

# Parent Handbook

2022-2023

*Early Education  
(Half-Day Preschool)*



*Mauldin Christian Academy*

150 S. Main Street

Mauldin, SC 29662

864-288-1917

[mauldinchristian.org](http://mauldinchristian.org)

Welcome to the 2022-2023 school year! We look forward to partnering with you this year as we lead and love your student. Our theme for this year is, *Rooted and Grounded in Jesus*, with our verse being Colossians 2:6-7.

*<sup>6</sup>And now, just as you accepted Jesus Christ as your Lord, you must continue to follow him. <sup>7</sup>Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness. (NLT)*

Our purpose at Mauldin Christian Academy (MCA) is to partner with parents to provide our students with a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

The MCA team has the incredible privilege of leading and loving our students in Christian education. This translates into being a model of Jesus in the classroom, leading our students to know the character of God, to build solid academic practices, and to learn to walk in wisdom.

It is an honor to serve God in Christian education. We recognize we are on this earth to bring glory to God and our testimony reflects who we believe God is. When we live our lives based on believing God is sovereign, gracious, merciful, and mighty, we demonstrate to a fallen world who he is, his plan of rescue, and how he loves us unconditionally.

MCA offers daycare, preschool, elementary school, afterschool care, and a summer camp program, all designed to meet the needs of the child at his or her level of development.

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**\*\*Please familiarize yourself with our handbook.** It will answer many of your questions concerning our school. There are updates and policies that are new to this handbook. Please disregard all previous MCA handbooks.

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Website: Important school information (i.e., school and lunch calendars, events, classroom webpages, and financial information) can be found on the Mauldin Christian Academy website: [mauldinchristian.org](http://mauldinchristian.org).

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Notice of Nondiscrimination: Mauldin Christian Academy does not discriminate on the basis of race, sex, color, religion, or national origin in its dealing with students and their families.

Mauldin Christian Academy is a ministry of First Baptist Church of Mauldin, South Carolina.

## **Mauldin Christian Academy Mission Statement**

Our purpose at Mauldin Christian Academy is to partner with parents to provide a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

### **Our Vision**

MCA students who understand the value of:

- A strong work ethic
- Striving for excellence
- Viewing the world through a biblical lens
- Loving and Leading others
- Bringing glory to God

### **Mauldin Christian Academy Administrative Team**

**Academy Head of School**.....Lisa Muse [lmuse@fbcmaldin.org](mailto:lmuse@fbcmaldin.org)  
**Director of Early Learners (Daycare)**.....Pam Lollis [plollis@fbcmaldin.org](mailto:plollis@fbcmaldin.org)  
**Assistant Director of Early Learners**.....Taylor Odom [todom@fbcmaldin.org](mailto:todom@fbcmaldin.org)  
**Early Ed & Elementary Principal**.....Gwen Johnson [gjohnson@fbcmaldin.org](mailto:gjohnson@fbcmaldin.org)  
**Afterschool Care** .....Gwen Johnson [gjohnson@fbcmaldin.org](mailto:gjohnson@fbcmaldin.org)  
**Finance Manager**.....Ann Parlier [aparlier@fbcmaldin.org](mailto:aparlier@fbcmaldin.org)  
**Admissions Coordinator**.....Leah Einhorn [leinhorn@fbcmaldin.org](mailto:leinhorn@fbcmaldin.org)

**Preschool Hours: 8:15-12:00**

**Early Arrival: 7:30-8:10 (\$5.00 per day)**

## FINANCIAL POLICIES

**Re-Enrollment:** Begins in January for the following school year for our **current** MCA Elementary families. Please check the MCA website for specific dates for priority enrollment and when the enrollment will be open to the public.

If at the time of re-enrollment, there is a balance on the student's account, the student will not be eligible to re-enroll. Re-enrollment fees will apply and secure classroom placement only if the account balance is current and paid in full.

Re-enrollment fees will be communicated on the MCA website prior to the re-enrollment season.

**Auto Draft:** All tuition payments **MUST** be made through an automatic draft. We accept cash, check, MasterCard, and Visa debit and credit cards for incidental fees. The auto draft form must be signed and returned to our office. A fee of \$30.00 will be charged no more than two times for insufficient funds during a school year. Should the draft be returned without payment twice, the account will be considered delinquent. A charge of \$60 will be applied if a third incident occurs. More than three occurrences of insufficient funds in one school year may result in your child's dismissal from that MCA program. Steps will be taken in this order:

- 1) Invoice sent home.
- 2) Contact from the Finance Manager to arrange a payment.
- 3) If payment arrangements are not made and followed, the child will be released from MCA.

