



ANDERSON PREP PRESCHOOL

Anderson Prep Preschool



2018 - 2019

Parent Handbook



ANDERSON PREP PRESCHOOL

The mission of Anderson Prep Preschool is to provide a stimulating environment for preschool children and to help each child develop his or her own skills according to their individual capabilities. We believe that children learn and grow best in an atmosphere of mutual respect and trust and when they are actively engaged in their environment. Therefore, we strive to provide a wide range of hands on activities throughout the day that will contribute to all areas of their growth and development.

Anderson Prep Preschool provides a blend of the Montessori inspired philosophy and Christian values. The curriculum succeeds because it draws principles from the natural development of the child. The inherent flexibility of the method allows adaptation to the needs of the individual, regardless of their level of ability, learning style or social maturity.

Preparation for Academic Excellence

Children come to us with the wonder and the will to learn. They need to enter school with the skills and desire to think for themselves, solve problems, work with others, communicate, and gain an increased understanding of the world and how it works. Our Montessori inspired curriculum is designed to prepare every child to:

- Be armed with the desire, the vocabulary, and the language-deciphering skills they have developed through experiences that are meaningful to them.
- Approach the world with wonder and knowledge and obtain skills that lead to success in math and science: a growing interest in the properties of things and the relationships and forces that exist in the natural world.
- Use proper social skills to perform in the school classroom, such as: listening, self-discipline, patience, and the ability to work with others to solve problems.

Educational Philosophies

Appropriate Learning Environments:

Practical Life: The young child is attracted to activities that give independence and control over their own life. In the classroom, children practice such activities as pouring, hand washing and polishing. The purpose of these activities is to develop concentration and attention to detail, finishing each task and putting away all materials before going on to another activity. The child may repeat each activity as often as they like, therefore perfecting coordination and extending concentration.

Sensorial: The child explores dimension, shape, color, texture, weight, aroma, taste, pitch, and their relationships through a series of exercises called the sensorial materials. These materials isolate various qualities so that the child can experience each one individually. The materials are largely self-correcting so the child can accomplish the exercises alone. A sense of order is found in these materials and the child acquires the joy of learning that their environment also has order.

Language: Each of the separate skills involved in the mastery of reading and writing is pursued by the child at his/her own pace. Exercises include rhyming games, matching objects to pictures, sandpaper letters and language cards.



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Math: Our Handwriting Without Tears math concepts isolate each concept and introduce it to the child in a concrete form using manipulative work. Children first learn to associate each numerical symbol with the proper quantity. The child progresses one step at a time to a more abstract understanding of the concepts of arithmetic.

Spanish: Spanish will be 2 days a week for Toddler and Primary classes. Studies have shown that students who learn another language have improved overall school performance, increased creativity and are better at solving complex problems.

Process Art: Children are encouraged to work independently on age-appropriate, theme-oriented projects. Projects aid development of hand eye coordination and attention, along with a sense of imagination and creativity.

Bible: Bible stories are a part of our everyday curriculum. We teach the children stories and scripture verses from an age-appropriate Bible and allow them to explore all parts of the Bible.

Field Trips: Our children will attend a limited number of educational field trips per school year. Each child must have a signed permission slip waiver to attend. We will not offer care for children not attending.



Our Beliefs

Our Infant & Pre-toddler Program

We believe that the most important elements in the baby's environment are not objects, but other humans with their love, knowledge, and wisdom. It is natural and comforting for a baby to be carried, held and snuggled. We believe we must also respect the needs for the child's choice and their need for other work—exploring the environment visually, listening to sounds, exercising, sleeping, crawling, and walking. Parents are often amazed to see how focused a child can become when concentration is not interrupted. We desire to create a natural environment for the baby that provides wise and observant adults and an interesting and safe atmosphere for the infant to rest, explore, and develop abilities.

We understand that the first year of life is marked by amazing growth in independence. First, the baby leaves the security of the womb. Next, he/she learns to crawl, then to pull up, stand and walk. We strive to give our undivided attention to the infant when we are needed, and then step back when we are to encourage growth and development.

