



FAMILY HANDBOOK

Shandon Weekday School

607 Woodrow Street

Columbia, South Carolina 29205

803.799.8533

ShandonWeekdaySchool.net

Preschool

After School

Summer Discovery

CONTENTS

GENERAL INFORMATION, PAGE 4

- Administration
- Federal Employer Identification Number
- Hours of Operation
- Location
- Telephone
- Website and Email Addresses

INTRODUCTION, PAGE 5

SERVICES AND PROGRAMS, PAGES 6 – 7

- Activity Fees
- Curriculum
- Extracurricular Activities
- Inclement Weather
- Preschool Programs
- Professional Collaboration
- School Age Program

ENROLLMENT AND REGISTRATION, PAGES 8 – 9

- Eligibility
- New Enrollment
- Payment Methods
- Re-Enrollment Period
- Tuition and Late Fees
- Vacation Credits
- Placement
- Waiting List
- Withdrawal

OPERATIONS, PAGES 10 – 13

- Absences
- Afterschool Arrival
- Clothes
- Conferences
- Drop-Off and Pick-Up
- Dual Language Learners
- Faculty and Staff
- Inclusion
- Holidays/Celebrations
- Late Pick-Up
- Naps
- Screen Time
- Swimming
- Tracking
- Transportation
- Toilet Training
- Swimming
- Parking and Vehicle Idling
- Physical Activity
- Preschool Chapel
- Relationships
- Toys

CHILD GUIDANCE (DISCIPLINE), PAGE 14 – 15

- Behavioral Expectations
- Child Abuse, Neglect, and Maltreatment
- Confidentiality
- Consequences

FOOD AND NUTRITION, PAGES 16 – 18

- Allergy Safe School
- Approved Breakfast Menu
- Classroom Celebrations
- Food Allergies
- Infant Feeding
- Nut Allergies
- Nutrition Policy
- Professional Development
- Schedule
- Special Circumstances
- Monthly Menus

CONTENTS

HEALTH, PAGES 19 – 23

- Accidents, Injuries, and Illnesses
- Authorization for Medication
- Biting Incidents
- Center for Disease Control and Prevention
- Criteria for Exclusion
- Food Allergies and Special Needs
- Hand Sanitation
- Immunization
- Sick Child Policy
- Sick Child Protocol

EMERGENCY PREPAREDNESS, PAGES 24 – 27

- Emergency Phone Numbers
- Fire and Fire Drills
- Gas or Hazardous Material Leak Requiring Evacuation
- Hazardous Materials
- Inclement Weather
- Intruder Alert
- Medical Emergencies
- Phone Outage
- Power Outage
- Tornado and Tornado Drills
- Water Outage

TERMINATION OF SERVICE, PAGE 28

GENERAL INFORMATION

LOCATION TELEPHONE WEBSITE FEIN

Shandon Weekday School, Inc.

607 Woodrow Street

Columbia, SC 29205

www.ShandonWeekdaySchool.net

803-799-8533

FEIN 30-0951205

HOURS OF OPERATION

Monday through Friday

7:30 a.m. – 6 p.m.

ADMINISTRATION

Ellen McDuffie, Director

ShandonWeekdayEllen@gmail.com

Extension 119

Traci Callahan, Assistant Director / School – Age Administrator

ShandonWeekdayTraci@gmail.com

Extension 120

Molly Fastenau, Office Manager

ShandonWeekdayMolly@gmail.com

Extension 123

Sandie Stillinger, Bookkeeper

SStillinger@ShandonPresbyterian.org

Extension 118

Shandon Weekday School Board of Directors

ShandonWeekdayBoard@gmail.com

Shandon Weekday School, Inc. is a non-profit 501 (c)(3) entity which exists to enable parents to be gainfully employed while children receive quality early care and education. SWS functions as an outreach to the community for the benefit of families and their early care and education needs.

INTRODUCTION

Welcome to Shandon Weekday School! We are honored to care for your family. The early childhood years are among the most impressionable. Our dedicated faculty and staff commit themselves to ensuring an enjoyable and fruitful learning adventure.

A Family Handbook is intended to acquaint you with the policies and procedures of Shandon Weekday School. Please read this document carefully. The responsibility of enforcing these guidelines rests largely upon our carefully selected early childhood educators whose principal obligation is to assure the safety and well-being of all children entrusted to our care. The purpose of this document is not to cover every possible scenario that may arise, but to offer a comprehensive document to guide anticipated circumstances. The goal of this document is to facilitate families' understanding of the policies and procedures outlined. We welcome parents' comments, questions, and/or suggestions as we strive to offer exemplary learning opportunities.

Shandon Weekday School provides a safe and secure learning environment. Regarding early childhood education, faculty and staff believe a quality preschool experience is critical to a child's overall growth and lifetime achievement. Regarding school-age care, faculty and staff believe social and emotional growth is best fostered through facilitating independence within the parameters of appropriate guidelines and relevant fun activities. To best meet the needs of your child, emphasis is placed on developmentally appropriate practices. With developmentally appropriate, hands-on activities, we sustain a relaxed, appropriately structured environment designed to stimulate curiosity and enthusiasm for learning. Children are grouped by age to facilitate interaction among peers with similar developmental levels. Well-rounded activities are designed to stimulate physical, social, emotional, and cognitive growth. Preschool children are informally evaluated throughout the year, and formally evaluated at least twice yearly. Each child's unique development and accomplishments are recognized and celebrated. Programs focus on hands-on active learning, with an interactive component between home and school. Preschool and younger school-age learning centers include reading, writing, math, science, manipulatives, and dramatic play. Self-help, problem solving, and critical thinking skills are emphasized for all developmental levels.

"The Creative Curriculum® approach to preschool teaching and learning balances both faculty-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests." Shandon Weekday School faculty guide children while embracing their social and emotional development.

We are honored to serve our families. An opportunity of learning, nurturing, and fun awaits you at Shandon Weekday School!

SERVICES AND PROGRAMS

PRESCHOOL PROGRAMS (INFANTS THROUGH FOURS)

Weekdays: Monday through Friday 7:30 a.m. -6:00 p.m.

- Infants (for children who are at least eight weeks but not yet 1 by September 1st)
- Toddlers (for children who are 1 but not yet 2 by September 1st)
- Twos (for children who are 2 but not yet 3 by September 1st)
- Threes (for children who are 3 but not yet 4 by September 1st)
- Fours (for children who are 4 but not yet 5 by September 1st)

PRESCHOOL ENROLLMENT OPTION

12-Month Enrollment (June -June)

The preschool program is a full-day, 12-month early care and education program. Families are guaranteed enrollment and, when the time comes, automatic matriculation into the school-age program.

SCHOOL-AGE PROGRAMS (KINDERGARTEN THROUGH EIGHTH GRADES)

Weekdays: Monday through Friday SCHOOL-AGE ENROLLMENT OPTIONS

School Year Enrollment (August-June)

The school year option enables families to enjoy the benefit of after-school care throughout the public-school year (August - June). The After School All-Day Option (7:30 a.m. - 6:00 p.m.) is included for days Richland County School District One is closed (teacher workdays, holidays, etc.) according to the published Richland County School District One holiday and teacher workday schedule. SWS holidays are noted in its yearly calendar.

