

# EASTMINSTER DAY SCHOOL PARENT HANDBOOK 2023 - 2024

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## PROGRAM POLICIES

### Enrollment

Eastminster Day School, a ministry by and to the congregation and community, was developed in response to the need for high-quality child care in the Columbia area. The program accepts children ages six weeks to four years. Our school age program provides after school care for children Kindergarten to 5<sup>th</sup> Grade. We recognize, however, that the need for this care far exceeds our capability to serve all interested families.

Therefore, the following order for enrollment has been established:

1. Children currently enrolled;
2. Children of Covenant Families with sibling(s) currently enrolled in EDS;
3. Children with sibling(s) currently enrolled in EDS;
4. Children of EPC Covenant Families with no currently enrolled children;
5. All other children in the community.

EXCEPTION: In the event a teacher needs to be hired and has a child who needs a space, priority will be given. This applies to church staff as well.

Families interested in enrolling their child may put their name on the waiting list by downloading a form from our website and submitting it to our office. Names remain on the waiting list until the date of the next lottery, usually scheduled in February.

Except for newborns, children must have reached the appropriate age for their respective classes by **September 1** of the year they enroll. In cases involving newborns, children must be six weeks old before attending the program. If a newborn is not yet six weeks of age by the first day of the school year, registration and monthly tuition must be made to reserve the child's spot until they begin school (at or after six weeks of age).

Retention of a child is only considered if enrollment allows with a collective decision made by the director, teacher and parents.

In order to receive Covenant Family priority, applications must be submitted by December 31, preceding February registration. Please find the form on our website.

## Withdrawal and Termination

**When it is necessary for a parent to withdraw his/her child, it is expected that the parent will give a minimum of 30 days written notification unless an emergency situation makes it impossible to give such advance notice; otherwise, you will be responsible for paying one month's tuition.**

The full-time program is a 12-month contract. If an out-of-town move is expected, it is necessary to give a minimum of 30 days written notification.

Child care services may be terminated when the pattern of any or a combination of the following become excessive: child absences, late pick-ups (3), request for special needs of the child which the program is not prepared to meet, failure to pay required tuition after 30 days, failure to comply with policies concerning ill children. If a child's behavioral problems endanger other persons, materials, and/or the positive environment, the child may be required to leave the program.

Our policies concerning ill children require that excessive delays in picking up the child when a parent has been called, being unreachable by phone, and bringing children when they are ill may result in the child being removed from the school.

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## **CURRICULUM**

The curriculum of EDS is based upon developmentally appropriate practices. Within the classrooms, these practices are fostered through the use of learning centers which allow the children to have choices and actively explore. Some examples of these centers include blocks, art, worship /quiet space, home living/dramatic play, literacy, music, and science/discovery. Children learn by interacting with people and things in their environment and we recognize that staff/child interactions and appropriate materials are important to a child's growth and development.

Planning for the classroom involves consideration to the age appropriateness of the group and the individual needs of each child. Our curriculum is a blend of *The Creative Curriculum* which is approved by the State Department of Education. Our curriculum meets and exceeds state standards.

Assessment is an important part of the curriculum. Our teachers use developmental checklists, work samples and anecdotal records to assist in preparing and planning for the individual growth and needs of each child.

In order to supplement our curriculum, EDS plans **field trips** for our four year old classes and school age summer program. Children are transported to and from field trip sites on church buses that have a seat belt for every child. Permission slips must be completed for each different trip and a copy will be kept in the child's record. If you wish to provide your own transportation for your child, you may do so, but your child must take the same transportation to and from the trip. For example, if a child rides the bus to the zoo, he/she must ride back to school on the bus.

## PARENTAL INVOLVEMENT

### Participation

Parental participation is valued, encouraged, and supported. There are many opportunities for involvement at EDS and participation in the EDSPO is welcomed. Parents are encouraged to visit the classroom, participate in its activities, and share special skills, hobbies and interests with the children. Parents also are encouraged to help with special events and committees.

### Meetings, Conferences and Communications

An orientation meeting for parents and classroom visitations for students are held prior to the beginning of school.