## IMPORTANT INFORMATION

**Returning Students with Outstanding Balance:** Records will not be released for any student with an outstanding account balance. The final report card will not be sent home if the account has not been paid in full.

***\*\*\*All returning student accounts must be paid in full by June 1<sup>st</sup> in order to maintain their position in next year's class. If a balance still remains on June 1<sup>st</sup>, the student will be placed on a waiting list for their class until the balance is paid in full.***

**Withdrawal from Program:** A one-month notification in writing must be given directly to the business office when a child is being withdrawn from the program. A communication with the principal should also occur to discuss the details behind the student's withdrawal.

**In the event a one-month notice is not given, the parents will be charged for one-month's tuition.**

*\*\*Please contact the MCA office for more than 2 children enrolled or for a year paid in full discount.*

## OTHER FEES

**Registration Fee:** Registration begins in February for the following school year. The payment of registration fees (\$195) reserves a space for your child chosen by lottery. These fees are **non-refundable and must be paid at the time of registration**. If at the time of registration there is a balance on the student's account, the registration fee will go towards the balance and not towards registration. The registration fee will apply and secure classroom placement only if the account balance is current and paid in full. The child must have reached the age of the class by September 1<sup>st</sup>.

**Early/Late Fees:** We offer an early and late stay program to preschool parents on an “as needed basis”.

**\*\*\* We do ask that if your child is staying in late stay that you let us know before 9:30am for lunch count.**

Early Arrival (7:30am – 8:10am)	\$5/day
Late Stay (12:00pm – 2:00pm)	\$18/day

**Withdrawal from Program:** A one month notification in writing must be given to the Director when a child is being withdrawn from the program. In the event a one-month notice is not given, the parents will be charged one-month tuition.

**Late Pick Up Fee:** A late pick up charge is assessed to each parent whose child is picked up after 12:00 noon for preschool or 2:00 p.m. for late stay children.

- **\$15.00 fee from 12:01-12:15 for regular Preschool or 2:01-2:15 for children in Late Stay**
- **\$1.00 per minute after 12:15 or 2:15 until the child is picked up**
- **This money is to be drafted from your account. Children who are consistently late may be dismissed from the program.**

**Academy Closings:** The Academy **Morning Only Preschool** (8:15 a.m.-12 p.m. program) will be closed for two weeks during Christmas and one week for Spring Break. The Academy will not reimburse or credit accounts for emergency closings or prorate monthly tuition for days closed.

#### **INCLEMENT WEATHER**

MCA does **NOT** necessarily follow Greenville County School closings or delays during inclement weather.

If weather conditions are such that staff cannot get to the Academy, an announcement will be made on **WYFF-TV (Channel 4)**. Please look specifically for **Mauldin Christian Academy Elementary**. Information will also be posted on the school website: [www.mauldinchristian.org](http://www.mauldinchristian.org). Please be sure to watch for information regarding icy conditions and delays. We will not risk the lives of our students and faculty if we feel conditions are unsafe for travel. News stations **will not** air school openings, only delays or cancellations.

In the event of a school delay, doors will open 30 minutes prior to the announced time. There will be no early arrival available. School days missed due to snow and/or ice may need to be made up, depending on the number of school days missed. We will keep you posted on these make-up days.

**We do not prorate or refund tuition on days shortened or missed due to inclement weather.**

## POLICIES FOR MAULDIN CHRISTIAN ACADEMY

### STUDENT DROP OFF AND DISMISSAL

Morning carline runs from **7:45-8:10**. Drop-off is located on the church sanctuary side. Please consult your map for details.

- Please remain in your vehicle and a teacher will unbuckle your child
- If you are late, please park and walk your child to their class
- You also have the option of parking and walking your child to class each day

Preschool carline dismissal is from 12:00-12:15. This will be in the area next to the playground under the covered drive. Please note that this is a different location from morning drop-off.

- Put your car in park
- You may get out to secure your child in their car seat
- Please pay attention to the school personnel who will be directing the movement of the carline

### IMPORTANT

As a parent, if you need to speak with your child's teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time by contacting the office to schedule a meeting after school hours. Drop off and pick up is very busy and the teachers are required to supervise their students at this time.

### ARRIVING AND LEAVING SAFELY

**UNDER NO CIRCUMSTANCES** should a child be left when a member of the staff is not present. Please do not drop your child off at the door and let them walk in unattended.

### DISASTERS AND EVACUATIONS

If a **disaster should occur, e.g., gas line**, break MCA has evacuation plans and designated student pick up location(s). Parents may receive emergency information on WYFF 4, the school website, email, Class Dojo, and possibly phone. Parents may pick up children after all students and staff have been accounted for. Cooperation by all persons during an emergency will make procedures more efficient and secure for all involved.