12-Month Enrollment (June-June)

The 12-month option guarantees after-school care throughout the public-school year (June - June) with occasional Summer Discovery field trip excursions (rising kindergartners through eighth graders) from June - August. The After School All-Day Option (7:30 a.m. - 6:00 p.m.) is included for days Richland County School District One is closed (teacher workdays, holidays, etc.) according to the published Richland County School District One holiday and teacher workday schedule. SWS holidays are noted in its yearly calendar.

Summer Discovery Camp Enrollment (June - August)

Summer Discovery explores new concepts in an energetic, full-day program. Students will explore a different theme each week. This is a wonderful opportunity for students and guest faculty to explore exciting topics while engaging within appropriate attention limits. Summer Discovery can be part of the 12-Month Enrollment Option, or it can be a stand-alone option. SWS holidays are noted in its yearly calendar.

PRE-SCHOOL, AFTER SCHOOL, and SUMMER DISCOVERY ACTIVITY FEES

Throughout the academic year and summer, all programs enjoy a variety of activities, some of which are free and some of which are not. The following fee schedule applies:

- | | |
|---|--------------------------------------|
| • Preschool (ages 2 through 4) \$ 25.00 Annually | Due 2 nd Friday in May |
| • After School Enrichment \$ 45.00 Annually | Due 2 nd Friday in August |
| • Summer Discovery (5K) \$ 125.00 Annually | Due 2 nd Friday in May |
| • Summer Discovery (grades 1 through 8) \$220.00 Annually | Due 2 nd Friday in May |

CURRICULUM

Shandon Weekday School follows Creative Curriculum®. The philosophy of Creative Curriculum® is that young children learn best by doing. Creative Curriculum® is built on renowned theories of development in young children, that all children learn through active exploration of their environment, and that the environment, which is classified into different interest areas or learning "centers," plays a critical role in learning. The goal of the teacher through the use of Creative Curriculum® is to facilitate children's growth into independent, self-confident, inquisitive, and enthusiastic learners by facilitating active exploration of their environments.

EXTRACURRICULAR ACTIVITIES

SWS offers a variety of extracurricular programs (i.e., ballet, karate, piano, soccer, etc.) on campus throughout the year through approved, insured teachers and vendors. Extracurricular programs are specifically designed to be developmentally appropriate. These programs are supplemental to your child's regular school schedule. Enrollment and payment are coordinated by the appropriate insured provider.

PROFESSIONAL COLLABORATION

SWS may work in collaboration with local collegiate institutions. College students pursuing the field of early childhood education may have the opportunity to observe, participate in, and plan appropriate activities within their assigned classroom for a specific duration of time. All collegiate interns are background checked and must present current DHEC-certified health status to SWS.

INCLEMENT WEATHER

In the event of inclement weather, Shandon Weekday School students and faculty will operate according to Richland County School District One regarding closures, delayed openings, and early dismissals.

Should Richland County School District One announce early dismissal due to inclement weather, Shandon Weekday School will notify After-School parents about possible cancellation of bus transportation. Should SWS bus transportation be canceled, SWS will publicize whether a delayed parent drop-off is feasible (weather permitting).

In the event Shandon Weekday School must close before 6 p.m. due to extreme weather conditions, parents will be provided at least a one-hour notice.

ENROLLMENT AND REGISTRATION

Enrollment status is contingent upon SWS' possession of a current immunization record on the DHEC approved form.

ELIGIBILITY AND NEW ENROLLMENT

New enrollment into SWS may require a waiting period if more families want admission than space permits. Waiting list procedures are described below. Once space is available and offered, an annual registration fee as noted on enrollment paperwork applies. *SWS does not discriminate on the basis of race, color, religion, gender, or national origin.* The enrollment process may include an interview with the school's director, other administrative personnel, and faculty. Once space is available, parents are encouraged to bring their children to meet the staff and other children and to visit the classroom and playground environment when seeking enrollment.

RE-ENROLLMENT PERIOD

All programs' re-enrollment period is January yearly. Current families wishing to continue with SWS will be issued a yearly re-enrollment packet and approximately two weeks to return the packet and associated fees.

After a family has begun attending, re-enrollment occurs yearly, and applicable forms are time-and date-stamped upon receipt. Additionally, an annual registration fee as noted on the re-enrollment paperwork applies. Guaranteed acceptance is valid provided that all necessary forms and applicable fees are received, and any past due balances are paid in full. **Failure to provide all necessary forms and the re-enrollment fee by the published deadline may result in an involuntary withdrawal.**

WAITING LIST

Waiting List forms are time- and date-stamped upon receipt and must be accompanied by a non-refundable waiting list fee as noted on the Waiting List Form. Waiting List preference is given to current students, siblings of current students, and children of SWS employees. A current student is considered a child who is presently enrolled in a program with no past-due account balance. For a child gaining priority new enrollment based on a currently enrolled sibling, the previously enrolled sibling must maintain enrollment past the start date of the newly enrolled sibling. Withdrawal of the previously enrolled sibling before start of the new sibling will result in nullification of sibling status and the new sibling's withdrawal.

If your child is wait listed and you are notified of an available enrollment option, you will have two business days to accept the offer or request deferment, and three business days thereafter to submit the applicable non-refundable enrollment fee. Tuition is billed from the applicable start date, even if a family is unable to begin attending at the start of the term.

Families may elect to defer an offer and remain on the Waiting List. First Deferral allows the student to remain in place. Second Deferral moves a student to the end of the Waiting List. Third Deferral results in the student's removal from the Waiting List. SWS bears no responsibility for invalid contact information.

PLACEMENT

Child placement is at the sole discretion of Shandon Weekday School. Placement of infants, toddlers, and preschoolers in two identical tracks is based on student/teacher ratios, age, gender, and any assessed special need. Requests for specific teachers are not considered in placement decision.

MONTHLY TUITION / LATE FEES

Families may view account status anytime through SWS' online accounting program. Tuition invoices and statements are not emailed or mailed. Annual statements will be issued for tax purposes **upon written** request to the Accounting Manager.

- Tuition is posted monthly prior to the first business day of the month.
- Preschool fees are due monthly on the 5th in advance of services and are the same each month.
- School-Age fees are due monthly on the 5th in advance of services and vary monthly according to the number of Mondays in each month.
- Tuition payments are first credited against any outstanding balance.
- Payments not received by the due date will be assessed a \$25 late fee.
- Children will not be permitted to attend if the account is not current by the 15th of the month. Past due accounts may result in **A Complaint for Money Owed** filed against the parent(s) or legal guardian(s) with a Richland County Magistrate for collection.

PAYMENT METHODS

- SWS utilizes an online system for billing and payment services.
- Payments may be made via cash, check, automatic bank draft (ACH), MasterCard, VISA, or Discover credit cards. **SWS assesses a 4% fee for those who wish to use the convenience of debit or credit cards. This fee will be posted to a family's account the subsequent month after use of a bank card. Checks returned for insufficient funds or closed accounts are subject to a \$25 fee, in addition to any applicable late fees.**
- SWS is an **ABC Quality** Provider and accepts ABC Vouchers. Families who use ABC vouchers are responsible for any tuition or fee not funded by this government program.

