



**SWEETGRASS
CHRISTIAN ACADEMY**
Learning to Lead by Serving God

FAMILY HANDBOOK

Sweetgrass Christian Academy

1520 Remount Road | North Charleston, SC 29406

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Welcome to Sweetgrass Christian Academy. We are so glad that you have joined our family.

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a licensed child care provider. For our school to function smoothly, it is necessary for there to be consistent guidelines communicated to all. This Family Handbook is designed to ensure a clear understanding of these policies and procedures. The adherence to these regulations will allow Sweetgrass Christian Academy to give your student the greatest opportunity to best utilize the curriculum, activities, and relationships available at SCA.

School Philosophy

Our Philosophy

Our goal is to provide high quality education and training for children in a Christ-centered environment. In this environment we are fostering a love for learning, so each child can stimulate their physical, intellectual, emotional and spiritual growth. We will help students develop character including traits like humility, integrity, compassion that will prepare them for leadership by serving God.

Mission

At Sweetgrass Christian Academy, our mission is to provide a loving, Christ-centered environment where young children can grow spiritually, emotionally, socially, and academically. We partner with families to nurture each child's God-given potential, laying a foundation of faith and learning through Biblical principles, creative play, and age-appropriate curriculum.

Who We Are:

Sweetgrass Christian Academy, located at 1520 Remount Road in North Charleston SC, is dedicated to providing premium childcare and educational services to children 6 weeks to 12 years old. Our Creative Curriculum, experienced educators, and commitment to child safety will make us the ideal childcare facility for families that live and work in the Hanahan and North Charleston areas in South Carolina.

Sweetgrass Academy is staffed with qualified child care professionals and teachers. The education curriculum is based on the principle that preschoolers learn and develop best through supervised play with educational materials. Each child will have the opportunity to grow emotionally, socially, intellectually, creatively, and physically.

State Licensing:

Sweetgrass Christian Academy is licensed by South Carolina Department of Social Services. The license number is 26299. We comply with all applicable licensing regulations and standards. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratio. We believe that these standards are in the best interest of the children.

Insurance Information

Sweetgrass Christian Academy carries General Liability Insurance.

Admissions and Financial Policies

Admissions and Enrollment

Admission to Sweetgrass Christian Academy is open to any child from 6 weeks to 12 years of age whose parents:

- Interview with the Director to discuss the SCA policies and programs
- The Director will follow-up with the new families after 45 days to make sure all needs are being met
- Complete all enrollment forms, including:
 - Pay non-refundable Registration Fee of \$150.00 is charged upon registration and enrollment of each child
 - Complete Enrollment Application form, including parent Agreement and DSS2900.
 - Medical records including up to date South Carolina Immunization Record provided on a DHEC form.
 - Signed Parent/Family Handbook of policies and procedures.
 - Tuition payment paid in advance for the week your child starts.

*The Department of Children and Family Services requires the following information be on file before a child can be enrolled. Medical form with immunization record dated less than six months prior to the child's enrollment or waiver.

Sweetgrass Christian Academy reserves the right to discontinue service to a family or refuse admission to any child at any time with or without cause.

Any change in your address, telephone number or place of employment should be updated in your child's emergency records immediately.

The parents/guardians are required to notify the Director 30 days in advance of their child's withdrawal from the program. Failure to do so will result in the parent's being charged a fee equal to 30 days of tuition.

Nondiscriminatory Policy

Sweetgrass Christian Academy is an equal opportunity care-giving establishment. The organization enrolls without regard to race, color, gender, national origin, or disability. SCA will make reasonable accommodations to assist in the essential functions of the daily needs our students require.

Registration

A nonrefundable registration fee is due at the time of enrollment and is also charged annually ahead of fall registration to cover administrative costs. If a child is withdrawn from the program and subsequently reenrolls, a new registration fee is due at that time.

Tuition and Fees

We know that your child's early education is important, and it doesn't come without a price. Sweetgrass Christian Academy is a for-profit organization, which is self-supporting and operates solely on the tuition fees of each student. Therefore, it is essential that your fees are paid promptly and regularly to ensure that we can provide our teachers with consistent schedules and ensure a positive work experience.

Tuition is due every Monday. A \$25 late fee will be applied to your account if not paid by 8:00 A.M. on Wednesday. Accounts two weeks in arrears or repeated failure to pay tuition by the due date may result in the termination of services.

Tuition fees are nonrefundable. This includes registration fees and tuition payments. No adjustments will be made in tuition for days missed due to student's illness, traveling out of town, regularly scheduled holidays, weather-related closings, or events beyond our control.

No fees are charged to be on the waiting list.