Our Toddler Program

The American Montessori Society says of the Toddler environment: "These environments are characterized by order, simplicity, and aesthetics in order to meet the need of the spiritual embryo and the unconscious absorbent mind." Safety must be insured in order to allow for freedom of movement, exploration, and cognitive/motor development through interaction with the environment. We believe it important to allow children freedom to choose works that they are interested in as well as scaffold their development by providing them a secure environment in which they feel safe trying new things.



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Toddler Appropriate Activities

The Toddler environment, both indoors and out, consists of developmentally appropriate activities, which involve movement appropriate to this sensitive period of the child's life. Manipulative, "practical life" exercises, such as dish washing, sensorial activities for sensory development, gross motor tasks, vocabulary-building, and habits of grace and courtesy form the foundation of the "curriculum."

Social Interaction

Free play is facilitated by age-appropriate equipment designed for learning and play experiences. Grace and courtesy are taught and practiced as children learn to respect their playmates, the adult, and for themselves.

Language Development

Until they develop language to be able to tell us what they need and how they feel (communication skills), there needs to be a sensitive adult to help, to guide, and to direct the child. Children who enter class speaking a language other than English absorb English and are supported in feeling comfortable.

Our Primary Program:

Our primary curriculum is Montessori-inspired and Learning Without Tears. We also have set learning standards for the Primary (PreK) program to help guide our students. We want to help our children achieve each developmental milestone prior to entering an Elementary program, whether in a public or private academic setting. In order to accomplish these milestones **your child will become part of both of our Primary 1 and 2 classrooms**. This allows each child to experience different learning techniques as well as adjust to transitions with teachers that they will experience throughout their academic life:

Practical Life:

Order, concentration, independence, coordination and refinement of motor skills
Respect for self, others social grace and care for environment & community
Problem solving & logical reasoning

Sensorial:

Exploration of All Senses
Ordering, classification, sorting, identification, comparison, and differentiation of: *size, color, geometric shapes and solids, texture, sound*

Mathematics:

Counting 0-10: (with manipulatives) Sequencing and graphing 1-10
Introduction to time and calendar concepts (with manipulatives)

Language Arts:

Reading and writing process
Awareness of sounds in words, awareness of letters/symbols

Handwriting:

Exploration of letter formation and preparation of the hand for lightness of touch and control

Geography:

Maps and globes, Continents, Countries, Land and water

Science:

Study and life cycles of plants, animal, living and nonliving matter



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Policies and Procedures

Admission/Inclusion Policy

We have an open enrollment policy. Our services are offered to everyone, regardless of race, sex, religion or national origin.

Anderson Prep Preschool includes children with special needs that can adapt to our classroom environments and will make accommodations as required by the Americans with Disabilities Act.

Enrollment

All enrollment forms must be completed before your child may attend our school. Please inform us of any changes to this information as soon as they occur, such as: telephone numbers, addresses, places of employment, individuals who are authorized to pick up, etc. Each year you will be asked to update your child's contact information.

Child's File: To have a complete file on your child, the following documents are required:

1. A current student data registration and child authorization completed and signed
2. Immunization record that is up to date faxed to: 866-356-7648
3. A signed copy of DSS form 2900
4. Parent Role at APP Parent Initial Page 14
5. A signed copy of our Emergency Evacuation policy Page 15
6. A signed copy of our Corporal punishment policy Page 16
7. A signed copy of the Discipline policy Page 17
8. A medical information form Page 18
9. A signed copy of the current school years Parent Handbook Page 19
10. Any and all pertinent information needed to properly care for your child.

Registration

An annual non-refundable registration fee of \$250 is due with your application for the preschool programs and a \$125 registration fee is due with your application for the afterschool and summer elementary programs. A non-refundable materials fee of \$150 will be due at the beginning of the month that your child begins at Anderson Prep Preschool (Excludes Afterschool).

Immunizations

In accordance with State Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared a schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school. It is urgent that each student enrolled at APP have a current Immunization Record on file. We do not allow students with exemptions.

Tuition Policy

Tuition and other fees are to be paid in full without deduction for absences of any duration, holidays, weather closures or for any cause and without substitution of other days of attendance as "make-up" days. This is to consistently provide for staffing and other operational costs that are incurred on the basis of fixed levels of enrollment. If your tuition check returns for any reason, a \$30 charge will be applied to your account. After 2 returned checks, all payments must be submitted by cashier's check, money order, or cash only.



