

**Overbrook Christian Education Center**  
**1705 East North Street**  
**Greenville, S.C. 29607**  
**864-235-3432**

Welcome to our Preschool Childcare program. We feel privileged that you have chosen to share your child with us during the weekday hours. It is our desire at Overbrook to provide a healthy environment in which your child will feel love, acceptance, protection, and guidance in order to develop into the person of worth and ability that God intends them to be. We want to provide the best possible care for your most precious possession, and in doing so, allow you to leave your child with confidence that he/she is in good hands. Although it is your child who attends our program, the total family is our concern as well. You, as parents, and our staff are partners in the nurturing and developmental process of your child. Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old, he will not turn from it."

We look forward to this partnership in ministry with your family.

Ginny Sharpe  
Weekday Education Director

Dear Friends,

All children love to sing, "Jesus Loves the Little Children."

The words are *Jesus loves the little children.*

*All the children of the world*

*Red and yellow, black, and white*

*They are precious in His sight.*

*Jesus loves the little children of the world.*

At Overbrook Baptist Church, we take that simple song to heart and remember its truth as we minister to your children. As the pastor of this faith family, we are very grateful for the trust you have placed in us to care for your child or children. We will do our best to keep your children safe, nurture them and to love them. We also offer something else – we will pray for your child, and we will pray for you. You are the parent, and no one can replace your importance toward contributing to the health, stability, and growth of your children. Thank you for allowing our church to be your partner in helping you during these delightful years of your little one's growth. My staff and I are not only committed to your child – we are committed to you! I pray that you will see yourselves as a child of God and find Overbrook a safe place to be loved and nurtured.

Dale Sutton

Pastor of Overbrook Baptist Church

### **Preschool Activities at Overbrook Baptist Church**

1. Sunday School: Sunday, 9:15 – 10:15 AM  
Extended Session: Sunday, 10:30 AM– 11:45 AM
2. Preschool Children's Time: Wednesdays – 6:00 PM
3. Childcare: Monday – Friday, 7:30 AM - 5:30PM  
Kindergarten (3- and 4-year-olds): Monday-Friday, 9:00 AM – Noon  
September through May

## **Overbrook Christian Education Center**

The Childcare Center is registered with the South Carolina Department of Social Services and has been inspected and approved by Greenville County Health Department and the Greenville City Fire Department. Overbrook Christian Education Center does not discriminate on the grounds of sex or race in the admission of children into the program. OCEC does not discriminate on the grounds of race, sex, or age in our employment policies. OCEC employees must meet the following job qualifications; teachers shall be Christians, an active member of a church, and one who has experience in working with preschool children. A minimum qualification is a high school diploma or successful completion of a G.E.D. program in addition to practical experience, specialized courses, or college training. Teachers must also complete 15 hours of continuing education annually and must complete CPR and First Aid certification.

### **ENROLLMENT**

Children are accepted from six weeks through to four years of age. Applicants are registered on a first come basis. If our classes are full, names are placed on the waiting list until an opening is available. A confidential file under your child's name containing all registration information will be kept in the office of the director.

### **HOURS OF OPERATION**

The Overbrook Christian Education Center is open from 7:30 AM until 5:30 PM, Monday through Friday. Children will **not** be monitored by staff until

7:30 AM and all children must be picked up by 5:30 PM. A late pick-up fee will be charged after 5:30 PM.

## **REGISTRATION**

**FEE**: A non-refundable Registration Fee is due at enrollment and then annually on a designated day in March. This fee guarantees your child's placement in the program. Failure to pay this fee cancels your child's place in the class.

**REGISTRATION FORM**: A completed Registration Form must be on file when your child arrives for his/her first day. Any changes to information submitted on the form should be reported to the director immediately so the forms can be kept current.

**MEDICAL INFO FORM**: The Medical Information form is designed to keep the staff informed of the health status of your child.