Current Rates

6 weeks - 36 months : 5 Full Days	\$295 per week
6 weeks – 36 months: 5 Half days (4.5 hours per day)	\$165 per week
6 weeks – 36 months: 3 Full Days	\$180 per week
3–6-year-olds :5 Full Days	\$275 per week
3-6 year- olds :5 Half Days(4.5 hours per day)	\$145 per week
3-6 year-olds : 3 Full Days	\$160 per week
After School	\$90 per week

4k First Steps -Free to approved families from 8:00 am -4:00pm, Before and After care is \$35 per week.

We offer a 10% Multiple child discount starting with the oldest child and for each consecutive child.

Child care Scholarship Program recipients are expected to make all co-pays weekly on the due date.

Payment Methods

Tuition can be paid via Procure Connect app, check, or money order.

Withdrawals

When a student is voluntarily withdrawn from the program, parents/guardians must give a written notice at least 30 days in advance. If a 30-day notice is not given, tuition for the following month will still be drafted regardless of student attendance.

Enrollment Termination

There may be times when our school may not meet the needs of a particular student. When this occurs, the parents/guardians will need to find other arrangements for their student. If the student is posing a danger to him/herself or others, immediate dismissal may be necessary. If the director of school determines that we are not meeting a student's needs, the parents/guardians will not be responsible for any tuition after the student has left the program.

Referral Program

Sweetgrass Christian Academy offers \$100 off a week's tuition to currently enrolled families that refer a family who then enrolls.

Hours of Operation

Sweetgrass Christian Academy is open from 7:00 am to 6:00pm. Parents we ask that you do the followings:

- ✓ Arrive by 9:00 am to prevent classroom disruption.
- ✓ Depart by 6:00 pm
- ✓ Please sign your child in/out through Procure Connect App
- ✓ If you are running late, please call school at 843-747-7403 or the emergency number 843-312-2383. FYI, the emergency number is only available from 3:00 pm to 6:00 pm.

Late Pickup Policy

Please make every effort to pick your child up on time. If you know you can't arrive on schedule, please arrange to have your child picked up by another adult who has been authorized on your Enrollment Agreement. If a late pickup is unavoidable and you're unable to reach your designated emergency contact, please notify us immediately.

If your child is not picked up after the normal closing time and you have not contacted the center:

- We will attempt to contact you or someone authorized to pick up your child
- If we can't reach you or another authorized person within 30 minutes after closing, the Center Director or person in charge will determine whether and when SC Department of Social Services or the appropriate authorities should be contacted based on local child care licensing regulations.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door with specific information regarding your child's whereabouts, including the name and phone number of the agency or person to contact.

Over-Time Fee/Late Pick Up Fee

A late fee equal to \$10.00 per child shall be made per 15-minute intervals for drop-offs and/or pick-ups outside of contracted hours. Example 1 to 15 minutes early/late, you owe \$10.00 per child, 16 to 30 minutes early/late you owe \$20 per child.

Administrative Procedures

Inclement Weather School closings

Administration will consider weather conditions in both Charleston and Berkeley Counties as well as staff availability to determine closings or delays. All closure decisions will be communicated through Procure Connect app.

If we have inclement weather during the school day, please check the Procure Connect app for announcements. Under such conditions, use of school phone lines should be restricted to necessary calls. Parents/guardians should have emergency transportation arrangements worked out in advance for their student in case of early closing.

Holiday School closings

An annual calendar is provided to parents at the beginning of the school year for the upcoming year. The calendar will have important dates such as holidays and teacher workdays.

Sweetgrass Christian Academy will be closed following holidays:

New Year's Eve	Juneteenth Day
New Year's Day	Independence Day
Day after New Year's Day	Labor Day
Martin Luthe King Jr, Day	Thanksgiving Day and the day after
Easter Monday	Christmas -Center is closed the week of Christmas
Memorial Day	

Sweetgrass Christian Academy will also be closed on February 5th and 6th of 2026 for Annual Staff Training.

***If a holiday should fall on Saturday, we will close the Friday before. If the holiday should fall on Sunday, we close on the Monday after. Parents will be reminded of the closing. ***

Birthday/Holiday Parties

Classroom parties for special days like Birthdays, Thanksgiving, Christmas, Valentine's Day, and Easter are scheduled by the teachers and the room parents/guardians. Parent participation is welcome – please communicate with your student's teacher. Parent involvement may include decorating, bringing in store bought food, organizing crafts, or other requests from the teachers.

Parents are welcomed to bring small, healthy snack to share for your child's birthday, but is not mandatory.