Parents are encouraged to attend Parent -Teacher conferences held in February. Other conferences may be arranged as deemed helpful by teachers, parents, and/or the director.

Parents are kept informed through monthly newsletters and emails. Parents are responsible for checking daily communications in the classroom, on hall bulletin boards, and in children's book bags. Both our school newsletter and bills will be received electronically. **Please visit our website for school information and updates:** <https://eastminsterpres.org/ministries/day-school>

### Confidentiality

Confidentiality concerning children is our number one priority. Teachers will NOT discuss individual children during drop-off/pickup or in the halls at school where others are present. Parents present in the building as volunteers or guests are also expected to respect children's confidentiality by not relaying situations they observe to others. All child files will be kept secure and locked. Individuals who will have access to a child's files are the parents/guardians, child's teachers, Day School administration, regulatory agencies and any specialists working with that child.

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## HOURS OF OPERATION AND SCHEDULES

### Full-time Program

Operates year-round, Monday through Friday, 8:00am–5:30pm

### Part-time Program

Operates Monday through Friday beginning in late August through the third week of May.

Part-time program hours            9:00 am–12:00 pm

Extended Care (EC)\*                12:00 pm through 5:00 p.m. *(available on an hourly basis)*

*\*PT Children must attend the morning session\**

## **Early Morning Care**

Early care will be offered *on a monthly contract only*. You may cancel this service throughout the year if your needs change, but *30 days written notice to eds@eastminsterpres.org must be given to avoid charges for the upcoming month*. **Full time children may arrive between 7:30 am and 8:00 am, and part time children may arrive between 8:30 am and 9:00 am.** Regardless of arrival time, the rate is \$50 per month, per child.

If you did not register for early care by choosing the option on the registration form, you may email the office to request early care. You may request early care later in the school year if your needs change, but availability is not guaranteed.

**Our Full-time and Part-time Programs close for announced holidays, staff training and/or weather conditions. A copy of our calendar for the school year is on the school website.**

## **Daily Schedules**

A daily schedule, established to meet the needs of infants to five year olds, is posted in each classroom. Each schedule includes active and quiet times, gross and fine motor activities, and child-initiated as well as teacher-initiated activities. Outdoor play is scheduled each day, weather permitting. In the event of inclement weather, the gym is used if available. If the temperature outside is such that the wind chill is 32 degrees or below, or the heat index is 100 degrees or above, or the air quality is officially designated as “dangerous”, the children will not go outside. They will instead, stay in their classrooms or go to the gym, if available. During sunny weather, sunscreen (SPF 30 or higher) should be applied to your child prior to arrival. With written parental permission, teachers will reapply sunscreen (SPF 30+) before afternoon outdoor play. Please leave a container of your child’s sunscreen labeled with your child’s name for teachers to apply.

## **Inclement Weather/Emergency Closing**

EDS administration will notify families of closings or delays by email or text. The decision to delay school or close due to an emergency or inclement weather will be made at the discretion of the administration, in collaboration with church leadership. All staff and families will be considered when making these decisions. If the preschool chooses to delay the opening of school, students should report at 9:30 am. If a further delay is necessary, the part time program will be closed and the full time program may delay longer. Please check your local radio and TV stations for the latest information on school closings. In the event of an on-site emergency causing evacuation, children and staff will be moved to Trenholm Road United Methodist Church, 3401 Trenholm Road, Columbia, SC 29204. Families will be contacted from there. That will also be the emergency pick up site. Their phone number is (803) 254-8948. **Please note that tuition is not waived in the event of emergency closings.** Periodic tornado drills and monthly fire drills are conducted. Each room has an evacuation plan posted. Office personnel are assigned to assist in the evacuation of our youngest children. Staff carries class rolls and emergency bags for evacuations.

## **SUPPLIES AND PERSONAL BELONGINGS**

Following are lists of supplies you should provide for your child. Individual teachers may notify you of additional requests. Everything brought from home should be labeled with your child's name. Crib and cot sheets are provided.