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Payment Policy

Payment is due on the 1st day of the month. We accept cash, check, POPMoney or credit card (3.5% conv. fee). A \$75.00 late fee will be assessed for any payments received after the 5th of the month. If payment is not received by the 10th, the late fee will increase to \$100. If your account is past due 30 days, your child will be unable to attend our school until all balances are paid and your account will be sent to a collection agency.

Refunds and Discounts

A 2% sibling discount is available to families with more than one child enrolled in the preschool or afterschool program. The discount is taken off the oldest child's tuition. There is also a 2% discount for full time students who prepay the yearly tuition. Only one discount is available per family.

Pictures and Activities

By enrolling your child at Anderson Prep Preschool, you as a parent or guardian give permission for your child to be involved in the activities and events at Anderson Prep Preschool. You also give permission for your child to be on our website, social media pages and advertising.

Discipline and/or Dismissal

At Anderson Prep Preschool, we use Conscious Discipline as our form of discipline. Conscious Discipline provides a transformational, whole-school solution for social-emotional learning, discipline and self-regulation.

Although rare, a situation may arise in which it becomes evident that the needs of the child cannot be met effectively by our school. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question. Our school's primary responsibility is to ensure the safety of all children. Acts of inappropriate behavior include but are not limited to bodily harm to others, posing a danger to one's self, excessive offensive language and chronic classroom misbehavior are grounds for dismissal.

Our administrative staff will assess each dismissal not only with regard to the individual child's needs, but also with the needs of all the children served. The parent will be a central figure in the discussion regarding this issue, but the decision to dismiss a child must be left to the discretion of our preschool directors. If your child enrolls and cannot adapt to our teaching environment within 6 weeks, we have the right to refuse admission to our preschool. Please keep in mind that our registration fee and materials fee is non-refundable.

Termination of Enrollment

Preschool/Afterschool services may be terminated for any of the following reasons:

- Repeated failure of the child to maintain appropriate behavior
- Repeated failure to pay registration and tuition fees on time
- Repeated failure to clock your child in and out each day
- Repeated failure to pick up at closing
- Repeated failure to drop off your child on time
- Failure to assimilate with the program

If termination of enrollment is because of any of the above reasons, the child will not be eligible for readmission for six calendar months and only if space is available.



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School Hours

Our school is open Monday through Friday from 7:00 am to 6:00 pm. All Infant - Toddler children should be in class by 9:00am. All Primary children should be in class by 8:30am. Any late arrivals will need to be approved by our preschool Director. We will not accept any children after 9:00am.

We close at 6:00 p.m. sharp. After 6:00 pm, there is a late pick-up fee of \$10 for the first 15 minutes and \$2 for every minute thereafter. This fee is to cover the overtime we must pay our teachers if this happens. If you have not picked up your child by 7:00 p.m. and all attempts to contact you and your emergency contacts have failed, Anderson Prep Preschool will call the Anderson County Sheriff's Department and the Department of Social Services (DSS). After repeated late pick-ups, you may be asked to find a school that better fits your scheduling needs.

Appointments

We understand that children have appointments throughout the day. Please get preschool Director approval if you wish to bring back your child after the appointment.

Holidays

We observe the following holidays: New Year's Day, MLK Day, Presidents Day, Easter Break, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Thanksgiving and Christmas week closing dates vary and will be posted yearly. We also close the week between Christmas and New Years and the week of July 4th. No discount from tuition will be made for holidays or other days on which the facility does not operate or opens late due to weather. The updated school calendar is on our website: www.AndersonPrepSC.com.

Student Withdrawal

From the date you start, your child is considered to be enrolled in our school until we receive written notice otherwise. A minimum 60 day written notice addressed to the director is required prior to withdrawal. The 60 days begin on the date we actually receive written notice and issue you a written receipt of such notice. You are responsible for payment for these 60 days whether your child attends school or not. This notice allows us to notify the family of the next child on our waiting list of an opening.

