Food
- Diapers
- Wipes
- Two Portable Crib Sheets
- Receiving Blanket

PLEASE NOTE

In order to "Guarantee" a spot in the Infant Room, the Registration & Insurance Fees must be paid, and a weekly \$20 Holding Fee will be charged for each week we "hold" a spot for your child.

Mom...
Get ready to
Say "Good-Bye"
To my Paci &
Bottle!



1 Year Program



This Class is for children One Year old.
The ratio in the One Year room is 1 teacher per 6 children.

Goals

The Goals for our One Year Room are as follows...

- Master Walking
- Master Feeding Themselves
- Begin Listening to Short Stories
- Learning to Share and Play Together
- Learning Short Songs
- Begin Sleeping on Mats
- Begin Table Time
- Having lots of FUN!

Your Child will need the following...

- Pull ups
- Wipes
- Mat, Pillowcase & Light Blanket or Sleeping bag
- Large Ziplock Bag for Nap Supplies
- Two complete changes of clothes

Dad...
I need your help!
I need to wear
My shoes to school
every day!!

PLEASE NOTE

There will be NO
Potty Training in the
One Year Program.



2 Year Program



The Two Year Room is a class for children Two years old, however, there could also be a three year old in the class if they did not reach their goals the previous year. The ratio in the two year room is 1 teacher per 8 children.

Goals

The Goals for our Two Year Room are as follows...

- Will begin sit down devotion
- Table Time increase to 15 min
- Singing ABCs, Colors & Shapes
- Learning songs
- Performing in Musical Programs
- Have Lots of Fun!!
- **Master Potty Training**
Parents please understand once we start potty training your child, pullups are GONE. Big Girl & Big Boy Underwear ONLY.
(Potty Training must be mastered in order to be promoted to 3 year old room)

Your Child will need the following...

- Pull Ups **(NO DIAPERS)**
- Mat, Pillowcase & Light Blanket, bed roll (Mat pillow blanket combo) or Sleeping bag.
- Large Ziplock Bag for Nap Supplies
- Two complete changes of clothes
- Three extra pair of pants & underwear

PLEASE NOTE

NO DIAPERS

are allowed in the Two Year Program.



3 Year Program



The Threes are children 3 years old
(in the case of late birthdays this class may also include four year old children).

The ratio in the three year room is 1 teacher per 12 children.

Goals

The Goals for our Three Year Old Rooms are as follows...

- MUST HAVE MASTERED POTTY TRAINING
- Begin ABECA Curriculum
- Begin Handwriting
- Master ABCs, 123s, Days of week, Months
- Will begin each day with Prayer and Devotion, Music, Drama, Sign Language
- Will perform in Musical Programs
- Have lots of FUN!

Dad...
I need your help
practicing my ABCs
and holding my
crayon and pencil!

Your Child will need the following...

- Mat, Pillowcase & Light Blanket or Sleeping bag
- Large Ziplock Bag for Nap Supplies
- Three complete changes of clothes
- Pair of Shoes
- Pack Wipes
- Crayons - 8 Pack
- Glue Sticks - 4 pack
- Scissors
- Pencil box



K4 Program



The Kindergarten Department is for 4 year old children.
The ratio in the kindergarten Department is 1 teacher per 17 children.

Goals

The Goals for our Four Year Old Rooms are as follows...

- ◆ Master ABCs, 123s, Days, Months, Shapes, Colors, etc.
- ◆ Begin sounds, recognizing letters, blends and reading with the ABECA curriculum
- ◆ Begin understanding simple math concepts and gaining ability to solve simple math equations, counting & recognizing numbers
- ◆ Will begin each day with Prayer & Devotion
- ◆ Learn to Read
- ◆ Begin Handwriting
- ◆ Will perform in Musical Programs
- ◆ Having lots of fun

Mom...
I your need help!!
I need lots of practice at
night to learn to Read
and get ready for
"Big School"!

Your Child will need the following...

- ◆ Mat, Pillowcase & Light Blanket, Bed Roll (Mat pillow blanket combo) or Sleeping bag
- ◆ Large Ziplock Bag for Nap Supplies
- ◆ Two complete changes of clothes



Afterschool Program



The Afterschool department is for kids K5 - 5th grade.
We pick children up from and Northwest & Grassy Pond Elementary School.
The ratio in the afterschool department is 1 teacher per 23 children.

Goals

The Goals for our Afterschool Program are as follows...

- ◆ Snack Time
- ◆ Homework Time
- ◆ Devotion Time
- ◆ Structured Daily Activities such as crafts, music & drama, game day, free play, movies, outside play etc.
- ◆ Have lots of fun

Your Child will need the following...

Please make sure your child's cubby has the items they need to complete their homework. Also, we will be on playground so you may want to leave an old pair of shoes for them to change into.

Please Lets Us Know

If your child will not be riding the bus, please contact us so we are not waiting on them and backing up school traffic. Please let us know in advance if your child will be attending all day during school closures.

Inclement Weather

Please note that The Diamond will not have an afterschool pick up for bad weather dismissal.

Homework Time

While we want to help your child with completing their homework it is not our priority. We will ask who has homework but will not go through book bags to check behind students. We will allow 45 minutes for homework to be completed before we start devotion so, please talk to your student about the importance of getting their homework finished. Finally, there will be a few days with schedule events that homework may or may not be completed.

Dad...
Please Call if I won't be
riding the Bus!