Emergency pick up location if there is a need to transport students to an alternate location: *Temple Baptist Church, 213 W. Curtis Street, Simpsonville, SC 29681.*

### GUIDELINES FOR PARKING LOT SAFETY

1. Our parking lot is monitored by Mauldin Police Department.
2. Please watch your speed in the parking lot, maximum of 10 miles an hour.

3. Usage of cell phones while driving and dropping off or picking up students is prohibited.
4. Students are to be dropped off in morning car line only when a teacher is present.
5. Please put vehicles in park when students are entering or exiting the car.
6. Drivers are not to leave their vehicle running when unattended.
7. Parents are not to enter the building by carline; they must enter through the main MCA entrance.
8. During morning carline, a teacher or member of the safety patrol will open the door for your child to exit. Please do not exit your car to assist.
9. During afternoon carline, a teacher will help your child into your car. Please do not exit your car to assist.

## PARENT-TEACHER COMMUNICATION

There are several ways in which teachers and parents communicate about a student's progress or class activities.

- a. Class Dojo
- b. Class newsletter
- c. E-mail (your child's teacher will supply you with their school e-mail address)
- d. Teacher website
- e. Daily notes sent with homework or agenda
- f. Weekly folder

If a parent has a concern regarding their child, or a classroom issue, they will **first** need to contact the teacher directly to address these concerns. If a problem or issue cannot initially be resolved with the teacher's input and suggestions, then the parent may contact the elementary principal and ask for additional support.

As a parent, if you need to speak with your child's teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time by contacting your child's teacher after school hours. Our teachers will make every effort to contact you in a timely manner (usually the same day, but no later than 48 hours). Teachers are not available to speak with parents during the drop off and pick up times since they are required to supervise their students at this time.

## MESSAGES TO PARENTS

Special information for parents may be distributed through your student's book bag via notes or weekly newsletters. Please check your student's book bag for information **DAILY**.

## TEACHER REQUEST

Many factors are considered in the placement of students in the classroom. The Administration **DOES NOT** accept requests for specific teachers for students. If you have specific concerns regarding your child's placement, please contact the department supervisor.

### PICK UP AUTHORIZATION

- Only persons authorized by the parents/guardians may pick up a student
- We **must have notification** when someone other than a parent will be picking up
- In the event of divorce, separation, etc., a court order **must be provided** specifying the custodial parent
- The custodial parent is the only person from whom the school will accept a list of authorized persons to pick up a student
- We do not allow non-custodial parents to pick up a student unless authorized to do so, in writing, by the custodial parent
- We require identification even when the person's name is on the authorized list
- If a parent plans to have someone not on the list pick up a student, the school must be **notified in writing**; otherwise, no access to the student shall be given. Verbal permission will be accepted in **emergency situations only**
- If notification has not been given, no student will be released until the parents have been contacted.
- People authorized on the Emergency Form are for emergency contacts only when the parents cannot be reached

### MCA BEHAVIOR PHILOSOPHY

We believe we are instructed to love and lead our students. Loving and leading the student means we are disciplining them each day they are in our school.

Disciplining our students will:

- a. Help students to solve problems based on heart decisions and therefore learn to make wise decisions
- b. Help students know the character of God
- c. Help students to know who they are in Christ
- d. Make wise choices and leave the student with a healthy sense of control
- e. Teach the student that there are consequences for their behavior and teach them to take responsibility for their actions
- f. Demonstrate how to honor and respect one another

#### **I. Teachers will:**

- a. Give choices
- b. Create an environment of HONOR and RESPECT
  - i. Teacher to student
  - ii. Student to teacher
- c. Messages to Students
  - i. We are a family/team
  - ii. We help each other
  - iii. We work together
  - iv. We encourage each other
  - v. We respect each other

## **II. MCA Guidelines**

- a. Teacher eye contact redirecting the student
- b. Teacher “Look” (Not a mean look but a stern look/teacher look)
- c. Provide the student with choices
  - i. Both choices should be choices where you win
- d. Use a reward system to celebrate wise choices (“I see you making wise choices”)
  - i. Social Rewards (Verbal/non-verbal) such as a wink, thumbs up, pat on the back, “great job”, etc.
  - ii. Graphic rewards:
    - 1. Stickers, notes, stamps, etc.
  - iii. Activity Re-Enforcers: find out what your students love to do and use those activities as re-enforcers. Playing a certain game, extra recess time, extra learning center time, board games, etc.
  - iv. Tangible Rewards: Candy, Certificates (free donut, etc.), Pizza party, etc.
  - v. Communication to parents: notes, phone call, or emails to communicate that the student is making wise choices.
- e. Speak God’s word over them daily
- f. Use appropriate scriptures when correcting in love.
- g. Walk laps on playground. Guidelines: no more than 10 minutes of playground time should be used for walking, or it is counterproductive. Also, have the student reflect on their choices and after they have walked, have them communicate to you what conclusion that arrived.
- h. Office visit to principal
- i. Communication to parents