Inclement Weather

Anderson Prep Preschool generally follows the Anderson District 5 closings and delays for inclement weather. In the event of unusual weather conditions such as ice or snow, there are three ways to find out if we are closed or are opening late: 1.) Check for our school on the list of school closings at www.wyff4.com or 2.) Check our Anderson Prep Preschool Facebook page or 3.) Remind 101 Text

Door Code: Checking In and Out

The primary means for ensuring the security of the school is strict adherence to established procedures for your child's arrival and departure, including checking in and out. We ask that you always check your child in and out using the key pad at the front door. Please do not give others (like grandparents, babysitters, friend, etc.) your key code for any reason. Others picking up your child may ring the bell at the door, we will check their identification for security reasons and they will need to wait for a staff member to let them into the building. If another person will regularly be picking up your child, we will be happy to assign them their own key code to use.



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Attendance Tracking:

In addition to our front door access. Each classroom maintains a written attendance roster as well as our HiMama program. Each day, your child will be checked into their individual classroom with these rosters. Rosters will transition with the children throughout the day to their various activities. Parents, please make sure to make contact with your child's teacher each morning and afternoon during drop off and pick up. This ensures that all children are accounted for at all times.

Child Pick-Up Authorization

Children will only be released to parents, legal guardians, and those listed on the authorization form filled out upon enrollment. Please carefully fill out the child pick-up authorization form and keep it updated throughout the year. We ask that changes to your authorized pickup list be made in writing and signed.

Anyone picking up your child may be asked for a picture ID, so please make sure that individual has an ID available when picking up your child and is 18 years of age or older. *(Children will not be released to anyone under the age of 18 years.)*

Arrival and Departure

It is important that your child's day begin on a positive note. Upon arrival, make sure your child's teacher knows your child has arrived so that we may mark them present. An authorized adult must accompany a child into and out of the building. From time to time, your child may experience some separation anxiety. Experts suggest you hug and comfort your child, let them know you are leaving and will see them later, and promptly leave the classroom. You are welcome to call to check on your child.

Access to Your Child's Classroom

Parents are permitted access to their child's classroom and play areas any time their child is present. We request your cooperation in not disturbing any teaching program in progress. If you need time to speak with your child's teacher, you may pre-schedule a conference to ensure that our teachers can be fully focused on their students while in the classroom.

Clothing, Diapers and Personal Belongings

Please label all clothing with your child's first and last name. We cannot be responsible for lost articles. Please send children to school in school uniform. Rubber-soled or non-slippery shoes (properly tied or strapped to the foot) are best for school. We ask that you leave all food, gum, and toys at home. One soft sleep toy is permitted for naptime only. As seasons change, please send your child to school with appropriate jackets, mittens, and hats. With the exception of a few rainy, extremely cold, or extremely hot days, your child will go outside daily. All children must go outside as we are not staffed to accommodate requests for individual children to stay inside. If a child is not well enough to go outside, they are not well enough to be at school and need to be kept at home for the day.

Our Infant, Pre-Toddler, and Toddler classrooms are required to supply their own diapers and wipes. In our Toddler classes we recommend sending in a large box of wipes in September, January, and June. We require the Huggies 800 count box/ or similar. If this is not provided in the month they are requested (September, January, or June) your account will be charge \$20. Replenishment notes will be sent out as needed. If diapers run out and their supply is not replenished, you will be charged \$1.00 per diaper which Anderson Prep will provide and bill. Keep in mind that each child goes through 6-10 diapers per day.



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Uniforms

Our Toddler and Primary students are required to wear our APP approved uniform Monday- Thursday. All items can be purchased through French Toast and the shirts can be purchased directly at APP. A uniform sheet will be attached to your paperwork. New students will have two weeks from the time their paperwork for enrollment is submitted to wear their uniforms. Fridays are considered our “Spirit Day” children will be allowed to wear an APP t-shirt along with school approved bottoms.

Change of Clothing

Each child attending Anderson Prep Preschool **MUST** have a complete change of clothing (shirt, pants, socks, and underwear) packed in a zip-lock bag, labeled with the child’s name, and stored in the child’s cubby. If a change of clothing is needed and not provided by the parent as noted above, Anderson Prep Preschool will call you so that you can provide the change of clothing. If you are not able to provide a change of clothing APP will charge \$15 per bottoms/tops.