**IMMUNIZATION FORM**: A South Carolina Certificate of Immunization for Day Care Attendance must be obtained from and completed by either your physician or the Health Department. This certificate (original copy) must be provided within 30 days of enrollment. Failure to provide this form will prevent admission to the Childcare program. You will be notified when the form needs updating.

**INSURANCE**: All children enrolled in our weekday programs are covered by an accident policy through Southern Mutual Insurance Company. In the event of an accident/injury involving your child, a claim will be filed with Southern Mutual. Any medical costs incurred will first be met by your personal primary insurance coverage; any excess not covered will be paid by OCEC through Southern Mutual.

**EMERGENCY PERMISSION FORM**: An Emergency Care Permission form must be maintained in your child's file. This form should be notarized. This form grants personnel of OCEC permission to seek medical attention for your child in the event of an emergency or if we are unable to contact parents.

**PICK-UP PERMISSION FORM:** Upon registration a Pick-Up Permission form must be completed. This is for your child's protection. We must have your written permission for all the people who will be picking up your child. If need be, a driver's license will be required for identification. This form will be maintained in your child's file.

### **CHILDCARE CHARGES**

Payments are expected on **Monday** of each week. If your account becomes two weeks in arrears, you will be charged a **\$5.00** per day late fee until the account is brought to a current status. The weekly fee for a full-time child includes Childcare & Kindergarten costs, one check can be made payable to OCEC. Please see Director for rates.

\*There is \$10.00 off the total charge for a second child in the same family.

**LATE PICK-UP FEE:** **\$3.00 per child** for every minute after **5:30 PM**.

**REGISTRATION FEE:** Due annually in March.

**ABSENCES:** Full-time childcare charges will be required even when your child is out due to sickness, etc. Please call the childcare center if your child is not coming on that day, we are concerned when a child is absent. This also helps with staffing decisions.

**APPOINTMENTS:** Please make any Dr.'s appointments outside of nap time hours. If your child has an appointment in the morning, please make sure they are back in the center before the designated nap time. If your child has an appointment in the afternoon, please pick them up after nap time is over. Please check with your child's teacher for designated nap time hours.

We welcome speech therapists and tutors to the center for appointments with your children. We have designated spaces/classrooms that may be used for this purpose. Please make sure that these appointments are also scheduled outside of lunch and nap hours.

**RETURNED CHECKS:** There will be a **\$20.00** charge for all returned checks. All tuition fees must be paid back in cash within a week of notice of returned check. If more than one check has been returned from the bank for NSF, we will no longer accept checks for childcare services.

**HOLIDAYS AND CLOSINGS:** The center will be closed on the following holidays:

**New Years Day**                      **MLK Day**                      **Presidents Day**                      **Good Friday**

**Memorial Day**                      **Thursday, July 4<sup>th</sup> and Friday, July 5<sup>th</sup>**                      **Labor Day**

**Wednesday November 27<sup>th</sup>, Thanksgiving Day and the Friday Following**

**\*\*\*OCEC will be closed from Monday, December 23<sup>rd</sup> through Wednesday, January 1<sup>st</sup>. 2025. We will reopen on Thursday, January 2<sup>nd</sup>. (There will be no charges for the week of December 23<sup>rd</sup>-27<sup>th</sup> provided your account is up to date.)**

**NOTE:** If the holiday falls on a Saturday, OCEC will be closed on the Friday before. If the holiday falls on a Sunday, the OCEC will be closed on the Monday following.

**WITHDRAWAL FROM OCEC:** OCEC requires 2 weeks' notice for withdrawal from the center.

**TRACKING OF CHILDREN:** You are required to sign your child in and out at pick-up and drop-off. There is a sign in/sign out sheet on the door of each classroom. Teachers will also keep an attendance sheet for tracking purposes.

**UNUSUAL WEATHER CONDITIONS:** In the event of inclement weather and the Greenville County Schools are closed, OCEC will also be closed. If the schools are closed for more than three days in a row, the Director of OCEC will make a decision as to whether we open or delay opening the center. Please watch WYFF Channel 4 for postings or changes.