## **RECORDS**

Mauldin Christian Academy will keep records of attendance, health, and fees of each child. A “South Carolina Certificate of Immunization for School Attendance Form 2740A” will be required for each child in the program. These forms need to be updated each time your child has an immunization. New addresses and telephone numbers, both work and home, **must** be provided so that we can reach parents immediately if needed.

## **CLOTHING AND SUPPLIES**

Please dress your child in simple, comfortable **PLAY CLOTHES** with as few buttons as possible. It is suggested that children wear tennis shoes. **Flip flops are NOT permitted.** Sandals, boots, and dress shoes are not safe for students running, jumping, and playing on the playground.

**\*\*VERY IMPORTANT\*\***

**A change of clothing, marked with your child’s name needs be always kept in reserve in your child’s backpack or cubby. We do not have an abundance of spare clothing or supplies available. If your child needs clothing or supplies that you are responsible for, we will call you to come to the Academy to deliver those needed items.**

### **BACKPACKS OR BOOK BAGS**

Please send a backpack or book bag with your child each day for his/her papers, extra clothing, etc. Please label the bag with your child's name on the outside. Please check your child's bag **DAILY** for information from your child's teacher.

### **TOYS**

Classrooms have suitable toys and equipment. Please do not allow your child to bring toys. Favorite books, CD's and suitable DVDs may be shared. Teachers will give instructions about "show and tell" days. No toy guns or war toys will be allowed.

### **BREAKFAST – SNACKS**

*The Academy does not provide breakfast; therefore, all children should be fed prior to arriving at school.*

#### **\*\*Please Note\*\***

**Morning snacks are provided with the help of parents. Each teacher will prepare a snack calendar indicating times when each child will be responsible for providing a snack. The school will provide snacks at times not covered by the snack calendar.**

**\*\*DSS Policy (Rule 114-508#4) ALL food in childcare centers shall be from a source approved by the health authority and shall be clean, wholesome, unspoiled, free from contamination, properly labeled, and safe for human consumption. \*\* This means no homemade snacks or treats can be brought in, all items must have a label listing ingredients and potential allergens.**

### **FIELD TRIPS**

**\*\*Due to space on the bus and length and location of some field trips, siblings will NOT be permitted to attend field trips. Additionally, parents may not meet a group at a field trip location with siblings. Thank you for your understanding\*\***

Students in our K4 program will take field trips to various educational locations throughout the year. Payments will be drafted through your school account. You will receive notification from the business office before the funds are due.

Parents must sign permission slips for their child to participate. Notes will be sent home before making the trip so that you will be informed of all details. Parents will be called upon from time to time to assist with trips.

### **CLASSROOM VISITS**

Parents and other family members are welcome to visit the classroom. If you have special skills in storytelling, music, art, crafts, or information about your occupation that you are willing to share, please contact your child's teacher.

If your child becomes distressed due to being away from a parent and cannot be consoled, we reserve the right to call and ask you to come and pick your child up.

### **POTTY READY**

Children **must** be completely master potty habits before entering our **3-year-old program**. If a child enters the 3-year program with the assumption that they are potty ready and they are not, we reserve the right to dismiss that child. However, we do allow a grace period at the beginning of the year to allow your child time to adjust to a new classroom, new teachers as well as to accommodate those children with late birthdays. **Our grace period runs from the start of school through the end of September. This period is strictly enforced.**

### **PARENT TEACHER PARTNERSHIP (PTP)**

The true measure of a healthy school won't be found among standardized test scores, demographics, or faculty experience. It is measured by the level of community involvement and financial commitment by its members. The Parent Teacher Partnership (PTP) is a vital element of the community experience of Mauldin Christian Academy. Headed by parent volunteers, the MCA PTP works to increase participation and awareness within our school community throughout the academic year. As a service-oriented organization, the PTP supports our Academy through exciting events and fundraisers. For information regarding our PTP and many opportunities to get involved, refer to our website, [mauldinchristian.org](http://mauldinchristian.org) or contact the office at 288-1917. Your support makes all the difference.