Food/Birthdays

Birthdays are important days for young children and we share your desire to make your child’s day a special one. We celebrate birthdays once a month during your child’s birthday month (first Friday of the month) during afternoon snack time. Parents may provide a special store-bought snack to celebrate the occasion. Parents are asked to provide enough for all members of the child’s class. Due to the fact that certain children have severe food allergies, please speak with your child’s teacher about the types of appropriate snacks. We allow fruit, cheese and nutritional snacks. **Cupcakes and cakes are not allowed.**

Substitute Teachers

Occasionally there will be a need for a substitute teacher. This person will be experienced in teaching children, familiar with the policies at Anderson Prep, and will have fulfilled licensing requirements.

Volunteers

Parent, grandparent, other volunteers are welcome at Anderson Prep. You must be 18 years or older to volunteer and you will be asked to be fingerprinted.

Procurement Fee for Hiring Our Teachers

Hiring of our teachers by parents is highly discouraged since it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (ex. nanny or caregiver) that competes with the school during enrollment, the parent has 90 days to notify the school and will then be charged a \$1,000 placement fee. This does not include babysitting afterhours. Anderson Prep will not be held responsible for staff members performing babysitting services after regular school hours.

Waiting List

A waiting list is maintained and used to fill vacancies. When an opening becomes available, families will be notified in the order that they were placed on the waiting list, with priority given to siblings of children already enrolled and to families whose preschool schedule most closely fits the available opening. Parents must submit a completed enrollment intent/acceptance form and pay the enrollment fee within 24 hours of being notified. If these forms and fees are not completed during this time, the opening will be offered to the next family on the waiting list.



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Illness Policy

If your child has one of the conditions listed below, please keep him or her home from school. These are Health Department Policies. **We abide by all DSS and DHEC regulations.**

Bronchiolitis: Exclude younger children if the child has a fever or if the child is too sick to participate in daily activities.

Chicken Pox / Varicella

Children with chicken pox may return with a parent note once all the sores and blisters are dried/scabbed over and no new sores are appearing.

Diarrhea:

For *most kinds* of diarrhea (defined as 3 or more loose stools in 24 hours), students should stay home until diarrhea stops for 24 hours, or medical evaluation indicates that inclusion is acceptable. Students of any age must have a medical note to return to school after having diarrhea that contains blood or mucus.

Fever by itself: Infants less than 4 months old: Keep home for temperature of 100 degrees F or higher. Children over 4 months old: Keep your child home for a fever 100 degrees F or higher if taken under the arm. Children can return when fever is gone for a full 24 hours without medication.

Fever with Rash, Behavior Change or other Symptoms:

Take your child to a doctor or clinic for any fever if he or she also has signs of severe illness such as a rash, change in behavior, earache, vomiting confusion, sore throat or irritability. A medical note is required to return.

Flu / Influenza or Influenza-Like Illness (ILI):

A student with ILI or the flu will be sent home for a fever of 100 degrees F with cough and/or sore throat until he is fever free for at least 24 hours without any fever medicines.

German Measles / Rubella / 3 Day Measles

Keep your child home until 7 days after rash starts. A medical note is needed to return.

Head Lice

Children will be sent home. Your child may return after their first treatment with a school-approved lice-removal product.

Hepatitis A / Yellow Jaundice

Children with acute Hepatitis-A may return with a medical note one week after the start of the jaundice.

Hib (*Haemophilus influenzae* Type B)

Students with proven Hib infection need to be out of school until at least 24 hours after they complete their antibiotics. A medical note is required to return.

Impetigo

If your child has dry, honey-colored crusty sores that cannot be covered, he/she will be sent home and may not return to school until 24 hours after starting antibiotics. If the sores are weepy, oozing or wet or cannot be covered and kept dry, the child will be sent home immediately. He/she may return after 24 hours of antibiotics, if the sores have stopped oozing and are starting to get smaller. A medical note is needed to return to school.

Measles / Red Measles / 10 Day Measles

Children with measles can return with a Medical Note 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school activities.

Meningitis

A student with signs of meningitis (high fever, rash, stiff neck) must remain out of school until a healthcare provider says that the student may return.



