



# **Delta Force Athletics Discovery Preschool**

1270 Drop Off Drive Summerville, SC 29486 (843) 996-6449

Owner Cheredia Blacketer

Director Cara McCall

## **Policies & Procedures Handbook 2026-2027**

**Delta Force Athletics Discovery Preschool** is proudly part of the Delta Force Athletics family.

*This handbook outlines the policies and expectations for families, students, and staff. Our goal is to create a safe, structured, nurturing, and confidence-building environment where every child can discover their potential through movement, learning, and play.*

# 1. Mission & Philosophy

At **Delta Force Athletics Discovery Preschool**, our mission is to help young children build confidence, independence, and a love of learning. We combine early childhood education with age-appropriate movement and structure inspired by the Delta Force Athletics culture. We teach early reading skills using a multisensory, phonics-based approach inspired by Orton-Gillingham. Children learn through movement, hands-on activities, and repetition in a clear, step-by-step way that builds confidence and strong foundations.

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## 2. Enrollment & Registration

- Enrollment is open to children ages 3 to 5.
  - Completed registration forms, emergency contacts, and health records are required prior to the first day.
  - Programs are filled on a first-come, first-served basis.
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## 3. Tuition & Fees

- Tuition is due monthly.
  - Payments not received by the 7th of the month will result in a \$50 late fee.
  - Returned payments will be subject to a \$50 fee.
  - If payment is not received by the 10th of each month, attendance will be suspended until past due payments and applicable fees are paid in full.
  - No refunds are given for missed days due to illness, vacations, or weather closures.
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## 4. Attendance & Punctuality

- Consistent attendance is important for your child's success.
  - Drop-off 8:50 AM-9:00 AM, Pick-up 12:00 PM-12:10 PM
  - Late pick-ups may result in a late fee, \$1 per minute.
  - If your child will be absent, please notify the school.
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## 5. Arrival & Dismissal

- Children will only be released to individuals listed on the enrollment form, or transportation form. *DSS Regulation No.114-503.F(2)*
  - Children must be signed in and out daily by an authorized adult.
  - Photo ID will be required for new pick-up persons.
  - The center shall permit the parent of the child free and full access to his or her child without prior notice, while the child is receiving care, unless there is a court order limiting parental access. *DSS Regulation No. 114-503. F (1) and (3) (a)*
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## 6. Health & Illness Policy

To protect all children and staff:

- Children will wash hands upon arrival, after using the restroom, after gym time, before and after eating.
  - Children must be fever-free for 24 hours without medication before returning.
  - Children showing signs of illness (fever, vomiting, diarrhea, contagious rash) may not attend.
  - Parents will be contacted for immediate pick-up if a child becomes ill during the day. *DSS Regulation No. 114-509. B*
  - In the event of a medical emergency, the center will immediately call 911 and request the child to be transported to the nearest hospital. The parent will be contacted and notified to meet at said hospital. The center owner, director or teacher will accompany the child to the hospital with records in hand and will stay with the child until parents arrive.
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## 7. Medication Policy

- Prescription medication will only be administered with written parent authorization. *DSS Regulation 114-503F.(3)(e)*
  - All medication must be in its original container with the child's name clearly labeled.
  - Staff are not permitted to administer over-the-counter medication.
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## 8. Behavior & Guidance Policy

We use positive behavior guidance to teach appropriate choices and self-regulation.

- Expectations are taught through modeling and repetition.
  - Redirection and calm communication are used.
  - Corporal punishment will NOT be used according to *DSS Regulation 114-506.(B)2*
  - Parents will be notified if ongoing behavioral concerns arise.
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## 9. Curriculum & Learning Approach

- We combine early childhood education with age-appropriate movement and structure inspired by the Delta Force Athletics culture. We teach early reading skills using a multisensory, phonics-based approach inspired by Orton-Gillingham. Children learn through movement, hands-on activities, and repetition in a clear, step-by-step way that builds confidence and strong foundations.
  - Focus areas include early literacy, math foundations, motor skills, social-emotional growth, and creativity.
  - Learning progress is monitored through observation and assessments.
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## 10. Communication with Families

- Regular communication will occur through the child's daily folder and email.
  - Conferences may be scheduled upon request.
  - Parents are encouraged to communicate questions or concerns respectfully.
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## 11. Clothing & Personal Items

- Children should wear comfortable, play-appropriate clothing.
  - Please label all personal items.
  - The school is not responsible for lost or damaged items.
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## 12. Snacks & Meals

- Snacks will be provided at school, snacks from home are welcome, labeled with the child's name.
  - Please inform staff of any allergies.
  - Certain outside food may be restricted due to allergy safety.
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## 13. Safety & Emergency Procedures

- Emergency drills (fire, severe weather, lockdown) are practiced regularly. *DSS Regulation No. 114-505 C (1)-(3)*
  - Emergency contact information must remain current and quickly accessed by staff on site.
  - In the event of an emergency, parents will be notified as soon as safely possible.
  - Each child will be accounted for during all transitions, including entering and exiting the classroom or moving throughout the center. Attendance will be verified using a designated tracking sheet. *DSS Regulation No. 114-504 A (3)*
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## 14. Photography, Media & Confidentiality

- Photos/videos may be used for educational or promotional purposes with parental consent.
  - Parents may opt out in writing.
  - Children's records and personal identification information will be safeguarded, under lock and key, accessible on site to owner, director, teachers and at request to parents. *DSS Regulation No. 114-503 I (1)*
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## 15. Termination of Enrollment

- The preschool reserves the right to terminate enrollment for non-compliance with policies, unsafe behavior, or unpaid fees.
  - Parents may withdraw with written notice per enrollment agreement.
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## 16. Provisional Employment

- In case of unexpected staff vacancy, a written statement will be provided to parents indicating that the facility may provisionally employ a person to comply with SC laws and regulations. *SC Statue 63-13-40 (D) (3)*

## 17. Transportation/Field Trips

- Parents/guardians of the children are solely responsible for transportation to and from the center.
- A preschool child shall never enter a vehicle with a staff member.
- Delta Force Athletics Discovery Preschool children will not participate in any field trips. *DSS Regulation No. 114-505.I*

## Policies and Procedures Acknowledgment Agreement

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have received a copy of, read and understand all policies. *DSS Regulation No 114-503. F (4)*

By enrolling your child, you acknowledge that you have read, understand, and agree to follow all preschool policies.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_