



2005 Stokes Avenue,
North Charleston, SC 29406
843- 277-2861

Parent Handbook

WELCOME

We would like to take this time to thank you for choosing Academy Kingdom Child Care Center to serve you and care for your child/children. We believe that the care of your child is the single most important consideration when you work outside the home. You should feel at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at Academy Kingdom can positively influence your child's future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

MISSION STATEMENT OF ACADEMY KINGDOM CCC

At Academy Kingdom CCC, we envision that our children are able to become future leaders by being active participants in, shapers of, their world; to grow cognitively, socially, emotionally and globally through child-based and teacher facilitated learning. We will strive to provide a safe, affordable, developmentally appropriate environment for infants, toddlers and school age children, full-time and part-time.

Our focus is to provide a stimulating early care and education experience which promotes each child's physical development. We provide a home like environment and support children's desire to be lifelong learners at their own pace. We are committed to the families we serve in providing support & encouragement to each child/children. It is also our mission for each child to know that they are "Loved".

PHILOSOPHY

Academy Kingdom CCC strives to provide Early Childhood Education Program filled with carefully chosen staff members, filled with love and compassion for children. We believe that children are our most important resource and that early childhood experiences are crucial in the development of their future. Each staff member strives to offer an environment that is high in quality and stimulates the child's senses and where warmth and friendship are abundant, to meet the needs of the total development of the child. The program we pursue is geared toward helping the child develop habits of observation, questioning and listening while building a positive self-esteem. Our staff members are partners with our parents working together to meet both the needs of the children and their families.

NON-DISCRIMINATION

Non-Discrimination Policy In providing services to children and their families, Academy Kingdom CCC and the Partner Child Care Services do not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

UPON ENTERING THE CENTER/SIGNING IN& OUT

The center's hours are 7:00a.m until 5:30p.m Monday thru Friday. Child/Children in the child care program may be dropped off any time after 7:00 a.m. Upon arrival at Academy Kingdom CCC, the parent or the adult dropping the child off must sign in everyday. You will be given a code that will allow you to sign your child/children in the system. (Procare) This allows Academy Kingdom to be able to track your child's attendance, hours and the person who brought/picked up the child each day. No child can exceed more than 10 hours a day at the center. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day. Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not

limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

Any child left after 5:30p.m will be charged \$5.00 for the first 5 minutes and \$1.00 per minute per child thereafter. Late fees are payable at the time the child is picked up, unless prior arrangements have been made.

ORIENTATION

Academy Kingdom request that a parent visit with their child in the classroom prior to the child's actual start date. In most cases, one or two visits are best; please speak with the Center Site Director about your child's pre-start date visit(s). An enrollment form and a developmental history form must be completed by a parent prior to your child's first visit day. During the first few weeks your child will be adjusting to a new place and many new faces. We are interested in making this adjustment as easy as possible for both children and families. Options for easing your child into the program should be discussed with the Center Site Director and teachers.

CONFIDENTIALITY

Staff and families of Academy Kingdom CCC are bound by the following rules of confidentiality. Staff and families will refrain from discussing issues involving relationships with children and parents. Staff and families will not discuss issues involving children or parents outside of the Academy Kingdom CCC. Staff and families will not use the name of the children or parents when discussing any issues involving Academy Kingdom CCC except with those individuals listed above. Staff and families will refrain from discussing center services and information with those that is not employed by Academy Kingdom CCC.

Records of all children and staff are confidential and only administration team and referral agencies may have access to the information provided. Files are kept in the office in a locked file where only the Director has access to the keys. Privacy must be maintained when discussions are held between parents and staff about problems and concerns regarding child/children. A staff member may be dismissed for discussing a child/children record outside of the school.

Inclusion Policy

Academy Kingdom will include children with disabilities in the full range of activities and services provided to all Early Head Start children by making necessary modifications to meet the special needs of a child. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences. Academy Kingdom will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program. Academy Kingdom will ensure that when a child with a special need is identified will be given a Getting to Know Me form to be filled out by the family collaboratively with a member of the childcare program staff. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the childcare program provides the most supportive environment possible.