Accidents and Injuries

Parents/guardians of students who become ill, involved in an accident that requires first aid or an incident of which a parent/guardian should be aware will be notified via the Procure Connect app unless the incident requires more immediate notification. For serious incidents, the parents and emergency contacts will be contacted. If necessary 911 will be called.

Visitors and Guests

All guests must have prior authorization from staff before visiting the classroom or school. Guests include parents, guardians, family members, and invited visitors. All guests must check in at the front office.

Lost and Found

The school is not responsible for lost or damaged items, but we do maintain a lost and found for the convenience of our families. Please label all items brought to school with your student's name.

Security

Sweetgrass Christian Academy takes the safety and supervision of our students seriously. All entrance doors to the school are locked and can only be accessed by authorized personnel via keypad or fob. All visitors and guests are required to check in before entering.

Evacuation Procedures

During all emergencies the teachers will remain calm and stay with the students. In inclement weather, we will relocate to a safe area in the building. In case of structural damage, we will follow the directions of North Charleston Police department.

Sweetgrass Christian Academy has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible.

Practice Drills

Practice drills will be conducted for tornado and fire. Evacuation routes are posted in each classroom. Emergency drills will be conducted throughout the year in accordance with state and local requirements.

Authorized Release

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. Sweetgrass Christian Academy will refuse to release the child to anyone not on the list. We require photo identification from anyone that it is not recognized. The providers will not release the child to anyone including the parents/guardian if they suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.

Sign In/Sign Out

Parents/guardians are required to sign their child in each morning and out each afternoon via Procure Connect. This serves as a record of attendance in the case of emergency.

Supervision of Children

Children will never be without competent supervision at any time. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher's range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed. Competent supervision must consider the child's age emotional, physical, and cognitive development.

Sweetgrass Christian Academy employs staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children.

Sweetgrass Christian Academy will provide supervision of the staff responsible for the care of children. Workloads and assignments must be arranged to provide consistency of care to children and to allow staff to fulfill their respective responsibilities.

No person other than a director, teacher or assistant teacher may supervise a group independently, even for brief periods of time, except in an emergency.

Child Supervision/Staff/Child Ratio and Group Size

Sweetgrass Christian Academy strives to provide the best child to staff ratios possible and always maintains compliance with South Carolina State regulations. Sweetgrass Christian Academy strongly believes that the ratio of children to caregivers directly affects the quality of the early learning experience. In a mixed age group, ratios and group size for the youngest group present must be maintained.

Age	Staff-to-Child Ratios
Birth to one year	1:5
One to two years	1:6
Two to three years	1:8
Three to four years	1:12
Four to five years	1:17
Five to six years	1:20
Six to twelve years	1:23

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. The abuse will be reported to South Carolina Department of Social Services via phone call 1-888-CARE-4-US and via web. The police will also be contacted.

Abuse is defined as any physical, psychological, sexual abuse including hitting, slapping, threatening, or inappropriate sexual contact.

Neglect is the failure or omission of a caregiver to provide the care, goods, or services necessary to maintain the health or safety of a child/vulnerable adult including food, clothes, medicine, shelter, supervision, or medical services.

Your child can be questioned by child protective services at any time without your consent.

Privacy

All records and information about your child and family will be kept confidential, unless we have your written permission to reveal specific information (i.e. Speech or developmental delays).

Health Guidelines

Illness

For the health and safety of your child and all the children in our facility, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves.

We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us.

If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule.

A student may not attend school if he or she has:

- Temperature at or above 99.0° F (within the last 24 hours)
- Vomiting (within the last 24 hours)
- Diarrhea (within the last 24 hours)
- Any contagious disease
- Spreading rash
- Red sore throat
- Excessive coughing
- Excessive green mucus
- Excessive lethargy
- Pink Eye
- Chicken pox, shingles
- Mumps, measles
- Lice, ringworm, scabies
- Tuberculosis

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Special Health Conditions

It is the parent/guardian's responsibility to inform the school upon application, or at other appropriate times, of any health conditions, special needs, developmental delays, allergies, and/or food preferences etc. that your student has so we can appropriately document their needs. Please notify us if your student is on a medication that might cause diarrhea or other side effects.

Allergies

No peanut or peanut products may be brought in the center.

The school is aware of the seriousness of food allergies and food restrictions among our children today. We strive to keep the school environment safe. If your student has a severe allergy that requires an EpiPen or other prescribed emergency medicine, that classroom will be identified as an allergen classroom. All classroom parents will be notified of which allergens must be avoided in snacks. However, we cannot guarantee that your child will not be exposed. Please keep your child's allergy information updated on the Procure Connect app. If your child has an allergy, please provide an action plan completed by your child's physician along with the required emergency medicine(s).