VACATION CREDITS (Tuition-free option)

Preschool families and School-Age families enrolled as "Year-round," (12-month option) earn one week of annual tuition-free week per programmatic year which will be credited at the rate applicable at time of vacation. After the first six months of enrollment:

- Vacation week can be taken as early as the first full week of summer.
- Vacation week must be utilized within the **current programmatic year (June to June)**.
- Vacation weeks **do not accrue** beyond the current programmatic year.
- Vacation credit is not available to **past due** accounts.
- Vacation time can be used only when a child is **not present**.
- Vacation weeks are utilized only in **calendar week increments (Monday through Friday of the same week)**.
- Unused vacation week **may not be used as a credit** towards tuition.
- **In the event of early withdrawal, vacation credit will require repayment.**

WITHDRAWAL

Three weeks (21 calendar days) written notice is required prior to any withdrawal or change in school-agers changing from Year-Round status to Summer Only status. Full tuition, for an additional three weeks, will be charged if such notice is not received. Final payment will be based on the difference between the monthly billing rate and the weekly rate for the weeks actually attended in instances of mid-month withdrawal. **The last withdrawal date for Summer Discovery is April 1st yearly. No school-age summer withdrawals will be accepted post April 1st, and families will be financially responsible for the entire summer's fees.**

OPERATIONS

FACULTY AND STAFF

SWS faculty and staff undergo background checks performed at the state and federal levels (FBI fingerprinting), state-approved health checks, and TB tests. SWS staff may be provisionally employed or may provisionally provide teacher/caregiver services after the favorable completion of the state background review, clear Central Registry of Abuse and Neglect, and approval by DSS.

RELATIONSHIPS

The foundation of our successful program is a mutually supportive relationship between our faculty, staff, and the families we serve. We encourage our families to visit during our hours of operation and to volunteer in the classroom (health permitting). Families play an important role in our plan for success. SWS shall permit the parents/guardians free and full access to their children, without prior notice while their children are in attendance, barring the existence of a court order limiting such access. This free access must not disrupt instructional activities or classroom routines, and occasional visits should be limited to 30 minutes or less.

CONFERENCES/SCREENING REFERRALS

Families may request a conference any time with their child's teacher during usual business hours to discuss progress and accomplishments. Formal preschool conferences are offered twice per year: February and at Open House. Results from multiple screenings are shared confidentially at conferences or within the timeframe determined by the screening administrators.

Shandon Weekday School will administer multiple nationally recognized screenings within 90 days of enrollment and each year. We use the Ages and Stages Questionnaire (ASQ), the Social Emotional ASQ, hearing screenings, vision screenings, and speech screenings. These tools are administered by the teachers and by families to determine a child's strengths, as well as areas that may need more support. If an area that needs support is identified, Shandon will link families to the appropriate agencies for assistance. Services may include cognitive, visual, auditory, physical, or social-emotional assistance.

PARKING / VEHICLE IDLING

The Shandon Presbyterian Church parking lot is accessible from Devine, King, and Woodrow Streets. Parallel parking is permissible within the block of Blossom, Devine, King, and Woodrow Streets. Vehicles must be turned off when parked. Parking is not permitted in the Shandon Presbyterian Church portico.

DROP-OFF / PICK-UP

Main Building entry is permitted only through the secured Blossom Street entrance. Entry is granted via a monthly distributed code. Families requiring entry into the McDonald Youth House (grades 1 and 5-8) should ring the doorbell or enter the code for entry. Main building security codes are different from the MYH code and are changed the first day of every month and are provided to parents electronically. These codes are not to be shared with unauthorized individuals.

Sign-in and sign-out records are required, regulated, and audited by the State of South Carolina. These records can be subpoenaed for custodial disputes and are an important part of SWS' legal integrity.

SWS opens at 7:30 a.m. Children are encouraged to arrive no later than 9 a.m. in order to participate in all aspects of the program. Each child must be signed in and out every day by an authorized adult at the child's assigned drop-off location or assigned departure location. Recording of the time of drop-off and pick-up is required by the State of South Carolina. We require a staff member to acknowledge your child's arrival and departure. Any special instructions for pick-up should be noted at the time of arrival.

If you do not know in advance that someone other than you will pick up your child and must telephone to alert the day of pick-up, we may ask you a security question to confirm your identity. A government-issued photo identification card or driver's license will be required before a child is released to any person a staff member does not know by sight as being legally authorized to pick-up a child.

Tracking

When a child enters the building, s/he will be with a parent, guardian, or other responsible adult. That adult will walk the child to the appropriate area to sign and time the child in. The teacher assumes responsibility for the child upon guardian sign-in. When a child exits the premises, s/he will be signed out (with time) by an appropriate adult in writing on the class clipboard. When a class moves from one location to another on premises, all children are "TRACKED." That is, the class is moved as a group with one teacher in front and the other teacher behind the group. Upon departure to the new location, each child's name on the tracking sheet is matched visually to a child and the clipboard list is taken. Upon arrival at the new location, each child's name on the tracking sheet is matched visually to the child again. *This process happens each time a child is moved.* Field trips operate the same way: children are moved as a group, physically between two teachers. Children are TRACKED leaving for the field trip, returning from the field trip, and several times while on the field trip.

Bus Transportation

After School students are picked up at their assigned schools at time of dismissal and transported to SWS by buses owned and insured by Shandon Weekday School, which comply with state and federal law. Upon arrival at SWS, children exit the bus to the secured west playground (King Street) or the Shandon Presbyterian Church portico according to weather.

Self-Transport

After School students who walk from Hand Middle School or are self-transported must enter at the Blossom Street entrance and sign in upon arrival. Parents of After School students who fail to board a bus or Hand Middle School walkers who fail to arrive by 4:10 p.m. without prior notice will receive a call from SWS on all provided contact telephone numbers. SWS is not responsible for the care of children prior to their arrivals.

LATE PICK-UP

SWS closes promptly at 6:00 p.m. All children must be picked up by a parent or authorized adult by 6:00 p.m. Parents arriving for pick-up after 6:00 p.m. will be charged at the rate of \$1 per minute. Late pick up charges are due and payable to SWS at time of pick-up.

ABSENCES

SWS faculty and staff consider those we serve as family. Please notify the SWS Office in advance or as early as possible regarding your child's absence.

CLOTHING

Children should wear washable play clothes appropriate to the season for comfort and convenience, as well as indoor and outdoor play. To manage accidents and spills, all children should have an extra set of clean clothing at Shandon to be rotated as seasons change. All clothing should be labeled with the child's name.

