



CENTRAL

CHILD DEVELOPMENT CENTER

Rock Hill ★ South Carolina

Family Handbook

2024-25

School Vision: *Ready for school! Ready for life!*

Mission Statement: Our mission is to provide our students quality instruction with high levels of achievement in a safe and nurturing environment to ensure future success.

Welcome to Central Child Development Center!

Rock Hill Schools offers 4K classes at Central CDC and the Applied Technology Center (ATC). Preschoolers identified through the district's Child Find program are also served at CCDC. All classrooms are staffed with a certified teacher and teaching assistants.

Our curriculum is based on the South Carolina Early Learning Standards and the state approved Frog Street Pre-K Curriculum. Our educational approach focuses on active learning practices, which encourage play, exploration, student choice, problem solving, inquiry, and higher order thinking. Our children engage in key experiences – creative interactions with people, materials, and ideas that promote their intellectual, emotional, social, and physical growth. Our daily routine incorporates learning centers, small group/large group activities, the creative arts, movement, and outside exploration.

Parent involvement and support are critical for a child's success in school. Believing that parents are a child's first teacher, we encourage you to volunteer at school by participating in field studies and attending class programs and other school events. We support a strong home to school connection. Teachers send home communication folders as well as activities for you and your child to do together at home. If you would like to volunteer or chaperone field studies, please click on the following link or cut and paste it into your web browser to complete the RHSD Volunteer Application: <https://www.rock-hill.k12.sc.us/Page/1188>

Central CDC/ATC & Other Phone Numbers of Interest

Central Child Development Center	Office (803) 980-2060 Fax (803) 980-2070
Nurse – Andrea Friddle	(803) 980-2078
Guidance Counselor – Elizabeth Dillingham	(803) 980-2086
RHSD Central Office	(803) 981-1000
RHSD Transportation Department	(803) 980-2022 (803) 980-2023
Applied Technology Center (ATC 4K)	Office (803) 981-1100
Exceptional Student Education Services	(803) 981-1055

CCDC/ATC 4K Staff

Director	Damon Ward
Asst. Director/Counselor	Elizabeth Dillingham
Office Staff	Sandra Cooley – PowerSchool SIS Clerk; Jennifer Hefley – Bookkeeper
Nurse	Andrea Friddle
Psychologists	Laura Hunte & Angela Parker
Speech	Branden Battle & Kristen Tripp
O.T./P.T.	Erin Habe, Angie Huechtker, Robin Huffman; Kathy Dorton, Christina Shaffery
BMA	Kristen Sarna
Academic Interventionist	Terri Gaskill
ESE Teachers	Ariana Diamond & Rebecca Pennington (Resource Services)
Custodians	Patricia Adams, Tawanna Foster & Tirrell Junious
Classroom Teachers & Assistants	
Room 1	Margaret Joiner (4K Teacher), Ginger Adams (Assistant)
Room 2	Diane Alexander (4K Teacher), LaSalle Foster (Assistant)
Room 3	Tara Hedges (ESE Teacher), Missie Pharr & Mary Ann Taylor (Assistants)
Room 4	Marsha McDaniel (4K Teacher), Ciella Sosa (Assistant)
Room 5	Jane Hudson (4K Teacher), Kathleen Wedge (Assistant)
Room 6	Neely Williams (ESE Teacher), Denise Catoe & Sarah Godfrey (Assistants)
Room 7	Kelsey Moore (4K Teacher), Susan Gordon (Assistant)
Room 8	Jennifer Pinti (ESE Teacher), Katelyn Sexton & Tracey Taylor (Assistants)
Room 9	Shawn Wherry (ESE Teacher), Iris Gaines & Yoselin Cirilo (Assistants)
Room 10	Cathy Tomlin (4K Teacher), Hope Huddleston (Assistant)
Floater Assistant	Kristin Monczynski
Related Arts Staff	Valerie Mickel-PE; Cara Rezzai-Music; Candi Zazzara-Media; TBD-Art/STEAM
Substitutes	Kathy Kowal & Monica McConahey
ATC 4K	Tammy Smith (4K Teacher), Karen Tedder (Assistant)

School Schedule, Arrival & Dismissal Procedures

School Hours:

AM Session Classes 7:25 a.m. – 9:55 a.m.
PM Session Classes 11:15 a.m. – 1:45 p.m.
Full Day 4K 7:25 a.m. – 1:55 p.m.