Procedures:

1. For students who enter the program, who are eligible for Early Childhood Intervention or determined eligible during the program year, the student's Individual Family Service Plan (IFSP) is reviewed by the Mental Health/Disabilities Coordinator.
2. The Disabilities Coordinator along with the Curriculum Coach will assist the daycare/centers in making the necessary modifications to the environment and instructional strategies. The Disabilities Coordinator will use the Therapist sign in log (Outlines the focus goals from IFSP) to assist the teacher in determining individualized accommodations and supports to ensure that students fully participate in the environment.
3. Teachers will use the Teacher Log to track progress of the child by observing during routine to track progress of goals outlined on the IFSP.
4. The Mental Health/Disabilities Coordinator will make classroom visits as needed to monitor the ongoing needs and provide consultation to the staff providing services.
5. Parent involvement and awareness will be facilitated through individual consultations. This will be done during IFSP meetings and as often as needed.
6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need. The individual written plan of care for children with special care needs will be followed in all emergency situations

CURRICULUM

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum. The classroom teachers prepare lesson plans, which are handed in to the director for review and input. We use Creative Curriculum for classroom activity ideas.

CENTER CURRICULUM MONITORING POLICY

The Creative Curriculum will be implemented to the highest fidelity possible.

1. Academy Kingdom CCC will be using The Creative Curriculum for Infants & Toddler & Two's to create the lesson plans for the classrooms. The Curriculum includes monthly Group Planning Forms that teachers will complete. The forms will include the Indoor/Outdoor Experiences, Changes to the environment or to the Routine and Schedule, and any Family Involvement scheduled for that month.
2. Teachers will be using the Children's interests, as well as developmental goals, to Create these group plans. The curriculum also uses an Individual Child Planning Form for each child for the month. It is a space where teachers will document current information and goals for each child, as well as plans for what they are going to work on with that week/month.
3. Directors and Coaching Staff will be monitoring the Teachers as they use The Creative Curriculum in their classrooms. They will be assisting each teacher as they begin to learn to use this curriculum, and they will help them to complete the Child Planning Form and the Group Planning Form each month.
4. Directors and Coaching Staff will be monitoring the classrooms and will hold the teachers accountable. This is to make sure all the children have the opportunity to meet their developmental goals through these planned experiences.
5. The Creative Curriculum monitoring tool (Fidelity) will be used for teacher's evaluation. The data from the evaluation will assist the coaches with teacher need assessment.

PROGRAM EVALUATION

The Center conducts a semi-annual program surveys in order to get feedback from enrolled families. The survey is anonymous and is a way for families to provide the Center their comments, compliments, ideas, and suggestions.

CLOTHING & ACCESSORIES

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Occasional accidents or illnesses make it necessary for an extra set of clothing be kept at the Center **AT ALL TIMES**. ALL EXTRA CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME! Teachers will post reminders for parents to update changes of clothing as the weather begins to change. Academy Kingdom cannot be held liable for lost or stolen clothing. Shoes must be worn at all times. Children under the age 3 (which include infants, Creepers, Toddlers & 2's) are not allowed to wear beads or barrettes in their hair as they are considered a choking hazard. Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

NUTRITION POLICY

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Academy Kingdom CCC has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

To ensure the safety of all our children and staff, we are asking that NO outside food is brought in for your child.

Child Care Nutrition - Academy Kingdom CCC follow the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

- At least 2 servings of fresh, frozen or canned fruit in its own juices at least 2 times a day.
- At least 1 serving of vegetable other than white potatoes is served at least once a day.
- Whole grains are served whenever it is possible but at least once a day.

- Children 2 yrs old and older are served skim or 1% milk. Children 12 – 23 months are served whole unflavored milk.
- When juice is served, it is only 100% fruit juice and it is specific to the recommended serving size for the child's age group.
- Sugar sweetened beverages are not served.
- High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- We limit sweet food items to no more than two times per week.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Dietary Accommodations - Food substitutions and modification will be made for children with an allergy, intolerance, or physical disability when supported by a physician's statement. We will also make accommodations for children with religious and cultural beliefs when possible and appropriate. Dietary modifications must be recorded. These written instructions must include a) The child's full name and date of instructions; b) The child's special needs; c) Any dietary restrictions based on the special needs; d) Any special feeding or eating utensils; e) Any foods to be omitted from the diet and any foods to be substituted; f) Limitations of life activities; g) Any other pertinent special needs information; h) What, if anything, needs to be done if the child is exposed to restricted foods.