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Mouth Sores inside the mouth

Children with sores inside the mouth, who also drool, should stay home until their health care provider says that the sores are not contagious. A medical note is needed to return to school.

Mumps

Children with mumps can return with a medical note 5 days after the beginning of swelling.

Norovirus: Children can return after all symptoms have ceased for 24 hours.

Pink-eye / Conjunctivitis

Children whose eyes are red or pink, and who have eye pain and reddened eyelids, with white or yellow eye discharge or matted eyelids after sleep should not be in school until they have been examined and treated. If symptoms present with a fever they must be excluded until symptoms resolve. A medical note is required to return.

Rash

Students who have a rapidly spreading rash or a rash with fever or behavior change are sent home from school immediately. A medical note is required to return.

Ringworm

Children with ringworm of the scalp must remain out of school until they have begun treatment with a prescription oral antifungal medication. Your child may return with a medical note. Children with ringworm of the body may return with a medical note once they have begun oral or topical antifungal treatment, unless the affected area can be completely covered by clothing.

RSV

Children must stay home until fever has resolved for 24 hours without medication or if they are too sick to participate in the daily activities.

Salmonella:

Children must be excluded from school until diarrhea resolves and 3 stool cultures collected within a 24-hour period are negative. A medical professional must clear the child for readmission.

Scabies

Children with scabies should be out of school until treatment/medication has been completed. A medical note is required to return.

Shigella

Children must be excluded for 24 hours or more after diarrhea has ceased and at least 1 negative stool culture for shigella. If the child receives antibiotics, cultures must be collected 48 hours after cessation of antibiotics. A healthcare professional must clear children in order to return.

Shingles

Keep children home who have shingles lesions/sores/blisters that cannot be covered. Your child may return with a medical note once the lesions are dried/scabbed.

Staph or Strep Skin Infections (includes MRSA)

A child with a draining sore, boil, or abscess that cannot be covered, or with sores that ooze through and soak dressings, should remain home. He/she may return once the draining stops, or if the drainage (oozing) can be contained in the dressing, so that no one else comes into contact with the drainage. **Strep**

Throat / Streptococcal Pharyngitis

Your child with Strep throat can return to school with a medical note 24 hours after starting antibiotics if there is no fever.

Sty:

Children must be excluded if the sty is actively draining and cannot be covered for an extended period.

Vomiting

A child who has vomited 2 or more times in 24 hours should stay home until the vomiting stops.



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Whooping Cough / Pertussis

Children with whooping cough can return to school with a medical note after completing 5 days of prescribed antibiotics.

Administering Medication at APP

To administer any medication at Anderson Prep Preschool LLC, we must have a signed medication consent form with medication in its original package (not expired) to be kept in our medicine lock box and only to be administered by a Director. *If you have any questions about our School "Keep at Home" please review the lists via: <https://www.scdhec.gov/library/CR-010752.pdf>*

Emergency Medical Plan: Medical conditions on which emergency care and treatment is warranted

- Loss of consciousness / Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils / Seizure
- Neck or back injury , possible broken bones
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache / Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to getting worse quickly
- Repeated forceful vomiting / Vomiting blood
- Severe abdominal pain that causes a child to double over

Anderson Prep Preschool will assume these following steps:

- Director will call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
- Director will call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- Director/Staff member will provide first aid as trained until emergency personnel arrive.

Medical Authorization and General Permission

Should emergency medical care be necessary, I give Anderson Prep Preschool permission to authorize any treatment deemed necessary by a physician, dentist and/or hospital. I hereby grant permission for my child to participate in all activities including field trips and transportation to and from public schools. I understand that prior notice will be given before my child participates in a field trip. I hereby release and agree to hold harmless Anderson Prep Preschool LLC and its staff from any loss or damage to toys, clothes or personal articles. I hereby warrant Anderson Prep Preschool LLC that I am entitled to legal custody and possession of my child and accordingly, am authorized to sign this registration document.

Injury at Anderson Prep

We will do everything reasonably possible to protect children in our care from undue harm and bodily injury. We at Anderson Prep Preschool LLC have a legal "duty of care" to do everything possible to assure students are safe from undue harm and injury. In our duty of care there are injuries that do occur due to everyday life of a child such as: bumps, scrapes, scratches, bites, insect bites, cut, squashed finger or toes, etc. These are a normal part of everyday for a child and we will not be assumed responsible for these.