We realize that each child has a different schedule with individual needs, however we ask you to please wake your child in time to feed him/her breakfast before arriving at school.

### **Infants**

- Bottles for each day
- Sippy cup (if using)
- Baby food (if using)
- 1 extra pacifier (if using)
- 2 changes of clothes
- 2 bibs daily
- 1 large package of disposable diapers
- 1 box of wipes
- 1 sleep sack (if using)

### **Toddler**

- 1 large package of disposable diapers
- 1 box of wipes
- 1 Sippy cup
- 2 changes of clothes
- 1 blanket for nap time

### **Twos**

- 1 large package of diapers
- 1 box of wipes
- 1 blanket for nap time
- Change of clothes including socks and underwear (in a plastic bag labeled with child's name)

### **Threes and Fours**

- Change of clothes including socks and underwear (in a plastic bag labeled with child's name)
- 1 blanket for nap time

## **DAILY PROCEDURES**

### **Security System**

The security system is activated during all school hours. Each family is given two mobile passes through the Brivo app to enter the building. Additional mobile passes can be requested through the office for other caregivers.

### **Arrivals and Departures**

A parent or authorized adult must take children to their classrooms and pick them up each day. They are also responsible for the following:

- \* Supervise your child's hand washing upon arrival
- \* Sign Attendance sheet
- \* Notify teacher that your child is present

In tracking children, it is important that they be signed in immediately upon arrival in the buildings or the playground. When children move from one place to another, staff count them and carry a list of signed-in children with them along with emergency forms. Parents/guardians will sign children out when taking them from Day School. Once a parent/guardian has signed a child out, that child is in the care of and responsibility of that person. *EDS does not assume any responsibility for children before they have been signed in by parents/guardians or after they are signed out for the day.*

Children enrolled in our infant through full time preschool classes cannot be accepted before 8:00 am, unless on a monthly contract for early morning care. Part time children cannot be accepted before 9:00 am, unless on a monthly contract for early morning care. Children enrolled in our part-time program should be picked up promptly at noon. Late fees are incurred after 12:05 pm. Children enrolled in our full time program should be picked up promptly at 5:30 pm. Late fees are incurred after 5:30pm.

Children must be signed out daily by parents or authorized adults. A child will be released only to those persons authorized by the parents. Parents must notify the school if anyone other than those named are to pick up a child. The school will require identification of anyone picking up a child other than a parent.

### **Non-Custodial Parental Pick-Up/ Visitation**

All directives set forth regarding custody in a court order, will be followed by EDS. In the event a non-custodial parent attempts to remove or visit a child at EDS, the staff will verbally deny this right and, if necessary, let them know that 911 will be called. If the non-custodial parent persists, staff will call 911 to report the incident while other staff alert the administrators of the situation. Once 911 is called, administrators will immediately notify the child's legal guardian. The director will document the situation.

## **Parking, Traffic and Cell Phone Usage**

This year, EDS will move to a dual entry plan, at the recommendation of a safety consultant team hired by EPC. You may enter through Christian Education Center doors in the Medway/Longleaf upper corner parking lot, or you may use the Longleaf doors if you need access to the elevator. The upper parking lot and spaces along Longleaf in front of the handicap door will be reserved for EDS families. Children are *never to be left unattended in parked cars, even for a minute.* Due to the high volume of traffic on the campus and surrounding roads, please use extreme caution when entering, exiting and driving through the campus.

*Please refrain from texting or calling your child's teacher during school hours. If there is an emergency, please contact the school office at 771-1512.*

***Cell phone use is prohibited while driving on the church campus.***

## **Birthday Celebrations**

We feel that it is important to celebrate birthdays and if your child would like to share his/her special day, you may arrange with your child's teacher for any special refreshments that you'd like to bring. If you choose to host a party away from school and you would like to send invitations, please use the cubbies of children in your child's class only if every child in the class is invited to the party. Please refrain from bringing latex balloons.

## **Personal Belongings**

Please do not send toys with your child. Some classes have a designated "Show & Tell" day but thoughtful consideration should be made when choosing items to share with a child's class. We cannot be responsible for toys or items lost or broken.

