

PARENT HANDBOOK



**EARLY CHILDHOOD DEVELOPMENT CENTER
SERVING AGES 1-5**

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1. POLICY STATEMENT

We welcome you to Daniel Island Academy and are pleased that you have chosen to place your child in our care. This is a very important and impressionable time in your child's life, and we pledge to make the time your child spends with us enjoyable and productive.

PURPOSE OF THE POLICY STATEMENT

The intent of this handbook is to make you aware of Daniel Island Academy's policies and procedures. Please read this handbook carefully. The obligation of enforcing these Policies is placed primarily in our carefully selected and trained staff whose principle responsibility is to assure the safety and well-being of all children entrusted to our care. We do not expect this handbook to cover every circumstance but feel that it is as comprehensive as possible. It is the duty of the parents/guardians to know the policies as outlined in this book and to cooperate in their enforcement. We welcome any comments, questions, and/or suggestions for improvement.

PROGRAM GOALS & PHILOSOPHY

Our programs at Daniel Island Academy provide safe and secure learning environments. Our teachers believe that early childhood experiences are crucial ones for the child. To ensure that your child's needs are best met, we place a high emphasis on developmentally appropriate practices. With a careful mix of cognitive skills and developmental tasks, we sustain a relaxed -- but structured -- environment that stimulates curiosity and enthusiasm for learning. Children are divided into age groups allowing them to interact with others who are on a similar developmental level. Our teacher's well-rounded activities are designed to stimulate physical, social, emotional and cognitive growth. Throughout the year children are evaluated on their development and accomplishments. Each program focuses on hands-on active learning, with an interactive component between home and school. Learning centers include reading, writing, math, science, manipulative dramatic play, and creative expression. Self-help, problem solving, and critical thinking skills are emphasized.

CURRICULUM STATEMENT

"The Creative Curriculum® approach to teaching and learning balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests." (*The Creative Curriculum® 4th Edition*) Teachers at DIA "guide the children in literacy, math, science, social studies, the arts, and technology without neglecting children's social/emotional development."

Daniel Island Academy uses teachingstrategies.com; a curriculum based online system that integrates ongoing assessment with reporting, planning and parent communication. Not only does this process make assessment easier and less time consuming, it also gives you more freedom to become involved in the assessment process. All classrooms except the Mother's Morning Out program (MMO) are included in teachingstrategies.com.

Teachingstrategies.com is also a great resource for you! Parents can log-in to the online site to get up-to-date information concerning their child's development and assessment progress. Parents are also able to see copies of the classroom newsletter and lesson plans as well as communicate with teachers. For more information on the Creative Curriculum and teachingstrategies.com you can visit <http://www.teachingstrategies.com/>.

COMMUNICATION

Communicating with parents about school programs and each child's progress is very important. Therefore, we utilize several modes to ensure proper and timely communication. We encourage you to communicate any questions or improvement areas promptly to ensure each family's experience at Daniel Island Academy is a pleasant one.

DIA Parent Handbook: The DIA Parent Handbook is the primary method of communicating our school's policies. Please keep this handbook in a safe place and refer to it first when a question or concern arises. In our effort to publish the most complete and current resource, new information is added from time to time. Please refer to our website at www.danielislandacademy.com for the latest version of the DIA Parent Handbook.

Classroom Handbook: Your child's teacher will provide you with a handbook specific to their classroom that will include the teacher's background, classroom curriculum, daily classroom schedule, classroom procedures, and discipline and guidance information. Each age group will have a specific guideline and will differ from one another.

Parent Information Board: These boards are located outside of each classroom and include the daily schedule, weekly lesson plans, menu and themes, and the monthly newsletter.

Teacher Newsletters: A monthly newsletter will be posted outside each classroom outlining an overview of the class activities and important information during that month.