The written history of special nutrition or feeding needs should be used to develop individual feeding plans and, collectively, to develop facility menus. We will work with a health specialist to do our best to accommodate your child's needs based off the information provided from their physician.

NOTE: IT IS OUR POLICY TO RESPECT THE CHILDREN WITH FOOD ALLERGIES, THAT ALTERNATIVE MEALS, SNACKS OR FOODS BE BROUGHT INTO CENTER.

Nutrition and Punishment - Offering food to encourage or reward behavior places unnecessary importance on food and may have negative effects. This action teaches children to eat when they are not hungry and can alter their internal hunger and fullness cues. Staff will never use food as a reward or as a punishment.

Weekly Menus - Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. It can take exposing a child to a new food 8-15 times before they eat it, so try to offer new and old foods together. Menus are rotated provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Celebrations - From birthday parties to holidays there are many opportunities for celebrations in our childcare center. A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific healthy foods and 100% juice will be placed on the classroom door for optional donations. All items must be store brought with legible ingredients label to protect the children with any food allergies.

Nutrition Education with Staff - Our center supports family style dining which the teachers engage in the meal experience as well. During this time the staff has an opportunity to model appropriate mealtime behavior and guide the conversation, which aids in children's conceptual, sensory language development, and eye/hand coordination. Our curriculum supports healthy eating habits and provides opportunities for children to learn about nutrition at least 1 time per week.

Professional Development - Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children. Monthly parent meetings will include nutrition training throughout the year.

Breastfeeding - Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the center Director (view our detailed commitment below).

Breast Feeding Policy

- **We demonstrate our commitment to breastfeeding, especially exclusive breastfeeding.** We discuss breastfeeding with potential families, share breastfeeding materials with our families, and include breastfeeding support activities during staff development.
- **We train our staff to support and promote optimal infant and young child feeding.** All new staff receives training in storage and handling of human milk, developmentally-appropriate infant feeding practices, breastfeeding promotion, support of exclusive breastfeeding, and the risks/benefits of different infant feeding choices.
- **We inform women and families about the importance of breastfeeding.** We provide families with culturally appropriate information about the risks/benefits of different feeding choices. We also discuss the importance of breastfeeding and exclusive breastfeeding with all families. Exclusive breastfeeding for the first six months means that infants are fed only human milk---no infant formula, water, juice or solid food for the first six months.
- **We provide learning and play opportunities which normalize breastfeeding for children.** Our center provides toys and books that illustrate nursing animals and babies, for children of all ages. We discuss interactions between mothers and babies, including how they feed.
- **We ensure that all breastfeeding families can properly store and label milk for childcare program use.** We have written guidelines that we share with our families, and all milk at our center is properly labeled.
- **We provide a breastfeeding-friendly environment.** We invite mothers to come to the center and nurse their babies, and there is a comfortable place for them to do so. We display culturally appropriate posters of mothers nursing their babies.
- **We support breastfeeding employees.** Employees have access to a clean, private location to nurse their babies or express milk and may take breaks as needed.
- **We develop a feeding plan that supports best feeding practices with each family.** Understanding that feeding patterns at the childcare center can impact the overall breastfeeding relationship, we work with each family to encourage practices that will help maintain breastfeeding. This includes nursing on demand when with their babies, responding to feeding cues rather than feeding on a schedule, and the developmentally-appropriate introduction of complementary foods.
- **We contact and coordinate with local breastfeeding support and actively refer.** We maintain a list of community breastfeeding resources and regularly use this list for referrals. We track community referrals and follow-up with families as needed.
- **We continue updating and learning about ways to support parents in the protection, promotion, and support of breastfeeding.** We have up-to-date materials on hand that include information on breastfeeding and human milk feeding. We provide a resource list for our staff including local lactation consultants and community providers who can answer questions. Each staff member receives at least one hour per year of continuing education on human milk feeding and breastfeeding support.

Communication: The center director will directly communicate this policy to all new and current staff members. All new parents will learn about this breastfeeding policy in their initial interview with the center director. As described above, written materials (brochures, etc.) will be shared with all families and the center will display posters demonstrating breastfeeding support.