### **STUDENT ILLNESS**

Any student who is absent from school due to illness should not return to MCA until the student is free from symptoms for a minimum period of 24 hours. If prescribed an antibiotic, MCA asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school. If a student is sent home due to illness or absent due to illness, the student will not be allowed to participate in any afterschool activities or events.

If a student has a **fever of 100.4 or higher** the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 48 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 48 hours.

### **Exclusion Of Mildly Ill Children:**

**Chicken Pox / Varicella:** Children with chicken pox may return with a parent note once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to childcare when no new sores appear for 24 hours.

**COVID-19:** The infected individual must remain at home for 5 days past the start of symptoms. On day 6 they may return to the academy.

**Fever:** If a student has a fever of 100.4 or higher the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 48 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 48 hours.

**Diarrhea:** Any child who has three occurrences of diarrhea, or a bowel movement that flows out of the diaper or underwear, in a 24-hour period, must go home and may not return until diarrhea stops for a full 24 hours without the use of medication. Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

**Hand, Foot, and Mouth Disease:** Children with hand, foot, and mouth disease should be out of childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities. The red blisters should be dry and crusted over.

**Head Lice:** Your child may return with a parent note after one treatment with an over the counter or prescription lice-killing product, if there are no active lice crawling on your child's head. MCA will check your child's scalp upon returning. If any are present, your child will have to be removed and retreated for lice in order to come back to MCA.

**Impetigo:** Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A parent note is needed to return to MCA.

**Pink-eye / Conjunctivitis:** A child with pinkeye should see a healthcare provider if he or she has fever or eye pain. The child must have treatment for at least 24 hours prior to returning.

**Rash with fever, behavioral changes or other symptoms:** Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from childcare immediately. A medical note is required to return

**Ringworm:** Children with ringworm of the body must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a parent note.

**"Strep Throat" / Streptococcal Pharyngitis:** Your child with "Strep throat" can return to childcare with a medical note 24 hours after starting antibiotics and if there is no fever for 48 hours.

**Surgery:** If a student has had any type of surgical procedure, they are permitted to return to school based on the doctor's release instructions. Please provide a copy of these release orders to the office upon return.

## **Medication Administration**

*\*All medications must be in the original container\**

### **Prescription Medications**

- Written parental and prescriber authorization must be completed
- Medication label must be present on ALL medications
- Medication will only be administered as prescribed on medication label
- Prescriptions must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. The school nurse will not administer any medication passed the expiration date

### **Over The Counter Medications (OTC)**

- MCA will not administer OTC medications. The parent may come to MCA and administer the medication to the child

### **Herbal/ Alternative Medicinal Products**

- These products are not regulated by the FDA; thus, the quality and effectiveness of these products vary
- Employees of Mauldin Christian Academy will not administer Herbal/Alternative Medicinal products

## **ALLERGIES**

- All allergies AND reactions to the allergen MUST be written on enrollment forms
- MCA will strictly monitor allergies. Please communicate with your child's teacher and the school nurse.
- **Life-Threatening Allergies**
- All EpiPens and lifesaving medication will be kept in the nurse's office or in a locked safe in the child's classroom.
- An action plan filled out by the child's medical provider must be turned in with the medication. MCA must have an action plan on file to be able to respond quickly and efficiently to emergency situations.

Please note that if the student is present at MCA, he/she will be required to be outside if their class participates in outdoor play. MCA realizes seasonal and environmental allergies can be problematic, however the student must remain with his/her class.

## **State Immunization Requirements**

- A child will not be allowed to attend any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption.
- If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots.
- If a valid SC Immunization is not turned in or provided, the child may not attend MCA until one is obtained and on file with the academy.

### **CENTER PROCEDURE FOR HANDLING ABUSE**

**The Academy and church staff are required by law to immediately report all cases of suspected child abuse.** This will be done in a professional manner using the following steps:

1. Teacher verbally reports suspicions to the principal
2. Teacher fills out a written report to be placed in a confidential file by the principal.
3. Principal will report to the:
  - a. Child Protective Services
  - b. DSS
  - c. Police
  - d. Child Abuse Hotline for further instruction.

### **ACCIDENT/INJURY PROCEDURES**

It is the general policy of the school to report all injuries to the parent. If the child has a tiny scratch, we will write a note to the parent to be sure they understand that we know that the scratch is there and how it got there. If it is anything other than a tiny scratch or bump, it is our policy to call the parent and let them know what has happened. Our procedure is as follows:

1. Take care of the child's immediate medical need.
2. Call the parent listed on the emergency form in the child's folder and explain what has happened. We then inform that parent of our opinion and allow that individual to decide whether he/she needs to come to examine the child.
3. Fill out an Accident/Incident Form. Completed forms are to be filed in the folder of the injured child.