## **Clothing**

School clothing should be such that children may feel comfortable and free to participate in a wide variety of activities, (i.e., painting, water play, sandbox, etc.) without being concerned that their clothes become soiled. For safety, as well as health reasons, children should wear comfortable yet sturdy footwear. Flip-flops are not considered appropriate footwear as they do not protect a child's feet while the child is playing on the playground. Children are expected to dress appropriately for the season: cool clothing for summer; coats, hats, and gloves in the winter; sweaters, etc. in the fall and spring. *Please write your child's name on all hats, gloves, jackets, and sweaters that are sent to school.*

## **Classroom Visitations**

We have an open door policy. Parents and grandparents are welcome to visit our classrooms and program at any time. Visitors are required to sign in at the front reception desk.

## **Meals and Snacks**

Children enrolled in our full-time program or staying for extended care should have lunches provided by parents. Canned sodas, glass containers and candy should not be sent. Please avoid foods that require heating and inform teachers if lunches require refrigeration (nursery only). Refrigerator space is limited, so we encourage the use of frozen packs to keep lunches cold. Healthy snacks and water are provided each day by the school. On Wednesdays, parents are encouraged to take turns providing a nutritious snack for their child's class. Arrangements may be made by contacting the teacher. Please check to see if any children in the class have food allergies; i.e. peanut, wheat, etc.

When planning your lunches and snacks, remember that round, firm foods should not be offered to children younger than four years old because such foods are a choking hazard. Hot dogs may be served if cut lengthwise and quartered and grapes may be served if cut into halves.

## **HEALTH/MEDICINE/ILLNESS AND ACCIDENTS**

No child shall enter without a "Certificate of Immunization", DHEC 2740A

### **Communicable Diseases**

EDS 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 staff. We appreciate your working with us to maintain the health policies in order to protect the children's health. Children and teachers are required to wash their hands upon arrival at school and at other key times during the day. The child's overall condition will be noted each morning. At the sign of illness, the teacher will request that the child be returned home.

**If a child becomes ill at school, parents will be called immediately to pick up their child** (see conditions and symptoms below). Parents must be able to pick up children or have them picked up within 30 minutes of the phone call. Ill children will be made comfortable in the office until a guardian can pick up the child. **If ill or sent home ill, your child may not return to EDS the next day.** After that he/she can return when he/she has been FEVER FREE WITHOUT MEDICATION for 24 HOURS (or diarrhea or vomit). Thus, if a child is sent home with a fever, he/she must stay home until the fever is gone and then 24 more hours after that. Your child will not be accepted if you have administered fever-reducing medication for any reason.

### **The following is a list of exclusions:**

- Fever of 100 degrees and above
- Sore throat or other mouth sores with drooling
- Eye problems: conjunctivitis, pink-eye, "cold" in the eye, mucus, swelling
- Diarrhea (three or more watery stools in one day)
- Vomiting and/or nausea within a 24 hour period
- Flushed skin, rash, impetigo, ringworm (note that ringworm of the scalp may require *oral* medication as well as an antifungal shampoo)



- Any contagious illness, such as chicken pox, mumps, measles, strep throat, scarlet fever, COVID etc.
- Severe lethargy
- Head lice, scabies, or other infestations
- Any conditions preventing the child from participating comfortably in usual program activities
- Any illness/condition requiring one-on-one care

*After the child was excluded for any of the above reasons and has been away from the center for the remainder of the sick day and one whole day after that, the following conditions must be met for the child to return to the program:*

- A child must be free from fever, vomiting (without symptoms) for a full 24 hours without medication.
- A child must be free from diarrhea for 24 hours and have two solid stools before returning.
- Any child prescribed antibiotic for a current contagious bacterial infection must take the prescription for a full 24 hour course before returning.
- A child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious and 2) the involved area can be covered by a bandage without seepage of drainage through the bandage.
- A child excluded because of lice, scabies, or other infestations may return 24 hours after treatment is begun provided that the child checks in at the office and is found to be nit free.
- If a child was excluded because of a reportable\*\* contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission.