If Greenville County schools are on a delay, we will also be on the same delay.

**\*\*Please note – There will be no discount for closings or delays due to inclement weather. \*\***

**ARRIVAL & DEPARTURE:** The OCEC opens each morning at 7:30 AM. Please do not arrive before 7:30 AM; the childcare staff will not monitor children before 7:30 AM.

*Some suggestions –*

- Please escort your child into the church building and to the Childcare area. With the exception of infants, creepers and toddlers, children should be encouraged to enter his/her classroom on their own. This promotes a feeling of independence in your child.
- Please take older children to their classroom first, not into the classroom of a younger sibling.
- Reassure your child that you will be back.
- Parents are welcome at any time! If you work close by, you might like to have lunch with your child. We do ask that you be considerate of your child's feelings. If your child would be upset when you leave, it is best not to come.

**\*Overbrook Christian Education Center closes promptly at 5:30 PM!!** Please be on time when picking up your child. The caregivers have their own families and other obligations after work hours. If you are after 5:30 PM picking up your child, you will be charged a late fee and you will be asked to sign a "Late Pick up Acknowledgement Form."

**FOOD:** Morning and Afternoon snacks are provided and served to the children each day. Snacks include crackers and cheese, cookies, dry cereal, fresh fruit, pretzels, and always a beverage. Infants and creepers beverages should be provided by the parents. Lunch with a beverage is to be brought to childcare each day. Refrigeration and microwaves are available for food storage and heating. Please use microwave safe containers for your child's food. All food should either be ready to eat or ready to heat and eat. All food preparation should be done at home. DO NOT send carbonated drinks or glass containers in your child's lunch. Any food allergies should be indicated on your child's medical information form and verbally to your child's teacher.

Apart from the infant room, breakfast is not served at OCEC! Please feed your child breakfast before arriving at childcare. Children are not to enter his or her classroom in the morning with food or beverage. A morning snack will be provided by 9:00 AM each morning.

All bottles, cups, lids, baby food jars, lunch boxes, food containers and thermoses must be labeled with your child's name.

**TOYS:** Toys should not be brought to the childcare center! There are two exceptions to this policy: 1- Show and Tell days in kindergarten, and 2-Naptime buddies. Naptime buddies should be placed in cubbies or left in bags until naptime. Teachers and caregivers are not responsible for your child's personal toys.

**TOILET TRAINING:** If you are toilet training your child, please inform us so we can work on this together! Several changes of clothing daily may be required for this process!

**CLOTHING:** Dress children in comfortable play clothes. All clothes, sweaters, jackets, etc. should be labeled with your child's name. **All children must have a change of clothing available in the childcare center each day!** Accidents do happen! Changes of clothing can be brought daily in a diaper bag or book bag, or a permanent change can be stored in a plastic bag in your child's classroom. These clothes should be the proper size and seasonally appropriate. Babies, creepers, and toddlers should have two changes of clothes available. Children who are potty training may require more than two changes! If your child does not have a change of clothes when the need arises, parents will be called and asked to provide one!

**BIRTHDAYS:** We are glad to celebrate your child's birthday! Feel free to bring a special birthday snack for your child's class. We encourage you to inform your child's teacher of your intentions to provide the birthday snack on that day.

**ILLNESS:** The Overbrook Christian Education Center policies concerning illness are in place not only out of concern for the child who may be ill, but for all children. The following policies are not intended in any way to inconvenience you, however, childhood diseases spread quickly in a childcare or school environment, and we must try to prevent infection whenever possible.



**There will be no exception to these policies:**

Children found to have the following conditions will need to be picked up by a parent or approved party and will be required to stay out of the childcare center for the remainder of that day and the following day.