PHYSICAL ACTIVITY

SWS recognizes the importance of physical activity. Implementation of appropriate physical activity opportunities supports the health and development of children, as well as assists in establishing positive lifestyle habits for the future. Because all children will participate in indoor and outdoor play daily (weather permitting) in the least restrictive environment, exercise and physical movement are important curriculum components. SWS will utilize the gym for active play in cases of inclement weather. All age groups (including infants when age-appropriate) have at

least two 45-minute playground/gym times: one in the morning and one in the afternoon. Children should be dressed in clothing that allows for free and safe movement. Sunscreen and scent-free (hypoallergenic) insect spray may be provided, if desired. These items should be labeled with your child's name. If you feel as though your child is too sick to participate in physical activity, then he/she is too sick to be at school. Teachers and staff will demonstrate practices that encourage physical activity. Multiple resources exist for families to educate themselves about the benefits of physical activity for children by consulting the American Academy of Pediatrics or by typing, "Benefits of Physical Activity for Children," into any search engine such as www.google.com.

SCREEN-TIME

SWS does not support screen time, media viewing, or computer use for children under two years of age. Families may educate themselves about the effects of media on childhood brain development by consulting the American Academy of Pediatrics or by typing, "Effects of Screen Time on Children," into any search engine such as www.google.com. There will be limits to screen time, media, and computer use for children older than 2 years old.

TOYS

SWS provides ample toys and materials for children to share. Bringing toys from home creates difficulty when they are lost or broken, and certain toys pose student envy or choking risks. Please allow your child to bring toys to school only for an announced Show and Share events.

NAPS/QUIET-TIME

Nap time for infants is scheduled on an individual basis. All other children, including summertime school-agers, rest after lunch, a developmentally appropriate practice. Cots and washable covers are provided for preschool children not in cribs. School-agers may bring towels or small blankets and a small, cubby-sized pillow for quiet time. 5K children, who are in transition from preschoolers to school-agers may bring a small, water-proof mat on which to rest. One small comfort item is allowed if needed to help your preschool or 5K child relax. Bedding must be taken home at the end of the week and returned the next school day. Soiled bedding will be sent home throughout the week as required.

TOILET TRAINING

Toilet training is a developmental milestone. Several weeks of disposable diapers, wipes, and any necessary ointment/lotion must be provided by the family. Please label all supplies with your child's name. Children enrolled or promoted at the start of the summer program into a three-year-old room must be completely toilet trained to participate in any program offered. Pull-ups are not allowed while at Shandon Weekday School.

SWIMMING

Shandon Weekday School offers swimming to children offsite at a location that conforms to the regulations of DHEC (construction, use, and maintenance). Parents/guardians provide written permission for children to be transported to an offsite swimming pool. The use of hot tubs, spas or saunas are prohibited for children. All swimming activities are supervised by a person with a current lifeguard training certification. All ABC Quality Water Ratios* are followed (Children aged 5-years-old – Staff: Child Ratio is 1:6, Children aged 6-years-old and older -Staff: Child Ratio is 2:25).

HOLIDAYS AND CELEBRATIONS

Shandon Weekday School celebrates some secular holidays and two Christian feast days in an ecumenical spirit:

- Memorial Day
- Independence Day
- Labor Day
- Halloween
- National Election Days
- Thanksgiving
- Christmas
- New Year
- Valentine's Day
- Martin Luther King, Jr. Day
- Saint Patrick's Day
- Easter

Classrooms will also explore other cultures' traditions throughout the course of the year. Parents who do not wish for their child(ren) to participate in our celebrations or observances must provide for alternative care on those days. All students in attendance participate in the activities of the day. Shandon Weekday School does not amend the observance or celebration of secular holidays or religious feast days based on parental preferences.

PRESCHOOL CHAPEL

Shandon Weekday School, Inc. is a non-profit 501 (c)(3) entity. SWS functions as an outreach to the community for the benefit of families and their childcare needs. Ecumenical Chapel may be held in the Sanctuary, conducted by a guest clergy, priest, or rabbi representing various Protestant (Baptist, Episcopal, Lutheran, Presbyterian, United Methodist), Roman Catholic, and Jewish faiths. Parents who do not wish for their children to participate in Chapel must provide for alternative care on those days.

INCLUSION

Shandon Weekday School, per ADA guidelines, will not discriminate against persons with disabilities on the basis of disability and will provide children and parents with disabilities with an equal opportunity to participate in all programs and services, unless:

- A child's presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- Making reasonable modifications to the practices to integrate children, parents, and guardians with disabilities into the program would constitute a fundamental alteration in the program.
- providing appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities would constitute an undue burden.
- incorporating therapists and specialists not employed by SWS would cause undue burden, and if therapy on-site but out of the classroom is not viable.

DUAL LANGUAGE LEARNERS

SWS welcomes children for whom English is not the primary home language. Teachers will create an environment that includes children's home language and culture by (1) labeling shelves with photos as well as descriptions; (2) asking parents/guardians to provide in writing commonly used words and pronunciations in the child's home language; (3) use of technology to allow children to listen to stories in home language; (4) reading stories about the child's home of origin; and (5) creating opportunities to model English; etc. Shandon Weekday School supports teachers' inclusion in IFSP and IEP meetings and use of findings in lesson plans and goals. SWS supports inclusion of specialized service providers in the classroom.

CHILD GUIDANCE (DISCIPLINE)

Discipline is the art of teaching appropriate behavior through problem-solving with the child, re-direction, and role-modeling. Positive reinforcement helps children develop self-discipline. We strive to treat children with dignity and set clear, consistent, and fair limits for behavior. Staff will use positive interactions with children to guide age-appropriate behavioral expectations. Guiding behavior is done throughout the day, not just when a child acts in a way that is unsafe or unacceptable. The foundation for positive guidance is the knowledge that all children are capable of learning and meeting expectations. Staff will guide children to make good choices, manage their emotions, and support positive motivations.

BEHAVIORAL EXPECTATIONS

Children are expected to (1) Listen to and follow directions, (2) Get help by asking, (3) Rest without disrupting others' rest, (4) Walk inside, (5) Take care of property, and (6) Interact without hurting others through words or actions. We view mistaken behaviors as learning opportunities. We do not allow any guidance strategy that hurts, shames, or belittles a child. We do not permit any guidance strategy that threatens, intimidates, or forces a child. We do not allow the use of food as a reward or punishment. We do not allow the use or withholding of physical activity as a punishment. **Corporal punishment is not permitted.**

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

(1) Conversation with the teacher, (2) Redirection by the teacher, (3) Loss of privilege within the classroom, (4) Visit to Office to talk with Administration. After repeated office visits or in the case of severe incidents, the following will occur: (5) Time away from the class within SWS in a supervised location (i.e., office, different classroom) for 1 minute per age of the child in years, (6) Parent / Administrator Conference with recommendation of outside consultation or counseling if necessary, (7) Removal from SWS for a specified period or until counseling is successful (documentation may be required), (8) Clean slate upon return. If procedures are followed through the office visit again a second time, and as a last resort, the child's enrollment status may be revoked or denied. (See Health)

CHILD ABUSE, NEGLECT, AND MALTREATMENT

Shandon Weekday School is mandated by the State of South Carolina to report suspected child abuse and/or neglect to local authorities. Staff are "Mandated Reporters."