\*\* Each state publishes a listing of communicable diseases (such as measles, tuberculosis, whooping cough, etc.), which must be reported to the Department of Public Health by the attending physician upon diagnosis.

**When a child becomes ill at school, the parents will be immediately contacted and are expected to come within 30 minutes of contact.** If the parents are unavailable, the emergency contacts will be contacted and/or the child's doctor. In the event of an emergency, an ambulance will be called and the child may be taken to a local hospital Emergency room for treatment. Staff members on each hall are trained in CPR/First Aid.

If any of your child's medical records have changed, please alert the Day School. Each child's medical records are confidential, but available to administrators, child's teachers, parents/guardians, and regulatory agencies.

**\* The school should be notified if a child is ill with a communicable disease \***

These policies are established for the safety and protection of all children. These guidelines are based upon the policies established by the National Association for the Education of Young Children (NAEYC) which uses the American Academy of Pediatrics as a source.

### **Medicine**

In accordance with DSS guidelines, no medicine will be given to a child at school by a teacher unless these requirements are met:

- A. Prescription medicine must be in the original bottle which is labeled by the pharmacist with the child's name, date, dosage, the name of the medicine, and the doctor's name.
- B. OTC medications must be in the original bottle.
- C. The parent completes and signs a medicine request form (available from the office).
- D. The parent gives the medicine, a dosage spoon, and the completed "Medicine Request Form" directly to the teacher. For the safety of all children, **do not** send medications in lunch boxes or back packs without the teacher's knowledge. The medicine is brought to the office by the teacher and is stored in a locked box. The teacher will bring the child to the office to administer the medicine per the medicine request form guidelines.
- E. *If it is necessary for a child to be on medicine routinely and/or for extended periods, arrangements for its administration must be made with the director.*
- F. The staff assumes no responsibility for any medicine that is lost or left at school.

### **Accidents**

An accident report will be shared with parents/guardians at pick up and placed in the child's file when an accident occurs at school. In the event of a serious accident or emergency, the child will be taken to the hospital by car or ambulance. The parents will be notified immediately. If they cannot be reached, the Day School will attempt to reach the physician listed on the emergency form. In the event that the physician cannot be reached, an assigned member of the staff will secure the medical attention he/she deems necessary.

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## **GUIDELINES FOR DISCIPLINE AND BEHAVIOR MANAGEMENT IN THE CLASSROOM**

### **Discipline and Behavior Management**

EDS 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:

**Language of Support.** The staff will use language which respects persons, acknowledges experiences, reflects feelings and encourages children to communicate positively.

**Practice What You Preach!** Children learn more from the way you act and from the way you treat them and others, than from what you tell them.

**Discipline is Teaching Rather Than Punishment.** Discipline is a way of protecting children and teaching them responsibility for their own actions.

**Pay More Attention to Positive Behaviors.** Be aware of what behaviors you are reinforcing in the children. It's usually wisest to ignore inappropriate behaviors (unless they are harmful to the child, other people, or equipment) and to respond positively to appropriate behaviors.

**Be Consistent.** If something is not important enough to be consistent about, it's not important enough to manage or discipline!

**Admit Mistakes.** Even teachers are human and make mistakes! It's a good example for the children when teachers admit mistakes and apologize.

**Now-Not Later.** If children need help, provide the support or limits, at the time they're doing something inappropriate.

**Control/Structure the Environment.** Avoid as many potential problems as possible. Don't expect self-control from the children when their natural development urges them to explore, touch, and investigate.

**Why?** Consider "why" a child misbehaves. Is the child unsure of limits, seeking attention, ill, tired, confused by limits different from home?

**No Corporal Punishment.** There will be NO corporal (physical) punishment such as spanking, slapping, pinching, or hair pulling. Children may be held when necessary to restrain their hitting, biting, or kicking of other people.

**Clear Limits.** When it is important enough to set limits, the limits should be clear to the children. Limits are set to protect people and property, and to facilitate a quality environment.