PHYSICAL ACTIVITY POLICY

Academy Kingdom CCC recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care - The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Academy Kingdom CCC will:

Daily Outdoor Play

- Always encourage a least restrictive, safe environment for infants and toddlers.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- Provide toddlers (ages 1 through 2-year old) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers and school age children (ages 3 through 12-year-old) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Infants and physical Activity

- This program will plan engaging activities for Tummy Time with all infants at least 2-3 times per day while the child is awake.
- Our staff will respond promptly to cues for frustration, boredom or fatigue.
- To promote lifelong physical activity, this program will provide planned daily physical activity that is safe, engaging and appropriate for each infant to safely support their physical development and health.
- All infants and children will be provided outdoor time daily when weather permitting.
- To support infant development, swings, bouncy seats and other confining equipment (except highchairs and strollers) will not be used in the infant classroom at any time.

It is our expectation that children will go outside EVERYDAY!

According to ABC standards, "Weather Permitting" means no falling precipitation, thunder, lightning, or inclement weather. "Inclement weather" is defined by the American Academy of Pediatrics and National Resource Center for Health and Safety in Child Care and Early Education as a wind chill factor at or below 20° Fahrenheit or at or above a heat index of 90° Fahrenheit. Outdoor time may be adjusted to accommodate extreme heat and cold.

If you feel your child is too sick to go outside, then he/she is too sick to be at the childcare center. We request that you keep him/her at home until they are well enough to go outside and resume the regular daily activities.

Appropriate Dress for Physical Activity - We at Academy Kingdom CCC always encourage children to be ready to play. Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, hat and sunscreen. Please label all outer garments with your child's name.

Physical Activity Accommodations - Playgrounds are meant for ALL children. Generally, children get the most out of play when they're playing with other children with different abilities and skills. This means that children with special need shouldn't have their own separate playtime. Children with Special needs may require additional supervision and accommodations. With provided information from your child's physician, we will make any changes within our ability to accommodate every child.

Physical Activity and Punishment - Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors. We do our best to re-direct children to safe physical activities and/or involve them in discussions about what to do when safety issues or other concerns (e.g. mud, arguments over play equipment, etc.) arise.

Role of Staff in Physical Activity - We at Academy Kingdom CCC are committed to our children's health. During your child's time her the staff will do the following:

- Encourage children to be physically active indoors and outdoors at appropriate times.
- Provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

- Role-model positive behaviors by being physically active with children, indoors and outdoors
- Encourage all children to try new physical activities and respond positively when they do
- Share our own positive experiences with physical activity and facilitate conversations with the children about their experiences
- Provide fun, engaging physical activity daily in our lesson plans
- Always make safe large motor equipment accessible in the classroom (e.g. soft balls, push-pull toys, low carpeted blocks to climb on, etc.)
- Not use physical activity as punishment

Screen Time Limitations - Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

Professional Development - Annual training on promotion of children's movement and physical activity is required for all staff. Staff is trained and have available the Grow healthy physical guide and Shapes curriculum to assist with learning Physical Activity for their age group.

TOOTH BRUSHING

Academy Kingdom, staff members will assist children in brushing their teeth if they are in care for more than four hours per day. This practice is intended to increase awareness of the importance of good oral health practices and to assist children in establishing good oral hygiene practices from an early age. Tooth brushing takes place once a day. Individually labeled pediatric tooth brushes and individual tooth brush holders are provided by the centers and water, not toothpaste, is used for children to brush their teeth.

OPEN DOOR POLICY

I maintain an open door policy for parents. You are always welcome to call or drop in to see your child/children at any time during regular hours. (FREE & FULL ACCESS)

Your child's safety is our first priority and in saying that, our doors are lock to keep the kids safe at all times.

DISCIPLINE POLICY

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, **Academy Kingdom Child Care Center** uses a positive approach to discipline and practices the following discipline and behavior management techniques. We will not use threats or bribes; however we will use Time Out when we feel the child needs a break away from the group.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Academy Kingdom CCC will inform the child's family and make contact with Baby Net for assessment and assistance.