Childcare providers are mandated reporters and have the responsibility to protect those who cannot protect themselves. As a mandated reporter, caregiving staff are an important part of the system to protect children.

Staff may look for types of abuse or neglect. Examples include but are not limited to: Child has frequent injuries or "accidents," unexplained burns, cuts, bites, fading bruises or other marks noticeable after an absence from school or the explanation does not match the injury. Child is always watchful and "on alert," as if waiting for something bad to happen. Injuries appear to have a pattern or resemble an item such as marks from a hand or belt. Child shies away from touch, flinches at sudden movements, or seems afraid to go home. Child arrives each day very hungry, unclean (body or clothing) or perhaps is covered in bug bites, takes food to eat at home, etc. – things that would suggest the child is not receiving proper care at home. The child may also share information with the staff regarding things that are happening in the home which places the child in danger, e.g., parents/guardians use illegal drugs or substances, or someone in the home is abusing them (physically or sexually).

Shandon Weekday School will give full cooperation in allowing DSS staff to conduct any on-site investigation and/or obtain necessary documentation to include any video footage.

Suspected child abuse or neglect must be reported to:

- DSS Office of Child Protective and Preventative Services with The Office of Out of Home Abuse and Neglect (OHAN). DSS has implemented a centralized phone number for all counties to report suspected cases, or this may be done online at the following link. Both can be reported 365 days per year, 24 hours a day, 7 days a week at 1-888-227-3487 or <http://dss.sc.gov/child-well-being/report-child-abuse-and-neglect/>
- DSS/ABC Quality at 1-800-876-2223

Corporal punishment is the use of physical force to the body as a discipline measure. Corporal punishment includes, but is not limited to spanking, slapping, biting, shaking, pinching, shoving, hair pulling, ear pulling, kicking, hitting, jerking children by the arms, or dragging children by the legs.

SC Childcare Licensing Law prohibits the use of corporal punishment on any child in a childcare setting. This includes the owner and employees whose child(ren) is enrolled in the program, and any parent of an enrolled child who might discipline their child before leaving the premises of the program.

Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher). There are four common types of abuse. They are sexual, physical, emotional and neglect. The following are examples (but not limited to) of abuse and neglect that may occur in a childcare setting: physical harm, withholding food, withholding water, withholding restroom use, verbally threatening a child, yelling at a child, shaming, or inappropriate discipline such as washing a child's mouth out with soap.

Shandon Weekday School prohibits the use of corporal punishment and maltreatment of children by staff regardless of the type of relationship the employee has to the child. The program provides employees with behavioral strategies and support through training and technical assistance that promotes positive guidance practices. Staff, read, agree, and implement the policy, which is signed annually.

CONFIDENTIALITY

SWS faculty and staff maintain strict confidentiality regarding the staff and the children and families served. Child files are stored in a secure location and are confidential. Other than a child's parents or guardians, only a child's teachers, SWS administrators, family-approved child service providers, the SC Department of Social Services, and law enforcement shall have access to a child's file. Photos of others' children should not be shared on social media.

When parents/guardians visit Shandon Weekday School, we ask that you respect each child's and family's privacy.

FOOD AND NUTRITION

LUNCH, SNACKS, AND NUTRITION POLICY

Good nutrition is vital to children's overall development and well-being. SWS follows the childcare nutrition guidelines set forth by the USDA Child and Adult Care Food Program for all the foods served. 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:

Fruits and Vegetables

- We serve fruit daily.
- We offer a vegetable other than white potatoes.

Grains

- We serve whole grain foods daily.
- We serve brown rice and whole grain pasta.

Beverages

- We limit 100% juice intake to maximum once per day in a serving size specified for the child's age.
- We do not serve sugar-sweetened beverages.
- We serve unflavored whole, 2%, or 1% milk to children aged 1 year and older.

Fats and Sugar

- High fat meats, such as high-fat ground beef, bacon, and pork sausage, are served no more than once weekly.
- We limit sweet food items to no more than once per week.

Staff Role in Nutrition Education

- Staff provides opportunities for children to learn about nutrition at least once weekly.
- Faculty and staff act as role models for healthy eating in front of children.

LUNCH AND SNACK SCHEDULE

Lunch and snack times are planned so that no child will exceed three hours without being offered food. We provide a variety of nutritionally balanced, high-quality foods each day. Lunch is served 11 a.m. - 12:30 p.m. from youngest to oldest. Morning and afternoon snacks are served at a time determined by the classroom teachers.

MONTHLY MENUS

SWS offers monthly menus carefully planned and designed to provide a wide variety of nutritious foods that are different in color, shape, size, and texture according to childcare nutrition guidelines.

PROFESSIONAL DEVELOPMENT

Annual nutrition training is required to ensure all faculty understand the important role nutrition plays in the overall well-being of children. All staff receive annual training related to breastfeeding, infant feeding, and child nutrition each calendar year.

INFANT FEEDING

Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed. Children are not given bottles or sippy cups while in a crib or cot. Toddlers and Twos do not carry bottles, sippy cups, or regular cups with them while crawling or walking.

Bottle feedings do not contain solid food unless the child's health care provider supplies written instructions. Staff discards after one hour any formula or breastmilk that is served but not completely consumed or is not refrigerated.

If staff warms formula or breastmilk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including breastmilk, is warmed in a microwave oven.

Shandon Weekday School supports breastfeeding by:

- Accepting, storing, and serving breastmilk for feedings; accepting breastmilk in ready-to-feed sanitary containers that are labeled with the infant's name and date, stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breastmilk was previously frozen), or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.
- Staff will gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in breastmilk.
- Staff will provide a comfortable place for breastfeeding.
- Staff will coordinate feedings with the child's mother.

SPECIAL NUTRITIONAL CIRCUMSTANCES

SWS will allow for accommodations of special dietary requirements for children based on medical necessity or on religious or cultural beliefs. Requests for such accommodations must be brought to the director's attention and discussed on a case-by-case basis. Medical accommodations will require a physician's note. Children without special nutritional circumstances are expected to eat the lunches and snacks provided by SWS.

APPROVED BREAKFAST MENU

Some children will arrive before 8 a.m. We ask that your children eat their breakfast before an 8 a.m. arrival. Children who must eat breakfast at school must comply with the high standard of the approved breakfast list (see Allergy-Safe above):

- Bananas
- Fruit slices (melons, apples, pears)
- Unsweetened applesauce
- Hard-boiled eggs
- Yogurt
- Cheese cubes or strings
- Banana or raisin bread
- Toast, English muffins
- Bran, banana, or berry muffins
- Individually boxed cereals: Quaker Oatmeal Squares, Cherries, Apple Cinnamon Flakes, or Mini Wheats with ingredient list visible

CLASSROOM CELEBRATIONS FOR BIRTHDAYS AND HOLIDAYS

Birthdays and holidays are fun to share with friends. Families may bring treats for children to share with classmates on birthdays according to the following guidelines:

- From DSS Regulations:
 - "Food for infants shall be cut in pieces one-quarter inch or less. Food for toddlers shall be cut in pieces one-half inch or less."

