

Peeps After School

Pendleton Education Enrichment Program and Services
A Ministry of Pendleton United Methodist Church

“Children are a gift from the Lord; they are a reward from him.”

-Psalm 127:3

2021-2022 Parent Handbook

Revised: July 22, 2021

Dear Parents,

Welcome to Peeps! Whether you are a new or returning family, we would like to say how much We appreciate you entrusting your child's care to our program. Our leaders have been helping plan and prepare and they are all very excited about this upcoming year! Our goal at Peeps is to offer quality care in a Christian atmosphere. Our staff is committed to helping your children learn, grow, and prosper.

This handbook has been created to inform and answer questions you may have about Peeps After School. You are encouraged to visit or call our office at any time. Our phone number is (864) 646-3809. If you have any special interests or talents that you would be willing to share, please feel free to let us know. We are always looking for new and fun ideas!

If you should ever have any questions or concerns in regard to your child or the Peeps program, please don't hesitate to call or email at PEEPSUMC@gmail.com. Once again thank you for choosing Peeps. Best wishes for a fantastic school year!

Ashley Stancil
Peeps Director

Contact Information:

School: (864) 646-3809
Church: (864) 646-3355

Physical Address: 217 S. Broad St.
Pendleton, SC 29670

Mailing Address: P.O. Box 646
Pendleton, SC 29670

Email Address: PEEPSUMC@gmail.com

Preschool Website: <https://pendletonumc.com/peeps/preschool/>

Tax ID#: 570761667

Payment Website: <https://peepsfumcpayments.square.site>
Peeps Mission

We are committed to being a resource to the community by nurturing the family unit through positive experiences.

PEEPS Objectives

- Provide a caring Christian atmosphere for children to learn, grow, and develop.
- Provide a physical environment that is safe, clean and healthy, according recommended standards.
- Foster each child's creativity and positive self-image.
- Utilize family and community partnerships.
- Operating as a self-supporting ministry of Pendleton United Methodist Church.

Eligibility for Enrollment:

Any child enrolled in 4K-6th grade at LaFrance Elementary, Pendleton Elementary, or Mount Lebanon Elementary Schools is eligible for the PEEPS After School Program. PEEPS After School Program accepts any student outside of Anderson District 4 Schools only if personal transportation is provided. Occasional exceptions for older children may be made at the discretion of the Director.

Enrollment:

Each child must be registered by a parent or legal guardian. A completed registration form, a Medical release form, a current SC Immunization Form (DHEC-1148), a Handbook Compliance form, and a Photo/ Video Release form must all be turned in before a child may participate in the PEEPS After School Program. All forms are available in the PEEPS office at PUMC.

Fees Per Child:

A non-refundable registration fee of \$40.00 shall be paid in order to guarantee a spot for your child. After acceptance into the program, the monthly tuition fee is **\$235.00**, due by the 1st of each month. The first month of tuition is due on or before the first day of school. If this is a problem, please contact the Director as soon as possible. Scholarships are available and are awarded based on need. Please see the Director to receive an application.

Drop-In Fees:

Drop-Ins must attend a minimum of 5 days out of the month. Drop In rates are \$20.00 a day and \$40.00 on "All Day" PEEPS.

Church Member and Sibling Discount:

Church members will receive a \$15.00 discount per child attending.

Sibling discounts will be \$10.00 off the siblings tuition.

*Please note that only one discount will to added

Collection of Tuition:

Tuition for the current month shall be paid by the 1st of the month. There will be no refunds. You are responsible for the full month's tuition, no matter the number of days attended. Please make all checks payable to PEEPS. Also, please give your payment to the Director only. The Director will be the only one to collect the funds and receipts will be provided when requested. Please DO NOT give payments to a staff member.

Tuition is due 10 months per year, August through May.

The yearly tuition total = the monthly tuition X 10 + registration fee

Days of the Week	Monthly Tuition	Registration Fee	Yearly Tuition Total
Monday - Friday	\$235.00	\$40.00	\$2390.00
Drop in	\$100.00	\$40.00	\$1040.00

Drop In rate varies upon attendance. Minimum 5 attendance days

Late Fees:

A \$1 per minute late fee will be charged if your child is picked up after 5:30. This fee will be due on the 1st of the next month along with your regular tuition. If your child is picked up late more than twice a month, you will be charged a \$30 late pick up fee for that month. Repeated late pick-ups could result in the removal of your child from the PEEPS After School Program for the remainder of the year. Monthly tuition shall be considered past due if paid after the 5th of the month. Delinquency in paying fees shall be carefully evaluated by the Director and may result in an extra fee. If paid from the 6th-10th of the month, add an extra \$5. If paid from the 11th-15th of the month, add an \$10. If paid after the 16th, add an extra \$15. Continued delinquency in paying after the 15th shall result in removal of your child from the PEEPS After School Program. If monthly tuition falls behind more than two months, your child will be removed from the program. If any problems should arise with paying tuition, please contact the Director in order to save any late fees.