School Schedule:

Central CDC and ATC 4K follow the RHSD Calendar with a few exceptions. Half-day session students at CCDC and ATC 4K do not attend on RHSD “Early Dismissal” days due to bus transportation availability. Full day 4K students will be dismissed at approximately 10:45am on Early Dismissal days. RHSD Early Dismissal days for 2024-25 are as follows; Aug. 30, Sept. 27, Nov. 1, Dec. 20, Jan. 31, Feb. 28, Mar. 28, May 22, and May 23.

Transportation Changes:

Your child’s safety is our first and most important priority. Transportation changes will not be accepted after 9:40am (AM Session) and 1:40pm (PM Session/Full Day Classes). ****All transportation changes must be submitted in writing or made in person. ***This is in accordance with **RHSD Board Policy JLIB Student Dismissal Precautions - For early or otherwise irregular dismissal the principal will authorize release only when it is requested in person or in writing by the student's parent/legal guardian.**

Bus Riders: Arrival and Dismissal

Morning Class Bus

Arrival: Your child will board the bus with neighborhood students, ride to the home school, and be transported from the home school to Central or ATC.

Dismissal: A bus will pick up your child at Central or ATC and bring them to a location as designated in writing by the parent/guardian. ****Please be prepared to meet the bus, as children are not allowed to leave a bus without an adult to receive them.***

Afternoon Class Bus

Arrival: Your child will be picked up at a designated location and brought to school.

Dismissal: A bus will transport your child from Central or ATC to the home school to ride home with neighborhood elementary school students.

***It is important to meet the school bus, as young children are not allowed to leave a bus without an adult to receive them. If no one is available to meet the bus, the child will be brought back to school.**

Bus Transportation Questions: 980-2022 or 980-2023

Car Riders: Arrival and Dismissal

Morning Drop-Off Time: 7:25am

Afternoon Drop-Off Time: 11:15am

Morning Dismissal Time: 9:55am

Afternoon Dismissal Time: 1:45pm or 1:55pm

According to SC Law, all children under 6 years old weighing under 40 pounds must ride in a car seat. All children under 6 years old weighing 40-80 pounds must be in a belt positioning booster seat. A more detailed and specific description of this law can be accessed here: [Article 47 Child Passenger Restraint System](#). If you do not have the appropriate car seat or booster seat and cannot get one, please contact the school office or your child's teacher and we will help you get one. Children should not get into cars without the appropriate safety seats.

Arrival

- If you are parking and walking your child into the building, please do not park in the spaces by the drop-off line. For your safety, be sure to use the crosswalk to get across the car line. We also discourage idling vehicles (cars, buses, & vans) in our parking areas, except when vehicles need to idle in extreme heat or cold to maintain interior temperature.
- If you are in the car line, please stay in your car until a staff member opens the car door and lets your child out. For safety, teachers will open only the right passenger side door and your child must exit the vehicle from this door. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
- **Arrival doors will close/lock at 7:40am and 11:30am.** If you arrive after the doors have closed, please drive to the front of the school, park in the side parking lot, and sign your child in at the office. ****The front drive is for bus traffic only.***

Dismissal

- Please make sure your blue car tag is visible so your child can be called. If you do not have your blue car tag, please park and go to the front office with proper ID to sign your child out.
- If you are walking and meeting your child at the door, please bring your blue tag and stand back a several feet from the doors. Your child will be called for you.
- For safety, we discourage idling vehicles (cars, buses, & vans) in our parking areas, except when vehicles need to idle in extreme heat or cold to maintain interior temperature.
- If you are waiting for your child in the car line, please follow these steps:
 1. Pull your car forward as directed by school staff and place your car in "park".
 2. A staff members will open the passenger door for your child to enter.
 3. Buckle your child into his/her car seat. Do not move your car until your child is buckled safely. *It is acceptable to pull your car up to the very end of the car line if additional time is needed to buckle your child in safely.
 4. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
 5. If you arrive after the doors have closed, please come to the front of the school, park in the side parking lot, and come to the office with proper ID to sign your child out. The front loop is for bus traffic only.