- “Round, firm foods shall not be offered to children younger than four years old. Examples of such foods include hot dogs, grapes, hard candy, nuts, peanuts, and popcorn.”
- The celebration must be scheduled in advance with a classroom teacher.
- Shandon Weekday School is a nut-safe center. All food items must be commercially purchased (no homemade items) with the ingredient list intact for inspection.
- Permissible food items are:
 - One sweet treat (cupcake or donut or cookie, etc. Marshmallows prohibited.)
 - Fruit is cut appropriately for age as described above.
 - Individually packaged cheese sticks.
 - 100% juice.

While we are happy for children to share treats with friends during birthdays, Shandon Weekday School will not host birthday parties, and presents are not permitted. If a family wishes to invite school friends to an off-site party, invitations may be distributed via each child’s cubby if every child in the class is invited or via USPS or email to parents willing to have their contact information shared.

HEALTH AND SAFETY

IMMUNIZATION

Pursuant to South Carolina State law, children of any age who attend a licensed public or private child day care facility, a registered church or religious child day care facility, or child development program must present to the facility (or school if the program is in a school setting) a South Carolina Certificate of Immunization (DHEC Form 1148), which assures they are "up-to-date" or "catching-up" on the childhood immunizations recommended and routinely provided by the South Carolina Department of Health and Environmental Control (DHEC).

DHEC publishes the Immunization Requirements for Child Day Care Attendance and School Entry annually. The DATE FOR NEXT IMMUNIZATION section of the South Carolina Certificate of Immunization will show the next time your child is due to receive routine shots. Your child may attend Shandon Weekday School for no more than one month after the DATE FOR NEXT IMMUNIZATION. Additionally, DHEC requires that verification of a child's current immunization status be on the appropriate DHEC form only. Pediatricians have this form available. DHEC audits SWS and confirms compliance.

Shandon Weekday School does not accept medical or religious immunization exemptions.

ACCIDENTS, INJURIES, AND ILLNESSES

Accidents, injuries, and illnesses that may require professional medical treatment will be immediately reported to the parent/guardian or to the authorized adult designated on the child's emergency contact list if the parent/guardian cannot be reached. Written reports on major or minor accidents will be provided at time of pick up.

Shandon Presbyterian Church and Shandon Weekday School bear no responsibility for any accident expenses that occur on the property. Shandon Weekday School provides supplemental accident and liability insurance at no charge. Carrier information will be provided as needed.

The Director and Assistant Director should be notified of all notable injuries and consulted if there is any question of medical need. The Director, Assistant Director, and all other staff are certified in CPR/First Aid.

If a child becomes injured or ill such that medical attention is required, the teachers are to notify the Director/Assistant Director who will then call the parent/guardian immediately. If neither parent/guardian is available, the emergency number for the child will be contacted. The teacher should remain calm, reassuring the child that they will be fine. (A teacher should not say, for example, "I think it will need stitches" or "I think it is broken.")

Any head or facial injury, even minor, requires a phone call to the parent/guardian and a written accident report.

HAND SANITATION

Handwashing is the single most important means of preventing the spread of infection and germs. Faculty, children, and classroom visitors must wash hands with soap and warm water no less than the following schedule:

- Upon Arrival
- Before and after eating lunch or snack
- After diapering and toileting
- After contact with bodily fluids
- After sneezing
- After blowing nose
- After wiping another's nose
- After putting hands in mouth, etc.
- After outdoor recreation
- Before and after water or play-dough play

AUTHORIZATION FOR MEDICATION

Shandon Weekday School director, assistant director, office assistant, or classroom teachers will administer most medications to children provided the following:

- All medications must be in original packaging with the original label, whether prescription or non-prescription, clearly legible.
- The child's name must be written on the original packaging. Medication is only administered to the child for which the medicine is labeled and authorized.
- The child is only given the dosage amount specified on the label.
- Medication may not contain any fever-reducing agent. Children who need a fever-reducing agent to be comfortable enough to attend school should be home with a parent and will not be accepted into care.
- Children who have received fever-reducing medication in the previous twenty-four hours should not be at SWS.
- Medication must be unexpired. All unused and expired medications are returned to the parent or guardian.
- Parent or Guardian must give written permission for administration of medication. Written parental consents include the name of medication, dosage, and times to be administered.
- Prescription medicines will be administered according to the label instructions.
- Documentation of medication administration requests is maintained at the center. Our program maintains a medication log that documents the child's name, name of medication, dosage, date, time, and name of person administering the medication. Medication errors are recorded, and parents/guardians are informed immediately.
- Our program follows our emergency medications for allergic reaction(s) policies and procedures.
- All staff wash their hands before giving medication, after giving medication, and after applying a medical ointment or cream.

CHILDREN WITH FOOD ALLERGIES

Shandon Weekday School will accommodate children with severe food allergies as needed. The parent/guardian is responsible for alerting SWS of a child's allergy and any associated hazardous foods. Because some snacks served by SWS are processed, families of children with food allergies are required to provide appropriate snack food from home to ensure the absence of potential allergens. Foods can be stored for future use and must be in factory-sealed packaging with the ingredient list visible. Lunches are prepared from scratch and, therefore, have controlled ingredients. The menu is provided for families' ability to preview food that will be served for safety.

Parents/guardians of children with food allergies and/or other special nutritional needs are required to complete additional paperwork specific to their needs as a condition of enrollment. Any special milk product or milk substitute product must be provided by the parent, labeled with child's name, use-by date, instructions and approved by SWS.

ALLERGY-SAFE SCHOOL

Shandon Weekday School is an allergy-safe school and nut-safe environment. Nuts and nut products are prohibited due to health considerations. One allowance is a child who is prescribed almond milk as a cow's milk substitute. Reading labels is an important preventative measure. Foods not prescribed to a child as a dairy substitute and containing an allergy statement that the product may contain tree nuts or peanuts will be immediately discarded. The allergy statement is typically located directly below the ingredient list.

BITING INCIDENTS

One of the most distressing reports parents can receive from school is that their child has been bitten. For a parent to be notified that his or her child bit and hurt another is often equally as emotional. Biting is common among older infants, toddlers, and twos and is often unavoidable when they are cared for in a group setting. SWS faculty will employ a range of strategies to manage biting incidents and to support children and families during this challenging phase of development:

- Teachers reserve their sternest reactions for hurtful behaviors such as biting. Teachers will comfort the bitten child and apply first aid just as with any other injury. Teachers will notify both parties of the incident.
- If biting continues, teachers will document time of day, whether the child was hungry (before lunch, before snack), location of incident, objects involved (competing for a toy, wanting another's food, etc.) to find a pattern. Teachers and/or administration will provide informational articles about biting in childcare. Families may be asked to conference with administration and teachers to discuss different strategies.
- When biting becomes excessive, it may become a health and safety concern.
 - After all previous steps have been tried by the staff members, if the child continues to bite routinely (three times in one day), the administrative staff will call the family to pick up the child for the remainder of the day.
 - When routine biting becomes chronic, it may require that a child be suspended from enrollment for a period of time. After a child is picked up twice for biting 3 times in one day, the child will be suspended for two consecutive days.
 - If the child returns to the center, continues to bite, and is endangering the other children, the family may be asked to provide a private pay paraprofessional to shadow the child. If a paraprofessional is not available to shadow the child due to excessive biting, the child may be terminated from the program.