Summer Program



The Summer Program is for kids K4 - 5th grade.
The ratio in Summer Program is 1 teacher per 23 children.

Goals

We strive to fill each day with fun activities such as crafts, games, free play, while still teaching a short lesson each day to keep them in the learning frame of mind. Most importantly we teach a Devotion every morning followed by Praise and Worship. Our Goal is to make their summer fun!

Your Child will need the following...

- A Mat, Blanket or Bed Roll for Rest Time
- Change of clothes in case of accidents
- A Great Attitude!!



Breakfast
Praise & Worship
Devotion
Class Time
Game Time
Outside Play Time
Lunch
Nap/Rest
Snack
Craft Time
Story Time
Music Time
Inside Play Time

Mom...
Don't forget to let
them know I'll be there for
lunch if I am going
to be late!



Planned Special Events



The children will be involved with the following events this year. Please try to make it a point to participate. Your child will be so happy to have you involved.

Fall Festival	TBD	All Day
Christmas Musical	TBD	6:30 pm
Gift of Love	January 1st – 31st	
Lil Diamond King & Queen	February 1st – February 11th	
Lil Diamond King & Queen Crowning	TBD	Virtual
Spring Fling	TBD	All Day
Field Day & Picnic	TBD	10:00 am
Graduation	TBD	6:30 pm

Fall Festival (All Children)

All Day Fun Day with Games, Bouncy House, Slide and lots of Candy!

Christmas Musical (3 & 4 Year)

A chance to share Jesus and to show off our drama, sign language and music skills.

Gift of Love (All Children)

A collection drive to teach children how blessed they are as well as how to have compassion and to give to the less fortunate.

Lil Diamond King and Queen Fundraiser (2 Year – K4)

A fundraiser to pay for extra things to enhance and better our school for your child.

Spring Fling (All Children)

All Day Fun Day with Games, Bouncy House, Slide!

Field Day & Picnic (3 & 4 Year)

A fun day where children compete for medals & prizes and have a pizza lunch with parents

Graduation (3 & 4 Year)

a ceremony for the K4 Class to graduate. Three Year Class will perform.



Closings



The Diamond will be closed on the following days for the Holidays.

Labor Day	Monday, Sept 2nd
Thanksgiving	Thursday, Nov 21st & Friday, 22nd
Christmas	Tuesday, December 24th & Wednesday, December 25th Thursday, December 26th
New Year's Day	Wednesday, January 1st
Good Friday	Friday, March 29th
Memorial Day	Monday, May 27th
Independence Day	Thursday, July 4th



Inclement Weather

In the event of bad weather,
The Diamond will post the details of our closing on the
Procure App, our Website and on our Facebook page.
If we are on a two-hour delay, we will open at 8 a.m.
If bad weather begins after school starts,
you will be notified to pickup your child.

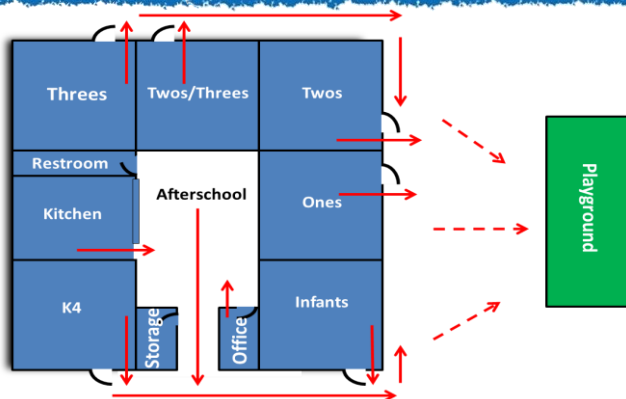
PLEASE NOTE:

We do not pick up Afterschoolers in the event
of early school closure due to weather.



Emergency Plans

Fire Exits



The Diamond is licensed with the South Carolina Department of Social Services, and has been approved by the State's Fire Marshal's office and Health Department

Emergency Evacuation Plan

In the event of an Emergency Evacuation, after children have safely exited the building and have gathered and been accounted for in their designated spots. Each class will be transported to 710 Macedonia Road, an offsite location approximately a mile down the road. Parents would be notified for immediate Pick-up.



Medical Emergency Plan

In the event of a serious medical emergency, in which emergency medical care or treatment is warranted, the following steps would be followed:

- 911 would be called.
- First aid would be provided until emergency personnel arrive.
- Parents would be called, Emergency Contacts if parents unreachable.
- If no family member is on site, a Staff member will go with the child. If not allowed in the ambulance, Staff would follow the child to the medical facility with their records and will stay until family arrives.
- The child would be taken to Cherokee Medical Center unless otherwise directed.

Summary



Providing care for children is one of the most important responsibilities of our society; this is the foundation upon which The Diamond is based. We are proud of our program and very excited to share it with you.

Please note that The Diamond reserves the right to refuse service or terminate any service relationship at anytime it feels necessary to prevent harm or disruption to environment and/or care of its students.

We look forward to serving you and your child here at The Diamond Child Development.

We thank you for the opportunity to love and lead your children in a group effort to grow them God's way.



Donation List



Parents have requested a donation list
to help support our school.
We appreciate all of your kindness and support!

- Paper Products
- Kleenex
- Household Paper Towels
- Bathroom Tissue
- Hand Soap/Sanitizer
- Lysol Wipes/ Spray
- Notebook Paper
- Construction Paper
- Crayons
- Markers
- Pencils