**** All school doors are kept locked. Our priority is keeping our children safe.**

****All students are expected to wear a bus or car nametag to and from school each day. A nametag will also be placed on your child's backpack with a zip tie for added safety. Please help your child become responsible by reminding your child to place the nametag in their backpack after arriving home each day. This practice also encourages independence and organizational skills.**

Attendance

It is very important for your child to attend school and arrive on time; however, please do not send a sick child to school. If it is necessary for your child to be absent, please send a written note or doctor's excuse when he/she returns. ****If a child misses 10 days for reasons other than illness, we reserve the right to remove the child from the program and use that space for a child on the waiting list.***

Tardies and early dismissals are discouraged. Children who arrive after the back drop-off area doors are closed must be signed in by an adult in the front office. If a child needs to be dismissed early, he or she must be signed out in the office. For the child's safety, the parent or pick-up person must show picture identification and must be listed on the RHSD Student Emergency Form.

Dress Code & Backpacks

Please dress your child in comfortable play clothes. We encourage you to send your child in athletic shoes (tennis shoes or shoes with closed toes and treads on the bottom that are appropriate for climbing, running, jumping and playground safety). We also encourage you to keep a weather/season appropriate change of clothes in your child's backpack. Please label all coats, jackets, sweaters and hats. A ***full-sized backpack*** (not on wheels) is recommended.

Communication

Communication is an essential tool in the educational development of a child. CCDC will send out quarterly newsletters. Classroom teachers send home monthly newsletters to inform families about learning and upcoming events. Weekly communication folders will also be sent home. Our school & district use phone and email message systems to communicate upcoming events and important information. Our teachers also use SeeSaw as a learning and communication tool. SeeSaw provides a digital platform for parent and teacher communication, gives students a place to document their learning, and learn how to use technology. In addition, we encourage parents to follow our school on social media.

Teachers schedule one-on-one family orientations in August and parent-teacher conferences throughout the school year. Parents may request conferences with the teacher during the year by sending a note, messaging the teacher, or calling the school.

On very rare occasions difficulties & differences arise in interactions between families & our staff. If this does occur, we recommend the following strategies: Talk to the staff member - ask for their evaluation of the situation and suggestions on how the condition could be resolved before you express your concerns. Posing questions and avoiding accusations will often yield the best results; Brainstorm solutions together - developing a plan together may help generate the best possible solution; If necessary, meet with the principal - If you feel the situation isn't improving and you aren't getting an adequate response from the staff member, request a meeting with a school administrator or guidance counselor.

****School Closings and Delays:*** Announcements concerning school closings or delayed openings will be announced through the RHSD's phone messaging system. Notices will also be sent through the RHSD's app and posted on the district website. ****If the RHSD operates on the delayed start, Half Day Session classes at Central and the ATC will be cancelled.***

Breakfast, Lunch, & Snacks

We currently offer breakfast and lunch at Central CDC for our full day students. *Full day students must arrive prior to 8am to receive breakfast. A healthy snack is provided for all our half-day students at CCDC and ATC 4K as well as our full day students. Please do not send candy, drinks or other foods from home with your child without first contacting your child's teacher. Our staff follows a district/school approved snack list that is posted on our school and district's website. We will gladly accept snack donations from this list throughout the school year.

Central and ATC classrooms celebrate birthdays typically on the **1st Friday of each month**. The school provides a birthday treat (usually a popsicle or ice cream treat) for all students on this day. **We do not accept cupcakes, chips, or sugary drinks for birthdays.* June, July, and August birthdays are celebrated along with the May birthdays. A Valentine's Day Party will be held in each classroom. Parents may be asked to assist with predetermined snack donations for this event. This is the only party that will be held during the school year.