Supervision of Children

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times; this includes conducting regular and accurate headcounts any time a group moves from one area to another. Classroom teaching staff are aware of where children are at all times and remain in sufficient proximity at all times in order to intervene quickly if/when necessary. Classroom teaching staff does not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children.

Tracking Children/Security Statement

At all times a child must be signed in and out on a daily basis. Please be sure that security code is verified and pickup by that person who is listed on your child/children authorization form. The individual must show proper identification (SC Driver's License). The staff will complete the Daily Attendance Record to log attendance in & out for each child/children every day. Sign In and Sign Out Sheets will be given to the Director/Assistant Director weekly.

Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Academy Kingdom CCC are considered mandated reporters, under this law. The employees of Academy Kingdom CCC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Academy Kingdom CCC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Academy Kingdom CCC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to: Unusual bruising, marks, or cuts on the child's body, improper clothing relating to size, cleanliness, and season. Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.) Dropping off or picking up a child while under the influence of illegal drugs or alcohol, Not providing appropriate meals including a drink for your child. Leaving a child unattended for any amount of time. Failure to attend to the special needs of a disabled child. Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside. Children who exhibit behavior consistent with an abusive situation. Dropping off or picking up a child while smoking and exposing the child to secondhand smoke In our effort for staff to be knowledgeable and have full understanding of the law and its details pertaining to suspected

abuse, our staff members receive training during orientation and annually. If you would like to see our training information, please contact the center director.

PARENT COMMUNICATION

Arrival And Dismissal Time Communication - Teachers are designated as the arrival-time greeter with their Parents. If you wish to share something at this time, please mention it to the teacher, and he/she will set up another time to talk or will arrange to talk with you at that time. In-person and phone discussions can always be set up. You may also email in the morning and mention the email to the teacher at arrival time in case he/she had not yet seen the email. We always want to share information, but not in the presence of the child.

If the teacher has something to share individually with you at the end of the day, he/she will ask other teachers in the classroom to supervise your child or will give you a call or email you to discuss or set up another time to meet.

Parents Bulletin Board - This the most important communication center at Academy Kingdom. It is used to display the menu, newspaper, magazine, articles, certificates, messages and information directed to the parents.

The bulletin board for all parents is outside of the preschool office. Here we post any center updates or news. Each classroom also has a parent board inside of there classroom that includes the planning form for the week, the menu for the week, daily information, and special events for the classroom.

Emails - Each class has its own email. Parents may email the teachers to let them know if their child will not be attending, if there is a concern that they would like to share, to request an in-person or telephone conference, and to share any information that they think is important for the teachers to know. We ask that parents allow one business day for teachers to respond. In addition, the Parent Organization and the director have emails that are also used to communicate with the parents. Families may email them at any time for information, to express concerns, etc.

Newsletter - To keep you informed about center activities, upcoming events, reminders and general announcements, we publish newsletters monthly. We urge you to read it carefully. You'll also find that the newsletter can serve as a good discussion starter when talking to your child about the latest happenings at school.

PARENTAL INVOLVEMENT

Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit. If your child is having difficulty with separation, please discuss with the teachers ways that would make parting easier. You may decide that extra visits during your child's first few weeks could make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the Teachers.

CONFERENCES

Parent-teacher conferences are held on a regular basis to discuss your child's progress, adjustment to the center and other issues of concern to both parents and teachers. Teachers complete developmental progress reports for each child and conferences are scheduled twice a year. Infant teachers complete developmental progress reports every three months and schedule meetings with parents twice a year. If they wish, parents are welcome to schedule additional meetings with their child's teachers at any time.

The purpose of conferences is to identify the children's interests and needs, to improve curriculum, to adapt teaching practices and the environment, as well as to plan for program improvement.

TRANSPORTATION/FIELD TRIPS

Occasionally, we may have the opportunity to take a field trip. All children will be placed in safety-approved car seats as required by State laws. You may be requested to provide a car seat for the day and/or pay any fees associated with the trip. You will be required to sign a permission slip for all field trips. The center will provide the same adequate responsible adult supervision for the excursions as is provided to children while in attendance at the center. You are always welcome to go on field trips with your child.