1. He/She is found to have a temperature of 100.4 degrees or more.
2. He/She has three loose BM's during the day.
3. He/She complains with a stomachache and vomits.
4. He/She becomes asthmatic.
5. He/She is found to have head lice. Children found to have head lice must be treated before returning to childcare. Our staff reserves the right to conduct a head check of all children if necessary.
6. He/She is found to have conjunctivitis (pinkeye) or hand-foot-and-mouth virus.  
\*Children diagnosed with hand, foot, and mouth will need to stay out of the center until they are 24 hours fever free, have no sores in mouth and no pus like blisters on hands, feet, or diaper area.

\* Children diagnosed with RSV will be required to stay out of the childcare center for one week.

\* Children diagnosed with the flu will be required to stay out of the childcare center for one week.

\* The Director of Overbrook Christian Education Center reserves the right to send a child home or ask for a doctor's statement on any questionable illnesses.

The procedure for taking a child's temperature is as follows: Infants will have their temperature taken rectally; all other children will have their temperature taken axillary (under the arm). Digital thermometers will be used. Since digital thermometers indicate an accurate reading, there will be no "add a degree or subtract a degree" formula used. *A child's temperature will be taken if one of the following conditions is found: sweating or flushed face and skin, unusual paleness of the skin, skin that feels hot to the touch, cold/flu symptoms, rapid/labored breathing, unusual sleepiness, vomiting, diarrhea, poor or drastic change in appetite, or refusal to take fluids. A child's temperature will never be taken on the playground.*

**If your child is sent home for two or more days with a temperature of 100.4 degrees or more, a doctor's statement will be required for readmission.**

We understand that children sometimes run a temperature when teething or recovering from an ear infection and other reasons, however, when a child has a temperature of 100.4 degrees or more, he/she does not feel well, and childcare is not where they need to be!

**Please do not give your child Tylenol or Motrin for fever in the early morning and then bring him or her to childcare. If you are contacted to pick up your child because of illness, we ask that you make arrangements within 30 minutes for your child to be picked up.**

**\*\*If your child or anyone in your household has tested positive for COVID-19, please let us know. The Director will determine what protocol to follow at that time. \*\***

**MEDICATION:** The caregivers of OCEC will gladly administer medication to your child during childcare hours. A Medication Form must be completed before any meds can be given. You may get this form from your child's teacher. We cannot give medication of any kind unless this form is completed and signed by the parent. Prescription drugs and OTC medications must be properly labeled with your child's name and dosage schedule.

OCEC does not provide medications! Benadryl is always kept on site in case of allergic reactions. First Aid Supplies are provided for the treatment of minor cuts and abrasions. You will be contacted if any injury requires more than minimal first aid. An accident report will be completed in the event of an injury.

**DISCIPLINE:** Discipline originates out of love for the child. We recognize that young children do not possess the skills necessary to set behavior goals or always make appropriate decisions. Therefore, we feel it necessary to establish limits and goals of behavior to guide the young child. We believe the child must understand these guidelines before any corrective measures are taken. It is our policy to never spank a child. We will first try reasoning with the child and then go to a "Time-out" away from the rest of the children. If your child has an exceptionally tough day, a Negative Behavior Form will be completed. You will be asked to sign this form and it will be

maintained in your child's file. If a child is continually unresponsive to corrective discipline, parents may be called and asked to come to the center to discipline the child. In the event of severe discipline problems, parents may be called and asked to remove the child from the center.

Some children are "biters." We do our best to redirect this behavior when it occurs. When a child bites another child, a Biting Report is completed, and the parents of both children involved are contacted. If a child bites other children or a teacher three (3) times in one day, the child will not be allowed to remain in the center for the duration of that day. We do our best to monitor a biting child.

In cases of extreme discipline or biting situations, the OCEC Director has the authority to have parents remove the child from the center for short periods of time or permanently.

The Overbrook Christian Education Center staff will not tolerate "teacher abuse." Children who kick, hit, or spit on their teachers will risk expulsion from the center.

**Please sign and return the Statement of Support and Cooperation and return to me with your registration papers.**

**Thank you for allowing us at Overbrook Christian Education Center to care for and love your most precious children! We are surely blessed.**

**Sincerely, in His name-**

**Ginny Sharpe,  
OCEC Director**