### **Specific Limits and Guidelines:**

The children are helped to know appropriate behaviors. Examples: we walk inside, we run outdoors, books are for reading, toys are to be put away when you're finished. Children are responsible for the consequences of their behavior. (Example: children assist in cleaning up spilled juice, etc.)

### **Class Management**

#### **Transitions:**

The teacher gains the children's attention (i.e. singing a song), and informing the children that a change is about to occur.

The children are reminded that everyone is responsible for cleaning up the entire classroom (teachers included).

**Snacks and Lunch:** Food or drink is never withheld.

- Children sit down for snack and lunch with a teacher.
- Children are encouraged to take a taste of everything; they are NOT forced to eat any food.

**Rest/Nap Time:**

- Children are encouraged to use the bathroom before and after naptime.
- Children may take a book to read on their own mat before lights are dimmed.
- Children may rest quietly or sleep on cot/mat.
- Quiet music may be played during rest time.

**Potty Training:**

- **All children must be potty trained before entering the three's class.** This means that children must be wearing underpants, as we do not have changing tables in our three's classrooms.
- While we understand and anticipate occasional accidents, if your child is having frequent toileting accidents, he or she may be asked to leave the program until fully potty trained.

**Outdoors:**

Children are to wear shoes at all times. Teachers encourage the children in their gross motor activities, social interactions and observations. Teachers circulate among the children on the playground and do not sit/stand/talk together for any length of time.

**Other:**

The director will involve a child's parents in the disciplinary process only when uncontrollable behavior and/or behavior that is potentially harmful to the child or others persists.

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## STAFF CHILD RATIOS

	DSS	DSS Napping
Infants	1:5	1:5
Toddlers	1:6	1:6
Twos	1:8	1:16
Threes	1:12	1:24
Fours	1:17	1:34
Fives	1:17	1:34

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## CHILD ABUSE

Suspected incidents of child abuse and neglect are reported to the local agencies as required by law (Section 20-7-510) of the South Carolina Children's Code. Staff members receive training in the identification of abuse and neglect.

Steps to Prevent Abuse and/or Neglect Allegations: Several steps should be taken:

- Diaper changing tables should be in plain view so that they are visible to all.
- When possible, doors should be open when diapers are being changed.
- The clear window in the center part of the door should be unobstructed at all times so that the interior of the classroom is visible even when the door is closed.
- When a teacher is in a bathroom with a child, the door should remain open.
- South Carolina is a mandated reporting state. That is, we are bound by law to report any suspicions of child abuse or neglect. No director at any center may direct a teacher or other staff member that she/he must tell an administrator and not the state authorities.

**EDS does, however, request that you first tell an administrator your suspicions.** If the administrator does not handle the suspicion according to your satisfaction, then you are legally bound to alert the authorities. Further, according to the NAEYC, “The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.”

\*If a staff member is accused of abuse or neglect, local authorities (DSS) will instruct us how to handle the situation regarding the staff member. If the staff person is found innocent, she/he will experience no repercussions. If the staff person is found guilty, local authorities (SC Department of Social Services and local law authorities) will direct us how to proceed.

\*The director or his/her designee will notify the parents/guardians of the suspected victim as soon as possible of the incident.

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## FINANCIAL

Our program operates on income from registration and tuition fees with additional funds occasionally provided through the fundraising efforts of the EDSP0. Based on the financial needs of the program, registration and tuition fees are established annually by the Ministry Team. A schedule of fees is provided to parents at the time of registration and enrollment.

**The following is a list of policies which were established by our Ministry Team:**

- 1) Registration fee (\$200.00) is due at time of registration and is non-refundable
- 2) No adjustments or deductions in tuition will be made due to a child’s illness, vacation, or other absences.
- 3) Monthly statements will be e-mailed on the *first school day of each month*. One statement for each family will be sent to the “Bill To” established at enrollment. This statement will show a month in advance and the previous period’s Extended Care (EC) fees, if applicable. A daily itemization of EC charges is available upon request.