Field Trips:

We will occasionally plan field trips on full days. A permission form must be signed by the parent or guardian and returned by the day of the field trip. The cost of field trips is not included in monthly tuition charges, so you will be expected to pay by the day of the field trip.

The same good behavior is expected on field trips. The children are representing the PEEPS program when they are out in public; therefore they are expected to be on their best behavior. Repeated bad behavior on field trips will result in your child having to remain at PEEPS for any other field trips.

Medication Policy:

If your child has special medical needs and must have prescription or nonprescription medications during the day, you must fill out and sign a medication dispersal permission form. No medications will be given without the signed form. You must also supply all medications in the original container, labeled by the pharmacy or doctor, stating the name of the medication and the dosage. Over the counter medication must be in the original manufactured container. Forms are available in the office.

Sickness Policy:

A parent or guardian will be called to pick up a child who is sick or injured. If your child is running a fever, a parent or guardian will be called and you must arrange to have your child picked up immediately. If a child develops symptoms of an illness, or in case of an accident, emergency first aid will be given and the parent/guardian will be called immediately. PEEPS after school staff is trained in first aid and CPR. If the parent/guardian cannot be reached, the child's physician will be called. In a true emergency, EMS will be called and the child will be transported to the nearest hospital. Please make sure that you have filled out all of the emergency numbers on your registration form and medical information form.

Head Lice Policy:

If your child is found to have head lice, he or she will be sent home immediately. Because we have so much carpet in our building, we must take extra precaution with this problem. After your child returns, the directors and other staff members will check your child and if any nits (eggs) are found, you will be contacted and your child must be picked up immediately. Be assured, we will be very discreet and make every effort to not make your child feel ostracized. If this should be a problem, please do not hesitate to speak with a director.

Pick Up:

Children may be picked up at any time between arrival and closing 5:30 PM. Children must be signed out and then released by an after school staff member. Only those persons listed on the registration form as having permission to pick up your child will be allowed to sign a child out. In any case where a child is to be transported by anyone other than the parent/guardian or person on the pick-up list, written permission must be provided for that day.

Discipline:

At PEEPS we think of discipline as teaching, not punishment. Our staff models the behaviors which they expect from your children; self-control, respect for others, positive interactions, and supportive cooperation. Our staff will set the limits and offer each child acceptable choices. We will use "time-outs" To remove a child from a potentially harmful situation, either to protect himself/herself or others. We pledge to never use shame or blame as part of the discipline process. Physical punishment

will never be used at the PEEPS after school program. We have a specific discipline plan that uses positive reinforcement for good behavior and timeouts for unacceptable behavior. **Stealing, fighting, biting and spitting** are not acceptable behaviors and will result in the parent/guardian being called and asked to come and take their child home. Continued unacceptable behavior of this nature may result in expulsion from the PEEPS after school program. This is at the discretion of the director.

There is zero tolerance for bullying at PEEPS after school. If a child is continually found to be bullying children at PEEPS, the parent will be contacted and it will result in possible expulsion from the PEEPS after school program.

Incident Reports:

In case of an accident where first aid must be applied or in the case of a discipline incident, an incident report will be written up and signed by the parent, the staff involved and the directors. It will be placed in the child's folder for the school year. The directors will be responsible for writing the incident report and will contact parents.

Expulsion:

With any situation that may cause a disruption in the after school program, it is at the full discretion of the director to make an ultimate decision of expulsion.

School Calendar:

The PEEPS after school program will be available on all normal school days as published by Anderson School District four. The program will operate with extended hours on school half days and Professional Development Days. We will follow district 4's inclement weather decisions. If school has an early dismissal due to inclement weather, the PEEPS program will not operate on that day. A copy of this year's PEEPS after school calendar is included in your handbook packet.

Questions:

If you have any questions that are not answered in this handbook, please feel free to contact the director at 864-646-3809 or via email at PEEPSUMC@gmail.com.

PEEPS/PUMC

217 S. Broad Street

PO Box 646, Pendleton SC 29670

PEEPS phone - 864-646-3809

Church phone - 864-646-3355