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Biting Policy

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary and most common between thirteen and twenty-four months of age. For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized such as they do not seek this behavior as bullying or a form aggression against a particular child. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

1. The biter is immediately removed from the group with a firm NO (this is a word our children are not used to hearing in the classroom)
2. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
3. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
4. A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
5. We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.

Biting Policy for Toddler:

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child, after 3 incidences we will suspend the child for one week. After the child returns and the incidence are not resolved, we will ask you to withdraw your child from our program.

Biting Policy for Primary:

Biting in Primary is not tolerated. After we have made every effort to extinguish this behavior and the behavior persists, we will ask that you withdraw your child from our program.



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The Parents Role at Anderson Prep Preschool

The relationship between parents and school staff is vital to the success of the child's experience. A partnership must be formed the first day with open communication.

We ask that parents do the following to ensure a smooth transition:

- Have all forms completed promptly and update forms as needed (ex. new phone number, address, food/feeding instructions, etc.).
- Keep the staff informed of special needs or changes that might affect your child's behavior.
- Notify us if your child is ill and will be absent.
- Dress your child properly for the weather and outside play.
- Participate in special activities, such as family nights and classroom projects.
- Attend scheduled parent meetings and conferences and ask questions and address concerns as they arise.
- MANDATORY – Provide a change of clothes in a zip-lock bag with your child's name on it to be placed in the child's cubby.
- Sign up for HiMama for daily communication _____ **Parent Initial**
- Sign up for Remind 101 texts to stay up to date with the preschool events and reminder _____ **Parent Initial**
-

School Calendar

Our school calendar is posted on our website and in our lobby. Check frequently for any changes.

Parent Teacher Conferences

We are always eager to speak with families about their child's daily experiences, growth, and development, or any other topic. Our Primary and Toddler classes will hold bi-annual parent-teacher conferences in the months of November and May. If you have special concerns outside of these dates, we will be happy to work with you to arrange a convenient time to discuss these issues by phone or in person.

Confidentiality

All information about children and their families will be kept strictly confidential. If a communicable illness occurs, families will be told of the possible exposure, but not the name of the sick child. Please do not ask us any questions that could be a breach of confidentiality. If you need information about another family, please speak directly with that family.



ANDERSON PREP PRESCHOOL

Emergency Evacuation Relocation Plan

Anderson Prep Preschool is located at *1910 Commonwealth Lane, Anderson, SC 29621*. Normal operating hours for the facility are Monday – Friday, 7am-6pm. The facility assumes responsibility for the health and safety of the children attending the facility during this time.

The emergency evacuation facility is located at *The Peoples Bank, 1921 East Greenville Street, Anderson, SC 29621*. This location will be used for any security emergencies and unplanned emergencies where our facility is no longer able to be occupied.

AnMed North Health campus on 2000 East Greenville Street will be the primary source during an emergency such as blizzard, hurricane, etc.

Assistance during emergencies will be dispatched through Anderson County 9-1-1 and be coordinated by Anderson Prep’s director: Courtney Jackson

It will be Anderson Prep’s responsibility to contact each parent if an emergency arises.

By signing this document, you authorize Anderson Prep Preschool to relocate your child in a safe manner to either Peoples Bank or to AnMed Health Campus in case of any emergency.

A copy of our emergency plan is located in our lobby for your viewing.

Child Name: _____

Parent Name(s): _____

Parent Signature(s): _____

Date: _____



ANDERSON PREP PRESCHOOL

Statement of Corporal Punishment –Not Tolerated at Anderson Prep Preschool

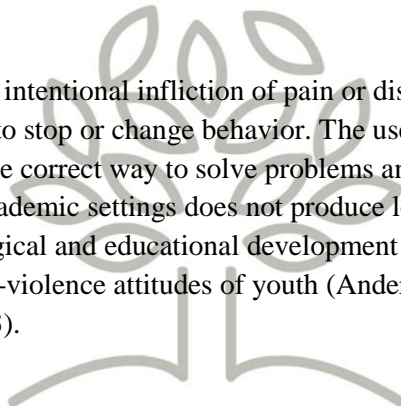
Here at Anderson Prep Preschool discipline is important and we have a strong role in teaching children to be self-disciplined. When students are self-disciplined, they understand a situation, make proper decisions about their behavior and behave appropriately. Effective discipline is primarily a matter of instruction rather than punishment. **We do not tolerate the use of corporal punishment in any of our classrooms.**