- 4) Tuition fees are due by the tenth day of the month (or the next school day in the event that the tenth day is a holiday.) *A \$30.00 late fee is charged for late payments.*
- 5) Extended Care (EC) fees are charged on an hourly basis (\$15/hour for infants and \$12/hour for all other ages).
- 6) Any part-time child not picked up by 12:05 pm will incur the hourly charges of EC.
- 7) Full-time tuition is a twelve month contract.
- 8) Full-time program: Any child not picked up by 5:30 pm will incur a “late pick-up” charge of \$1/minute for first and second occurrences, and \$2/minute thereafter.
- 9) Part-time Program: Any child not picked up by 5:00pm will incur a “late pick-up” charge of \$1/minute for first and second occurrences, and \$2/minute thereafter. **The opportunity to use Extended Care will be discontinued after three late pick-ups.**
- 10) There is a \$20.00 charge for a returned check. If payment becomes more than 30 days in arrears, the child will be automatically dismissed and will be allowed to return only if all fees are paid. *Any exceptions to this policy must be approved by the Ministry Team.*
- 11) In order to register for the following school year, all financial accounts must be current at the time of registration, usually held in January.
- 12) All financial accounts must be settled in order for a child to participate in the summer program.
- 13) Individual end of the year statements for families for tax purposes can be obtained by contacting the assistant director.

**Please make checks payable to EDS** (Eastminster Day School). A tuition box is located outside of the director’s office. If payments are mailed, it is *imperative* that they be clearly addressed to:

Eastminster Day School  
**Attention: Katie Herndon**  
3200 Trenholm Road  
Columbia, SC 29204

### **Cash Payments:**

Cash payments should be clearly marked in a sealed envelope with the child's name and amount and should be delivered to the office at which time you will receive a receipt.

### **Automatic Draft (ACH):**

The ACH form can be found on our website. Please fill out the form and return to the office with a voided check if you would like to enroll in ACH. Form and check must be submitted by the 15th of the month in order to be drafted for the next month’s tuition.

### **Credit Card Payments:**

Please contact the office if you would like to enroll in the EDS online payment portal, which will allow you to pay monthly tuition via credit card. **This must be connected to the "bill to" email address that we have on file.** (This is who currently receives invoices via email.) Any credit card can be used, but the access will be given to the bill to email address. Please note: there will be a \$25 convenience fee per month, which you will see on your monthly invoice. Due to the system set up, the \$25 fee will be charged whether you use your credit card that month or not. If you decide you no longer want to pay by credit card, you must notify the office at eds@eastminsterpres.org by the 15th of the month, in order to have the \$25 convenience fee canceled. At this point, you will not be able to re-enroll in the online payment portal until the following school year.

### **Financial Assistance:**

Scholarships are available based on income and awarded yearly. Applications must be re-submitted each year in May. Please see the director for details.

### **Extended Care (EC):**

- Operates from 12:00 pm to 5:00 pm each day and is available to all part-time children in the infants through four's classes.
- **Fees related to this program are \$12 per hour, per child, for toddlers through fours, and infants are \$15 per hour.** Fees are not prorated. You will be charged for the entire hour regardless of pick up time. *Exception: if your child is signed up for fun lunch, you will not be charged on those days as long as he/she is picked up by 12:30 pm.*
- Children need to bring their own lunch, which is served from 12:00 to 12:30 pm.
- Children will nap each day from 12:30 until 2:30 pm.

### **Enrichment Activities:**

As a service for your child, our school offers enrichment activities which are available through individual contractors. If you are interested in enrolling your child in any of these optional activities, please visit our website.. All of these programs are provided on the premises. Fees of these programs are available from the related teacher and payments are made via credit card on our website.

**Part-time children participating in these enrichment activities are charged the Extended Care fees applicable from 12:00 noon until you pick up from EDS.** We will deduct 30 minutes for the enrichment activity from the extended care charge on these days.

**If you have questions regarding fees for your child, please contact the Day School Office.**

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**We are looking forward to a wonderful year partnering with you in the care of your children. Please feel free to contact us with questions or concerns any time!**

**Eastminster Day School Administration**

Katie Herndon, director

Lane Flowers, assistant director

Rachael Everett, assistant director