*****Our school nurse should check all outside snack items to ensure food allergy compliance.*****

Health Services

The school health room is designed to assist students with chronic conditions and be an emergency station to care for minor injuries and illnesses that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe medications. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep ill children at school. Students who need to take prescribed medication or non-prescribed medicines at school must have the appropriate form signed by the physician and/or parent before the medication can be administered. An adult must bring the medication and form to the school. All medications must be in the original container provided by the pharmacy. Medication forms can be accessed by clicking on the link below or by cutting and pasting it into your web browser: <https://www.rock-hill.k12.sc.us/Page/1825>

Emergency Drills & Procedures

Fire Drills: Central will conduct fire drills once a month without notice. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuation.

Shelter: Tornado, Earthquake and Other Crisis Drills: The district has an Emergency Response Plan in the event of any crisis, which may threaten the school community. Each school conducts emergency drills each year to educate students and staff on response to a potential threat to safety. Central will practice these drills throughout the year in addition to our monthly fire drills.

Tornado Emergencies & Drills: General ed. students will report to the center of our main hallway for tornado drills and emergencies. Sp. Ed. students report to the classroom hallway & restroom areas.

Catawba Nuclear & Evacuation Procedures: Directions for evacuation will be reviewed each year through staff training designed by York County Emergency Management. Catawba Nuclear Station Emergency Preparedness Information is shared with families each year and can be accessed [here](#). In the

event an evacuation is necessary due to an emergency, all students and staff will be transported by bus to a designated location.

Lockdown: All doors will be locked; Lights turned off; Blinds closed; students and staff move to an area where they cannot be seen and will remain quiet. Emergency lockdown drills are practiced twice each year with local law enforcement members and RHSD Safety and Security team members.

PBIS, Classroom Management & Discipline

Beginning in 2017-18 the RHSD became a PBIS district. Each teacher develops and maintains a classroom management plan that supports the philosophy of PBIS (positive, supportive & responsive). We have three school-wide expectations/rules: **Be Safe, Make Good Choices, Be a Good Friend**. We will continue to use these expectations and refine them as needed.

The PBIS team developed a school referral form for school discipline/incident recording for office level referrals as well as classroom level referrals. In the event of misbehaving students, good parent communication and record keeping is essential. Parents will be contacted if and when a student receives an office or classroom level referral. Parents will not be contacted for every little incident or minor misconduct. However, if patterns develop the teacher will contact the parent and setup a conference.

Central Child Development Center & ATC 4K also comply with District Policy JICDA – Code of Conduct and JKE. A copy of these policies can be accessed on the Rock Hill School District website under the link “District Info” & “District Policies” and is listed at the end of this handbook (school website version).

Family Educational Rights and Privacy Act

Personnel records of students are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations & procedures for compliance of this act are provided through school board policy JRA. *Additional information on FERPA can be accessed on the Rock Hill School District website as well as our school's website.

The full web version of our Family Handbook can be accessed here: <https://www.rock-hill.k12.sc.us/domain/2359> & RHSD Handbook Policies and Inclusions can be found here: <https://www.rock-hill.k12.sc.us/Page/11727>

Family Handbook Assurance/Signature Page

Central CDC & ATC 4K

Dear Family:

This handbook was developed as a guide for our families and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning. We request that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures.

****Signing below is evidence that your family has read and understands the contents of this handbook.***

Please Print Name of Student(s)

Classroom Teacher(s)

Please Print Parent/Guardian Name

Parent/Guardian Signature

Date

****Please sign and remove the top portion of this page and return it to your child's teacher.***

****Additional RHSD policies and handbook Inclusions are listed on our school website. These include the following:***

- Code of Conduct
- Use of Personal Electronic Devices
- Harassment, Intimidation, Bullying
- Notification of Rights and Directory Information (FERPA, English and Spanish)
- Directory Opt-Out Form
- School Attendance Information (for your grade level, English and Spanish)
- Bus Transportation Agreement/Disallowable Items
- McKinney Vento Rights
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The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which is defined as children who lack a fixed, regular or adequate nighttime residence. School-age children may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:

- *a motel or campground due to the lack of an alternative adequate accommodations*
- *a car, park, abandoned building, or a bus or train station*
- *doubled-up with other people due to loss of housing or economic hardship*
- *a shelter*

****Please contact your child's school counselor for more information and to determine if you might qualify.***

Thank you for accessing our Family Handbook. Please verify in the Parent Portal by completing the eCollect Handbook Verification Form that you have read and understand student expectations.