SICK CHILD POLICY

Inevitably, children get sick from time to time. The average young child is sick between five and ten times annually. Childhood sickness is a usual part of growing into adolescence. Shandon Weekday School cannot provide appropriate care for even mildly ill children. Families can help protect their child(ren) by keeping us informed. Let us know if you observe signs of illnesses we should monitor or changes in your child's behavior. Tell us about circumstances, especially contagious illness, that may impact or affect your child. Every child's health affects the health of other children within the school. Open parental communication facilitates our commitment to maintaining the overall good health of our school families. Teachers should not accept a child who is ill into the class. Teachers with questions should consult the Director and/or Assistant Director. Plan for days your child is sick. Find a physician or clinic with hours suitable to your schedule. Know your employer's policies concerning absences required to care for a sick child. We will help by excluding children with certain signs of illness and inform you of any exposure your child may have had to a sick classmate.

CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD

Shandon Weekday School will exclude from our care a child with minor illness if one or more of the following conditions present. If your child is excluded, he or she may not return the following day.

- Uncomfortable participation in the program.
- Faculty, in their sole discretion, are unable to provide care without compromising the health, safety, or care of others.
- Temperature equal to or greater than 100° F.
- Symptoms of possible severe illness such as unusual lethargy, persistent crying, difficulty breathing or other symptoms of illness until medical evaluation permits inclusion in the facility (SWS Administration reserves the right to deny access even with a physician's statement).
- Two or more instances of diarrhea, increased fecal matter or water that is not contained by a diaper, or one instance of diarrhea when infectious diarrhea is present in a class; child must have regular bowel movement and be eating normal foods for readmission.
- One episode of vomiting in the previous 24 hours.
- Mouth sores with drooling.
- Hand, Foot, and Mouth Disease in Infants and Toddlers and in Twos if the two-year-old is still drooling or puts hands/toys in mouth regularly. All sores must be completely scabbed over.
- Rash with a fever until a physician determines the condition not to be a communicable disease.
- Purulent Conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow discharge until a physician examines and treatment administered for no fewer than 24 hours; conjunctivitis must respond to treatment for readmission.
- Scabies, Head Lice, or other infestation until 24 hours after treatment has been initiated and the child presents no symptoms (nits or rash) upon return.
- Tuberculosis, until a physician or public health official clears the child for inclusion.
- Impetigo, until 24 hours after initial treatment has been initiated.
- Streptococcal Pharyngitis (Strep) or ear infection, until 24 hours after initial treatment, AND the absence of fever for at least 24 hours without the assistance of medication.
- Pinworm infection, until 24 hours after initial treatment.
- Ringworm infection, until 48 hours after initial treatment; ringworm of the scalp will require an oral medication.
- Influenza, until 7 days after diagnosis
- Any child who has been under anesthesia for any reason (tubes, adenoids, etc.) cannot return until 24 hours after anesthesia has worn off.
- Any child cannot attend if the child requires a breathing treatment due to short term illness (croup, pneumonia, RSV, etc.).
- Chicken Pox, until all lesions have dried and crusted.
- Mumps, until nine days after onset of parotid gland swelling.
- Hepatitis. DHEC requires notification of any exposure to A, B or C.
- Respiratory Syncytial Virus (RSV), until 7 days after diagnosis. RSV is a respiratory virus, primarily of children aged less than two years and is spread by hand (touching), coughing, and sneezing. Infants and toddlers with RSV must show significant improvement and a physician's statement before inclusion.
- Abdominal pain not associated with bowel pattern, persistent or intermittent until evaluated by a physician.
- Constant, uncontrolled nasal discharge or frequent, uncontrolled cough, including croup and pneumonia.

SICK CHILD PROTOCOL

In the event a child presents with any of the listed symptoms requiring exclusion, we will immediately notify the child's parent(s) to arrange pick-up. The child will be placed in isolation with staff supervision. The parent or their designated adult must arrive within the hour of notification. Any additional hours will be billed at the rate of \$15. There will be no proration for partial hours. **If your child is excluded, he or she may not return the following day. Return following the 2nd day absent must have been 24-hour symptom-free without medication. A physician's authorization for re-admittance may be required.**

CENTER FOR DISEASE CONTROL AND PREVENTION

The Center for Disease Control and Prevention often announces health alerts for the benefit of public health. In the event Shandon Weekday School is impacted by an outbreak (i.e. Covid-19, hepatitis, influenza, etc.), we are required to report statistics to the South Carolina Department of Health and Environmental Control. Services to affected constituents may be suspended until the outbreak is deemed contained or resolved by a health professional or physician.

EMERGENCY PREPAREDNESS

EMERGENCY PHONE NUMBERS

Title/ Agency	Contact Name	Phone Number
Director (ALT: Asst. Director)	Ellen McDuffie (ALT: Traci Callahan)	
Emergency	n/a	911
Police (non-emergency)	n/a	803-545-3500
Fire (non-emergency)	n/a	803-545-3700
Poison Control	n/a	1-800-222-1222
Local Health Dept.	n/a	803-576-2980
DSS	Renee F. Alexander	
ABC Quality	n/a	1-800-876-2223
Evacuation Site	Shandon United Methodist Preschool & Kindergarten (ALT: St. Joseph's Catholic Church)	803-256-1498 (803-254-6736)

HAZARDOUS MATERIALS

Toxic substances are stored out of the reach of children and in a locked cabinet. Toxic substances or hazardous materials include, but are not limited to chemicals, cleaning products, disinfectant sprays, insecticides, and gasoline products.

The use of toxic substances is not used in our program when children are present. Toxic substances are stored out of the reach of children in a locked cabinet. Toxic substances/hazards are stored away from food and medication. Flammable materials are inaccessible to children and are stored in a separate building or away from high temperatures and ignition sources. No poisonous plants are allowed. Staff take appropriate measures to protect themselves against bodily fluids and other biological contaminants. Materials that come in contact with bodily fluids and/or any other biological contaminant are disposed of appropriately.

FIRE AND FIRE DRILLS

When the fire alarm is activated, teachers will have the children stop what they are doing and proceed directly to the exit designated on the FIRE ESCAPE PLAN posted on the classroom wall by the door.

Secondary evacuation procedures: If the primary exit for the room is inaccessible because of an emergency, the class is to exit through an alternate classroom door or the emergency egress windows. If the outside meeting point designated on the posted escape plan is unavailable because of an emergency, classes are to meet at one of the other three designated meeting areas: the Woodrow Street sidewalk, the Blossom Street sidewalk, or the playground. Teachers must take roll and check bathrooms to ensure all children are accounted for. Fire drills will be conducted once per month and may be either announced or unannounced. Conditions under which drill was

conducted (Time, date, length of time to clear building, current weather, etc.) will be recorded in a central log in the office. Emergency evacuation procedures are to be posted along with a map of the Center in each room.