Room Parents: Each classroom has a volunteer Room Parent who will be your point of contact for your child's classroom. Teachers and Administration work closely with each Room Parent to ensure that communication to and from the school is conveyed and received in a timely manner. Please consider joining PADIA (the parent association).

Daily Report: Daily reports will be sent home for children in all programs via Tadpoles. This information is prepared by your child's teacher to inform you about the day's events.

Tadpoles: Keeping you involved with the school and your child's daily experiences has always been a priority of ours. Teachers can send photos and videos to give you a glimpse into your child's day! Teachers will also create a daily report for each child, in which includes menu selections, naps and activities. The parent app is available for Apple and Android devices, or online at www.tadpoles.com! Your child's information saved within their daily reports, photos and notes are visible within the parent app as well as emailed to you. The daily reports will keep you informed of the activities, learning experiences and care events for your child. You can also mark your child, directly from the app, as "out sick/on vacation", etc. or notify the teachers if they will be arriving at 9:30 or later. We consider all information captured within Tadpoles to be private communication between our school and families. No personal information is shared with any external parties. As a parent, you will only receive information specific to your child. The confidentiality of all information is maintained through the security features of the Tadpoles software.

Profile Pictures:

Photos are taken for your child's profile using a black background to keep things consistent. Red backgrounds are used for any children with allergies, etc. A "No Photo" caption is included for children that have opted out of DIA's media waiver.

Menu Section:

Indication of what your child has eaten for AM/PM snack and lunch with "Some", "Most", "All" or "None". Allergy restrictions are also noted with applicable students.

Pre-K Nap:

Nap time for Pre-K is always a fun challenge. If your child falls asleep, we will indicate it by putting in a start/end time. A notification will not be sent if your child did not take a nap.

Conferences: Parents of students in both Full-Day and Half-Day programs will have two formal parent / teacher conferences per school year to discuss each child's progress and accomplishments in the classroom. In addition to our formally scheduled conferences, parents may request a conference any time to discuss any concerns. Mother's Morning Out conferences will be scheduled at your request or as needed.

Home to School: You may communicate with teachers and administration through email, phone, scheduled conferences and Tadpoles. Please check the sign in/out clipboard located in each classroom daily for additional information. Each teacher's classroom handbook details specific preferences on methods of communication.

My Teaching Strategies serves as our curriculum management system for teachers and parents. This online tool provides lesson planning, assessment, developmental teaching ideas, and a universal means of communication between parents and teachers. In addition to planning for instruction, teachers can send pictures, observations, newsletters, and messages through this tool.

DIA website: The DIA website, www.danielislandacademy.com contains a wealth of useful and up to date information, including the most current version of the DIA Parent Handbook in the downloads & resources section.

Improvement Areas: Any questions, concerns, or suggestions relating to the operations of Daniel Island Academy can be addressed to the Academy Director, Kerry Nowosielski, kerry@danielislandacademy.com.

2. GENERAL INFORMATION

LOCATION

Daniel Island Academy LLC
300 Seven Farms Drive
Daniel Island, SC 29492
Web site: www.DanielIslandAcademy.com
E-mail: info@DanielIslandAcademy.com
Phone: 843.971.5961 • Fax:
843.375.2111

HOURS OF OPERATION

Daniel Island Academy is open 7:30 a.m. to 5:30 p.m. Monday – Friday

SERVICES & PROGRAMS

FULL DAY PRESCHOOL PROGRAMS

7:30 a.m. to 5:30 p.m., M-F

PLEASE NOTE: *FULL DAY provides up to 10 hours per day of care.*

- Full-Day 1's
- Full-Day 2's
- Full-Day 3's
- Full-Day 4's

Two FULL DAY Enrollment Options:

10 Month FULL DAY Enrollment Option (August – May)

The 10 Month Enrollment Option allows families to enjoy the benefits of a 10-month school year (August-May) with June and July off for a traditional summer recess. The "Summer of Discovery" program is available in June and July. FD 10-month families have the option of which weeks to attend. ****Applies only to Full Day 3 and Full Day 4****

12 Month FULL DAY Enrollment Option (August – July)

The 12 Month Enrollment Option provides year-round enrollment and includes our specialized summer programming, "Summer of Discovery."