We will ensure all field trip drivers will have the following:

- A clean driving record
- A copy of their license and insurance card on file at the center

- FBI, SLED report and Central Registry check for all drivers
- CPR/First Aid cards
- Have enough working seat belts in the vehicle to accommodate the children they are escorting
- Written plan for staff to follow in emergency situations
- Written directions for every travel destination
- A record for the driver, which will include the name, address & telephone number of the child care provider as well as names and emergency contact information of children being transported
- On/Off checklist with each child's name to account for the loading and unloading of children must be used

REST PERIOD

We provide rest mats and sheets for the children at nap time. If you would like for your child/children to have a small pillow, blanket or small stuffed animal to sleep with, please send these each day in their nap sack or book bag. We ask that you take the blanket home on Fridays to launder and return it on Monday.

INFANTS NEEDS

Please bring your baby's bottle prepared and ready to feed. To ensure the safety of the infants, NO GLASS BABY BOTTLES are allowed in the infant room. It is important to label all bottles and food with your child's name. Also, please label your child's name on their diaper bag. We will provide crib sheets, blankets and toys. Once the baby is on regular food and milk, we will provide those. Please be sure to label and send your child diapers for the week.

POTTY TRAINING

When your child is ready to potty train, we ask that you work with us and bring an adequate number of training pants so we can keep you child dry in case of an accident. Clothes that are easy for your child to pull down are best. Pants with buckles and zippers or overalls are not the best choice when potty training. We also ask that you do not put onsies on your child once we begin the potty training process.

Toys From Home

We ask that children's toys stay at home, unless they are brought in for a pre-arranged sharing at group time. Toys from home are difficult to share at other times, and we cannot be responsible if they become lost or broken. We realize that this is sometimes very hard --leaving a toy in the car during the day is a tactic that sometimes works if you can't leave the house without that special something. Comfort toys for nap are the only exception, and should be kept in the child's cubby, unless needed at "difficult" times.

ADMINISTRATION OF MEDICINE

Both nonprescription and prescription medications, ointments and cream can be given to your child if needed. All medicine is kept in the LOCK MEDICINE DRAWER OR REFRIGERATOR for all children. MEDICINES CANNOT BE LEFT IN YOUR CHILD/CHILDREN CLASSROOM OR IN THEIR BAG. Medicine will be administered by staff personnel only. Parents are required to fill out the proper forms and supply all medications in their original containers. THE TEACHER WILL NOT BE ALLOWED TO GIVE MEDICINE WITHOUT A MEDICINE SHEET FILLED OUT PROPERLY. All written instructions shall be valid for 6 months unless a shorter time period is designated by the physician, dentist or parent. All medicine must be labeled with child's name, NO EXCEPTIONS! We will not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering nonprescription medication. We will not administer nonprescription topical ointments, creams or lotions for longer than 14 consecutive days when used for skin irritations.

EMERGENCY MEDICAL PLAN

In the event of a medical emergency or of an accident we will contact the parent and the doctor of the child/children. If it is impossible to reach either and should emergency treatment be required, the child will be taken to MEDICAL UNIVERSITY (MUSC). Your authorization for the center to contact your family physician and to take whatever emergency medical procedures are deemed necessary as part of this agreement.

ILLNESS POLICY

THE CENTER DOES NOT CARE FOR MILDLY ILL CHILDREN. For the protection of all children, DO NOT BRING A SICK CHILD TO THE CENTER. No child will be permitted in the school with a fever, skin rash, diarrhea, vomiting, inflamed eyes, or discharge from nose or ears unless a statement from an examining physician indicates that the condition is not contagious.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume. ACADEMY KINGDOM CHILD CARE CENTER reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program. If a child becomes ill during school hours, he/she will be isolated from other children and given special attention and comfort until someone arrives. If a parent is reached, but cannot pick their child up, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form.

If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified a communicable disease is present. Once again, only the communicable disease information will be shared. ACADEMY KINGDOM CHILD CARE CENTERS will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school. Parent must present a doctor's note stating the child is no longer contagious and can return to the program.

Strep throat, pin worms, viral infections, pink eye, measles, mumps, chicken pox, scarlet fever, etc., are among those conditions categorized as "highly contagious". The parent will be notified immediately, and a parent or parent substitute is REQUIRED to pick the child up within the hour. If your child is sent home with a fever, diarrhea, vomiting or any other contagious condition, they may NOT return to school for at least 24 hours providing they are no longer showing signs of illness.