- Rooms 107, 107B, 105, 109, 110, and 114 are to exit the building via the nearest exit (direct EXIT, if possible) and line up along the King Street fence in the playground.
- Rooms 104, 106, 108, 204, 205, and 207 are to leave the room's direct exit or via the Blossom Street exit across from the reception area, then line up on the Blossom Street sidewalk, then walk to the front lawn all the way to the edge of the fence. If upstairs comes down the Blossom Street stairs to Blossom Street door, keeping in mind younger students will be exiting this way as well.
- Room 103 is to leave via their direct exit and line up on the front lawn at the edge of the fence.
- Room 102 is to leave via the Woodrow Street exit and line up on the front lawn at the edge of the fence.
- Any class in the Youth House are to leave via the King Street door and go to the playground, remaining along the King Street fence inside the playground.

TORNADO AND TORNADO DRILLS

When the threat of a tornado or severe lightning is present or during a tornado drill, teachers will be instructed to have children assume tornado drill position in a downstairs hallway with no windows. Tornado drills must be conducted routinely every six months. Children will face the wall, backs to the hallway, head between knees to shield and protect their faces from flying debris. Teachers should remain calm at all times. Teachers must take roll and check bathrooms to ensure all children are accounted for. Each class's position in the hallway will be as close to its classroom as possible, without being near windows. Infants will take shelter in the hallway by the office of the Director of Children's Ministry in the Church building. Teachers are to instruct and practice each fall and spring for severe storm warnings. Conditions under which drill was conducted (time, date, length of time to clear building, current weather, etc.) will be recorded in a central log in the SWS office.

INTRUDER ALERT

If a dangerous person is in the SWS or Shandon Presbyterian Church building, the Sunday School Bell will sound. Upon the bell, teachers whose children are inside will take children into their rooms, close and lock the classroom doors, and move children to a location in the room which is not visible from the hallway window. Teachers will stay with children in rooms until the all-clear is given from a SWS or Church representative.

MEDICAL EMERGENCY

In case of a serious illness, injury, or unexplained loss of consciousness (not from known seizure episodes, for example), 911 will be called. Then the guardian or emergency contacts of the child will be called. All staff are to be trained at least once in CPR/First Aid and renew as needed.

If the illness is determined to be a heart attack based on first aid training, after 911 is called, a staff person will get the Church's defibrillator unit from the sanctuary (if upstairs class) or outside of Christian Educator's office (if downstairs) and begin using it on the affected person.

DSS reg 114-505 C (I)(a) states that our policies must include medical conditions under which emergency care and treatment is warranted:

Loss of consciousness, Semi consciousness, Breathing difficulties, Severe bleeding, Unequal pupils, Seizure, Neck or back injury, Continuous clear drainage from nose/ears after a blow to the head, Severe headache, Stiff neck or neck pain when head is moved, Hives that appear quickly, Very sick child who seems to getting worse

quickly, Repeated forceful vomiting, Vomiting blood, Severe abdominal pain that causes a child to double over, Abdominal pain after a blow to the abdomen, Possible broken bones, Shock.

GAS OR HAZARDOUS LEAK REQUIRING EVACUATION

The office staff will contact the church Business Administrator/Property Manager to turn off gas in the event of a leak. Children will be moved away from the site as quickly as possible. Teachers must take roll and check bathrooms to ensure all children are accounted for. The location of the hazardous material will determine the exit strategy from Shandon Presbyterian property.

Our emergency evacuation location is Shandon United Methodist Church, 3407 Devine Street, phone number (803) 256-8383. This is also the pick-up site for parents/guardians. The youngest children will be put onto buses first and transported to Shandon United Methodist Preschool and Kindergarten. The remaining children will begin walking ON DEVINE STREET towards Shandon United Methodist. If possible, the buses will come back to pick the remaining children up from where they are to transport them to Shandon United Methodist Church.

If Shandon United Methodist Church is not available for any reason, the above steps will be followed for evacuation to St. Joseph's Catholic Church and School.

POWER OUTAGE

The following questions will affect whether the facility must close due to power failure:

- Can SWS still serve lunch, or has lunch already been served?
- Can the classrooms be kept at a reasonable temperature (between 68 and 80, for at least four hours)
- Does the fire alarm still work?
- Will the power return before the back-up power source in the keypad security system ceases to function?

If all of the above conditions may be safely met and the center is able to function with a minimum of disruption, then the center will remain open. If, however, the above conditions are not reasonably achievable, the center will close, parents/guardians will be contacted, and children will be sent home. Staff must stay with children until they are safely gone from the center with a designated guardian. The SWS office staff will contact the church Business Administrator/Property Manager to turn off power if necessary.

WATER OUTAGE

If SWS experiences loss of water, the city will be called, the situation will be reported as an emergency, and the situation will be evaluated by the city's officials. The SWS office staff will contact the church Business Administrator/Property Manager to turn off water in the event of a leak. Since parts of the facility are on different water lines, parts of the facility may maintain use of sinks, toileting facilities, and drinking water.

If, however, this is not the case and the whole center and church are affected, SWS must close. If the evaluation results in more than an hour passing with no resolution, and if the whole facility is affected, the center will have to be closed, parents/guardians called, and children sent home. Staff will stay until their children are safely sent home. If the center must be evacuated, children and staff will move to Shandon United Methodist, as described in Gas or Hazardous Material Leak Requiring Evacuation. Teachers must take roll and check bathrooms to ensure all children are accounted for.

PHONE OUTAGE

The Business Office will call the phone provider and have them route the SWS phone calls to the Office Cell Phone. The fire alarm system is not reliant on a working telephone system, so it still functions when the phones are off-line.

INCLEMENT WEATHER

In case of a local emergency or inclement weather which makes travel hazardous (ice storm, snow, etc.), SWS will most likely follow Richland District One's closure recommendation.

The SWS reserves the right to evaluate the severity of the situation and close even if Richland One elects to remain open. Television stations will be called to broadcast any closure information. That information will also be recorded onto the SWS answering machine. Parents and teachers are to call the SWS number if the necessary information is not on television. Communication will also be made to parents/guardians via text and/or email, as available.

TERMINATION OF SERVICE

Childcare services may be terminated by Shandon Weekday School without notice or obligation if, in the sole judgment of the School, the parent or guardian:

Does not keep the child's records up to date (i.e., Immunization, etc.);

Fails to pay fees, charges, or any other amount owed the School in a proper and timely manner;

Fails to abide by rules, regulations, or policies established by the School as outlined in A Family Handbook;

Treats personnel of the School or Shandon Presbyterian Church in an unreasonable or abusive manner;

Engages in conduct that is improper or likely to endanger the welfare, safety, harmony, and/or reputation of Shandon Weekday School, Inc. or The Shandon Presbyterian Church, Inc.

Shandon Weekday School, Inc. is a non-profit 501 (c)(3) entity which exists to enable parents to be gainfully employed while children receive quality early care and education. SWS functions as an outreach to the community for the benefit of families and their early care and education needs.