****Switching your enrollment option (10 month and 12 month) must be done by January 1st ****

HALF-DAY PRESCHOOL PROGRAMS (9:00 a.m. to 12:00 p.m.)

- Half-Day 4 Preschool Monday through Friday

HALF DAY Enrollment:

HALF DAY Enrollment Period runs from August through May, and weekly "Summer of Discovery" HALF DAY camps are available during June and July.

LUNCH BUDDIES – Extend a HALF DAY

Lunch Buddies is a unique opportunity for students to interact with different ages during a 50-minute wholesome lunch and self-selected play time. It is popular for siblings to stay for Lunch Buddies and see each other at school.

This add-on to the HALF DAY 9 a.m. to 12 p.m. schedule provides 50 minutes of care plus lunch and is **available for \$10 per session and sold in cards of 10 visits each for \$100**. Parents may add Lunch Buddies daily; the reservation must be placed no later than 10:30 am so that the kitchen can have a head count. Any cancellations after that time will be charge

Lunch Buddy Cards are good for 10 visits. They are available at the front desk for \$100 and are required to participate in the Lunch Buddies program. Cards expire one year from date purchased.

SUMMER OF DISCOVERY

Each summer, Daniel Island Academy students will explore new concepts in an exciting and innovative format. Students will learn about a different curricula area within a school-wide theme each month. This is a wonderful way for children and teachers to explore exciting topics while engaging students within appropriate attention limits. Reservation forms will be available at the front desk and online at www.DanielIslandAcademy.com. Students new to DIA must satisfy the application and enrollment requirements as detailed in the DIA Parent Handbook to participate in this summer program. **Summer of Discovery is INCLUDED in the 12 Month Enrollment Option.**

ENRICHMENT PROGRAMS

DIA offers a wide variety of afternoon Enrichment Programs throughout the year. Programs are specifically designed to be developmentally appropriate for children ages 12 months to 5 years. PopFit Kids, Wee Little Arts, Miss Heidi's Tumble Time, Tech Savvy, and Engineering for Kids are examples of options that have been offered in the past. These activities are supplemental to your child's regular school schedule and operate within the DIA boundaries; typically, in the Multi-Purpose Room or open Half Day rooms. Full Day children will be escorted to and from classes, while parents of Half Day children must arrange their own transportation. Registration for Enrichment Program classes is by the session (Fall, Winter, Spring and Summer) and payment for programs is due at the time of enrollment. Classes will not be pro-rated for late enrollment. Enrollment forms for enrichment programs are available at the front desk.

PROFESSIONAL DEVELOPMENT SITE

Daniel Island Academy works in collaboration with local collegiate institutions such as College of Charleston, Charleston Southern, and Trident Technical College. We serve as a learning lab for students pursuing degrees in the field of early childhood education. College students have an opportunity to observe, participate, and plan appropriate activities within their assigned classroom.