We help students achieve academic success through identification of academic and behavioral deficiencies and strengths and help students receive appropriate instruction. We provide:

- Clear behavioral expectations and guidelines and encourage disciplinary consequences that are meaningful to students and have an instruction and reflection component.
- Encourage consistent, fair, and calm enforcement of rules at the individual, class and school level.
- Provide social skill training, conflict resolution skills, anger management, and problem-solving skills.

What is corporal punishment?

Corporal punishment of students is the intentional infliction of pain or discomfort and/or the use of physical force upon a student in order to stop or change behavior. The use of corporal punishment in schools communicates that hitting is the correct way to solve problems and violence is acceptable in our society. Corporal punishment in an academic settings does not produce long-lasting changes in behavior, negatively effects the social, psychological and educational development of students , contributes to the cycle of child abuse, and promotes pro-violence attitudes of youth (Andero & Stewart, 2002; Owen, 2005; Society for Adolescent Medicine, 2003).



_____ Child Name

_____ Parent / Employee Name

_____ Parent/ Employee Signature

_____ Date



ANDERSON PREP PRESCHOOL

Discipline Policy

Discipline and/or Dismissal

At Anderson Prep Preschool, we use Conscious Discipline as our form of discipline. Although rare, a situation may arise in which it becomes evident that the needs of the child cannot be met effectively by our school. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question. Our school’s primary responsibility is to ensure the safety of all children. Acts of inappropriate behavior include but are not limited to bodily harm to others, posing a danger to one’s self, excessive offensive language and chronic classroom misbehavior are grounds for dismissal.

Our administrative staff will assess each dismissal not only with regard to the individual child’s needs, but also with the needs of all the children served. The parent will be a central figure in the discussion regarding this issue, but the decision to dismiss a child must be left to the discretion of our preschool directors. If your child enrolls and cannot adapt to our teaching environment within 6 weeks, we have the right to refuse admission to our preschool. Please keep in mind that our registration fee is non-refundable.

Termination of Enrollment

Preschool/Afterschool services may be terminated for any of the following reasons:

- Repeated failure of the child to maintain appropriate behavior
- Repeated failure to pay registration and tuition fees on time
- Repeated failure to clock your child in and out each day
- Repeated failure to pick up at closing
- Repeated failure to drop off your child on time
- Failure to assimilate with the program

If termination of enrollment is because of any of the above reasons, the child will not be eligible for readmission for six calendar months and only if space is available.

_____ Child Name

_____ Parent Name

_____ Parent Signature & Date



ANDERSON PREP PRESCHOOL

Medical History

1. Is child allergic to anything? No___ Yes___ If yes, what?-

2. Is child currently under a doctor's care? No___ Yes___ If yes, for what
reason? _____

3. Is the child on any continuous medication? No___ Yes___ If yes,
what? _____

4. Any previous hospitalizations or operations? No___ Yes___ If yes, when and for what?

5. Any history of significant previous diseases or recurrent illness? No___ Yes___ ; diabetes
No___ Yes___ ; convulsions No___ Yes___ ; heart trouble No___ Yes___ ; asthma No___ Yes___
If others,
what/when? _____

6. Does the child have any physical disabilities: No___ Yes___ If yes, please
describe: _____

Any mental disabilities? No___ Yes___ If yes, please
describe: _____

_____ Child Name

_____ Parent Name

_____ Parent Signature _____ Date



ANDERSON PREP PRESCHOOL

Parent/Guardian Agreement

I have read and understand the contents of the Anderson Prep Preschool Parent's Handbook 2018 - 2019 and agree to abide by the stated policies and procedures.

Child's Name (Print)

Child's Name (Print)

Parent's Name (Print)

Parent's Signature

Date: ____/____/____