Medication Distribution

We will not administer any medicine to a student unless it is an emergency medicine from an action plan. This includes inhalers, topical medication, and antibiotics.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services.

Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs.

It is important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Nutritional Policy

We follow the nutritional guidelines of the USDA Child Care Food Program for Breakfast, Lunch and Snack. Your child will not go over 4 hours without eating.

Weekly Menus including meals and snacks will be posted on the bulletin board in the hallway.

Meals/Snacks

Each day we provide two nutritious and well-balanced meals. We provide morning breakfast, which ends at 8:30am, lunch between 11:00 and 12:00 pm and afternoon snacks at 3:00 pm. You are responsible for feeding your child if he or she will arrive after the set mealtime. Infants are always fed on demand.

Written feeding instructions are required from parents of infants, including type of formula and/or food, amount of formula and food and feeding times. Pre-made Bottles should be labeled with child's name and time bottle was made.

The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals to meet his or her daily energy needs and to help them build a strong body and mind.

Special Diets

If your child has any dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact. At that time, it will be determined if your child can participate in the USDA Food Program. Certain meals and different types of foods can usually be substituted in place of, to still fulfill the dietary requirements of the USDA Food Program. However, if a viable solution can not be reached between parent, provider, and the USDA Food Program with regards to their rules and regulations, then all the child's meals and snacks will have to be provided by the parent.

Guidance & Behavior Management

We believe good discipline creates a wholesome learning and play environments for all children. It is the purpose of this policy to set forth a standard of discipline procedures to be followed by all staff and students.

Guidelines for Children

- We use inside voices inside the building.
- We walk quietly in the halls.
- We use words to express feelings. We do not hit, kick, bite, scratch, pinch, push, or hurt others.
- We do not throw rocks, food, toys or other objects.
- We take turns on the toys.
- We do not spit.
- We use nice words.
- We treat toys and other property with respect.
- We do not bring weapons to day care.
- We use tables and chairs in a safe way.
- We help keep our daycare clean.
- We follow directions.
- We are always respectful.

Positive Reinforcement

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also teach and model the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. Children are explained the rules of the Academy frequently, so they will know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: In this positive guidance atmosphere, most inappropriate behaviors are avoided. However, in extreme situations and as a last resort, a child may be guided to an alternate activity away from the group for the benefit of that child and the rest of the children. Teachers use this strategy not as a punishment, but to help redirect the child. The child is allowed to return to the group activity when they feel ready to do so. This strategy is not used with infants or toddlers.

We welcome families as partners in teaching children about socially appropriate behaviors. As your child's most influential teacher, we may occasionally ask for your help working out solutions to inappropriate behavior happening at the center.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Bullying

Sweetgrass Christian Academy has zero tolerance for any form of bullying, whether in physical, mental/emotional, electronic, or any other form. Any student or parent who is guilty of bullying may be subject to immediate suspension or, in extreme cases, termination of enrollment.

As a community that thrives in the unity of Christ, students who are aware of bullying or other harassment are expected to notify a teacher or administrator. SCA wholeheartedly empowers its students to stand up against harassment and bullying and believes that “if you see something, say something.”

Biting

Biting is a normal behavior in small children, but one that must be addressed to ensure the safety for all students. If a student is bitten, an incident report will be sent home to all who were involved in the incident. The parents of a student who is a habitual biter will be called in for a conference with the teacher and administration. During the meeting, ways to cease the biting and solve the problem will be discussed. If the child still does not stop biting, this is cause for possible dismissal.

Potty Training

Students entering the 2-year-old classrooms do not need to be potty trained as we will work with parents on reinforcing potty training. All students entering 3-year-old and older classrooms are required to be completely potty trained when entering class in the fall. Pull-ups are not allowed in the 3's classrooms. If student is not fully potty trained by the time they are entering the 3's classroom, parents will be required to pay the 6-week -36 month weekly rate.

Personal Items

Personal Belongings

The center will provide all games, toys, books, etc. Necessary for each child. Children are not allowed to bring personal toys to the center due to the risk of damage, sharing issues and loss. Parents are responsible for enforcing this policy with their children.

Children may bring a small blanket, pillow (if age appropriate) and one small non-musical soft toy or stuffed animal that can be used for nap time only. Please mark these items with the child's name..

Diaper Policy

Please provide diapers, wipes, and diaper cream for your child. Your child's teacher will notify you when your child needs more items. Diapers are checked frequently and changed every two hours or more often if required. Diapers containing bowel movements are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Sunscreen

We ask that parents apply sunscreen at home. If your child has sensitive skin that burns easily you may also keep sunscreen at the school to be used as needed. The child's parents must fillout a form allowing staff to administer sunscreen to the child. The instructions must not conflict with the directions on the sunscreen label.

