



# ***FAMILY HANDBOOK***

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Shandon Weekday School, Inc.

607 Woodrow Street

Columbia, South Carolina 29205

803.799.8533

[ShandonWeekdaySchool.net](http://ShandonWeekdaySchool.net)

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*Preschool*

*After School*

*Summer Discovery*

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## GENERAL INFORMATION

LOCATION	TELEPHONE	WEBSITE	FEIN
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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

## 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 GRADERS)**

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.

## **PRESCHOOL, 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<sup>nd</sup> Friday in May
- After School Enrichment \$ 45.00 Annually Due 2<sup>nd</sup> Friday in August
- Summer Discovery (5K) \$ 125.00 Annually Due 2<sup>nd</sup> Friday in May
- Summer Discovery (grades 1 through 8) \$220.00 Annually Due 2<sup>nd</sup> 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.

## 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**

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.

### **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.

## **AFTER SCHOOL ENRICHMENT ARRIVAL (August - June)**

### **Bus Transportation**

After School students are picked up at their assigned schools at time of dismissal and transported to SWS by bus. 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.

## **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.

## **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 AND NEGLECT**

**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."**

## **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 visit Shandon Weekday School, we ask that you respect each child's and family's privacy.**

## **CLOTHING**

Children should wear washable play clothes appropriate to the season for comfort and convenience. 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 (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 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. 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](http://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](http://www.google.com).

## **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 summer-time 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.

## **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.**

## **TOILET TRAINING**

Toilet training is a developmental milestone. Several weeks of disposable diapers, wipes, and any necessary ointment/lotion must be provided by the parent(s)/guardian(s). Please label all supplies with your child's name.

Children enrolled or promoted as of the start of the summer program into a three-year-old room must be completely toilet trained to participate in any program offering.

## **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 juice intake to once per day in a serving size specified for the child's age group.
- We do not serve sugar-sweetened beverages.
- We serve milk to children age 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.

## **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.

## **CHILDREN WITH FOOD ALLERGIES**

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. (See Health) 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 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 / 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.

## **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. Parents 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.

## **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
- 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.



## HEALTH

### 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 or to the authorized adult designated on the child's emergency contact list if the parent 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.

### 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 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.
- Parent or Guardian must sign permission for administration of medication.
- Prescription medicines will be administered according to the label instructions.

## **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 glean a pattern.
  - administration will provide informational articles about biting in childcare.
  - Parents may be asked to conference with administration and teachers to discuss different strategies.

## **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 illness 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.

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:

- 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;
- 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), 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;
- 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;
- Influenza, until 7 days after diagnosis;
- Abdominal pain not associated with bowel pattern, persistent or intermittent until evaluated by a physician
- Constant, uncontrolled nasal discharge
- Frequent, uncontrolled cough

## **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. 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.

## **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.

## **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.