We also will maintain an up-to-date immunization record for each child. Immunization records MUST be current in the office as directed by SC Department of Health. Children over two must have their records updated once a year. **Failure to have current, non-expired immunization record will result in termination on services per our SC DSS regulations.**

BITING

ACADEMY KINGDOM CHILD CARE CENTER recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of ACADEMY KINGDOM CHILD CARE CENTERS cannot discuss the medical history of any child involved in a biting incident with the other party.

HOLIDAYS

We will observe Memorial Day and The Day After, Independence Day and The Day After, Labor Day, Columbus Day, Thanksgiving Day and the Day After, The Week of Christmas, New Year's Day and The Day After, Martin Luther King Day, President's Day and The Day before and After Good Friday.

FEES

Registration fees are due annually on the anniversary date of your child's enrollment.

Tuition is due on every Monday, of the week. A service charge of \$35.00 will be added on all returned checks.

We cannot give tuition refunds for days your child is absent. An exception to this policy will be made for an extended absence of a complete week or longer (to a maximum of four weeks per year) such as for vacation or prolonged illness, WHEN YOU INFORM US IN ADVANCE. In such a case, arrangements can be made to hold to your child's place charging half of the tuition fee. If the parent does not notify the Center that the child is out because of illness or on vacation, the parent will be charged FULL TUITON for that week.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Please keep in mind that we operate off of CCSD closings.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at **Academy Kingdom Child Care Center**; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

Drop-In Only Enrollments - Parents acknowledge that when Drop-In is needed for their child, Academy Kingdom CCC will accept the child based on need and space availability on each individual day.

- Parents agree to pay for drop-in care at the time of approved request.
- Parents agree that if they withdraw their request for care within 48-hours of the requested time, Provider will not refund payment.
- Parents acknowledge that if they do not use childcare services for a period of 3 months or longer Provider has the right to cancel this agreement.

RELEASING OF CHILDREN

A parent or an authorized adult must bring the child/children into the building and advise staff member of the child/children being dropped off. Child/Children will be allowed to leave only with persons whose names appear on their pick-up list. The parent code and picture I.D will be required. Parents are allowed to add to the pick-up list at any time.

NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00am if a child will not be at the center on a schedule day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis.

Parents who know in advance that a child will be late, are required to notify the center by 10:00 am to maintain the appropriate staff to child ratios upon your child’s arrival at school.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the center closing by checking LIVE 5 News or calling the center at (843) 724-9036 and there will be a message on the answering machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up.

Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.

Staff will notify the parent or emergency contact person during the call, of the pickup location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the center need to close for any reason, tuition will not be refunded or reduced for closures.

WITHDRAWALS

Parents may withdraw a child from the program at any time. A TWO-WEEK WRITTEN NOTICE IS REQUIRED. Parents wishing to withdraw their child, but who fail to provide a two-week written notice will still be liable for the last two weeks. Withdrawal and subsequent re-enrollment will entail an additional registration fee. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency’s legal counsel for collection.

FIRE SAFETY

I have a written fire evacuation plan and will practice a fire drill with the children at least once a month. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. In addition, I will incorporate fire safety curriculum into my program occasionally.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

MISCELLANEOUS

A lot of our equipment has small pieces that fit very nicely into small pockets. If you find anything in your child's pockets that is not his, even if it doesn't look important, please ask the teacher if it belongs in the classroom.

SMOKING:

Per DSS regulations and for the health of all (Academy Kingdom CCC) employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of (Academy Kingdom CCC). Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

A FINAL WORD

In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, SC 20250-9410 or call (202) 720-5964 (Voice and TDD).

Academy Kingdom reserves the right to ask for the withdrawal of any child who is unable to adjust to the Center within a reasonable period of time or requires more than their share of the teachers.



Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment. This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Academy Kingdom CCC Family Handbook**, and I have reviewed the family handbook with a member of the **Academy Kingdom CCC** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Academy Kingdom CCC Family Handbook** that I do not understand.

Signed _____
(ACADEMY KINGDOM CHILD CARE CENTER)

Date _____

Signed _____
(Parent Or Guardian)

Date _____