Other Supplies:

All clothing should be labeled and appropriate for weather conditions.

Shoes should be laced or Velcroed. (**NO FLIP-FLOPS ALLOWED**). Older children sleeping on a cot: a crib sheet and a blanket are needed. If necessary a comfort object for rest-time, and anything else your child may need

School and Family Communication

Communication

So that we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Parents/guardians can communicate with teachers and administration through Procure Connect app messages. Administration can also be reached through a phone call 843-747-7403 or email

Info@scakids.com

Conferences

Any parent/guardian wishing to meet in person with a teacher or administrator regarding their student needs to make an appointment. Meetings can be scheduled by calling the office at 843-747-7403.

Teachers are not able to meet with parents/guardians immediately before, during, or after school unless special arrangements have been made.

Parent Participation Plan:

Parents are always welcome to join in our program. We invite parents to participate in workshop meetings, parent groups and fundraisers. All parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. If the center and parents are mutually able to work together to provide a setting that best meets the child's growth needs, then the child will most surely benefit. Prior to transition into the center, parents will be provided a family profile form to complete. This will serve as an opportunity for families to provide information about their child that will assure a smooth transition from home to center. The intake/profile form is specifically designed for the teachers to learn about the new child in her/his care and plan accordingly for integrating the child into the classroom. In addition to the intake paperwork, held prior to each transition, parents and teachers are encouraged to communicate on a regular basis. This includes but is not limited to:

- **Parent Conferences:** Conference time are available for parents at least twice a year. This time should be used to review the child's progress and experiences. In addition, the conference is an opportunity for caregivers and parents to decide on program goals for their child. These conferences will be an information sharing session that allows each to express her/his feelings and concerns about progress or problems that the child might be experiencing. The parents and the caregivers, together, will jointly decide on goals for the child.
- **Home/School Transition:** The child's home and our program should offer continuity. Parents and teachers must openly communicate pertinent information about the child on a daily basis. This should include the child's developmental achievements, illnesses, changes in sleeping or eating, medication given at home, elimination habits, teething, and so forth. Such information is shared through verbal communication and/or the "Daily Report".
- **Center Resources:** Parents should use the Center as a resource. Staff members are trained professionals in the area of child development and can provide families with invaluable information about children.
- **Open Door Policy:** Parents are welcome to come to the Center at any time during program hours. Parental involvement is valued and encouraged.

Learning and Fun

For ages 35 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program

For ages three through five, Our Preschool curriculum introduces learning concepts including literacy, math and critical thinking skills. Vocabulary development and literacy skills are important at this stage as children will learn the art of writing. It is our desire to create an environment where children can play with purpose, discover, create, explore, develop and be celebrated.

Activities:

We know that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day.

Age-appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities the children participate in include, but are not limited to the following:

- Arts and crafts
- Puzzles, flash cards
- Painting
- Science
- Board games
- Books and story-time
- Legos
- Circle-time
- Music and dancing
- Cars/trucks/planes
- Ect....

Outdoor activities include:

- Soccer
- Balls
- Catch

As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the number of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

Field Trips

Occasionally, we will have the opportunity to take children on field trips away from the center throughout the school year and often in the summer months. Trips often include visits to nearby parks, museums, and other local educational sites. In order to make field trips both meaningful and safe:

- Children who are at least four years of age or older may be able to participate in field trips that involve transportation in a vehicle; however, eligibility is dependent on local child care licensing and transportation regulations.
- Families are notified at least one week in advance of each field trip with the time, schedule, location, and any extra costs that may be involved with the trip.
- Permission slips are required for all field trips. Each trip requires a separate form describing details of the event. We must have your written permission authorizing your child to participate. Permission via a phone call or fax is not acceptable.
- Family volunteers are welcome on field trips, although we cannot allow you to transport your child or any other children in your personal vehicle. If space permits, volunteers may ride in center vehicles. All volunteers must be at least 18 years old

A Final Note:

At Sweetgrass Christian Academy, we are committed to the very best care of your child. We consider it a privilege to have been entrusted with the care of your child, and will always treat him or her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our learning center. We are always open to suggestions and feel communication is a very important part of a quality learning center. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Sweetgrass Christian Academy Provider Policies and Procedures Manual and Enrollment Application, it is understood that all of the policies and procedures of Sweetgrass Christian Academy handbook are understood and agreed upon.

Thank you,

Robin Bryant, MA

Director of Operations