DIA ADMINISTRATION CONTACTS

843-971-5961

Kerry Nowosielski, **Director** • ext. 203

kerry@danielislandacademy.com

Leigh Lightsey, **Business Mgr.** • ext. 207

leigh@danielislandacademy.com

Lindsay Savel, **Curriculum Specialist** • ext. 206

lindsay@danielislandacademy.com

Jenni Reidenbach, **Reference Point Coordinator**

jreidenbach@danielislandacademy.com

Lori Williams, **Accounting Mgr.** • ext. 204

lori@danielislandacademy.com

Na'Asia Robinson, **Front Desk Rep.** • ext. 201

naasia@danielislandacademy.com

Stacie Spaulding, **Front Desk Supervisor.** • ext. 202

stacie@danielislandacademy.com

Latasha Smith, **Food Service Mgr.** • ext. 208

lsmith@danielislandacademy.com

3. ADMISSIONS & REGISTRATION

ELIGIBILITY & ENROLLMENT

Applications for admission, available for download at www.DaniellIslandAcademy.com are accepted on a first-come, first-served basis. An initial non-refundable application fee of \$150.00 must accompany the application and acceptance into the program is not guaranteed. Daniel Island Academy does not discriminate based on race, color, religion, gender, or national origin. DIA complies with the ADA (American Disabilities Act). Part of the enrollment may include an interview with the school's Director or teacher(s). Parents are encouraged to bring their child to meet the staff and other children and to become familiar with the classroom and playground environment. There is an annual non-refundable reenrollment fee of \$75.00. The enrollment procedure is not valid unless all completed forms are accompanied with all applicable fees and tuition deposits. Failure to provide all necessary forms may result in an involuntary withdrawal. Enrollment Guarantees are due annually to ensure placement for the following year. Enrollment Guarantees are prepaid tuition and are exclusively applicable to the final two weeks' tuition for Full Day students or final month's tuition for Half Day students of the agreed enrollment period. Enrollment Guarantees become non-refundable 30 days after receipt or **following child's attendance start date**. Students that withdraw prior to the final two weeks (or month) of their agreed enrollment period will forfeit their Guaranteed Enrollment. Forms for enrollment in the next enrollment period are distributed before January to allow time for current students to secure their space for the upcoming school year before enrollment is open to the public.

WAIT LIST PROCEDURE

Wait list status is dependent upon the date of submission of an Enrollment Application, Enrollment Form, and application fee. Wait list preference is given to current students, siblings of current students and children of DIA employees. A current student is considered a child who is currently enrolled in another program and attends at least bi-monthly.

If your child is on the waiting list and you are notified of an available enrollment option and wish to guarantee the spot, you will have one business day* to accept the offer and then given two business days* to submit your guaranteed enrollment payment. If you accept, tuition payments will begin based on the current tuition schedule.

You may also elect to remain on the waiting list. **First Deferral** allows the student to remain in place. **Second Deferral** drops a student to the bottom of the waitlist. **Third Deferral** results in the student being taken off the waitlist completely. Full tuition payment is required to hold an available space in a classroom even if you choose to begin attending DIA later.

Valid and current contact information is the responsibility of the parent. DIA will not be held responsible for invalid contact information on the wait list.

TUITION & FEES

Please see Services & Programs section for explanation of Enrollment Options. Tuition invoices and statements are not mailed. The tuition schedule is available at the reception desk or online at www.DanielIslandAcademy.com. Tuition Statements for tax purposes may be obtained at the administration desk. Tuition will not be prorated. If the school is open for any day during a week, a full week of tuition will be charged to account.

- Acceptable methods of payment include: Check, Cash, and Automatic Bank Draft (ACH). DIA is an ABC Enhanced school and accepts ABC vouchers. **A \$25.00 NSF fee for EACH returned check or ACH account occurrence and will be applied along with the \$10.00 per day late fee as applicable.**
- **FULL DAY Bi-Weekly Tuition is due every other Monday as scheduled on the published Full Day Tuition Payment Schedule. Failure to pay by Wednesday of the week tuition is due will incur a late payment charge of \$10.00 per day, beginning on Thursday. Children will not be permitted to attend school if the account is not satisfied by Monday of the following week.**

- **HALF DAY Monthly Tuition is due in the middle of the preceding month, as scheduled on the published Half Day Tuition Payment Schedule. Tuition is paid for a full month only. There will be no pro-rated refunds for withdrawal. Failure to pay within 3 business days will incur a late payment charge of \$10.00 per day. Children will not be permitted to attend school if the account is not satisfied by the last day of the month the payment was due.**
- **A “friendly reminder” e-mail will go out to parents before noon on Wednesday or the third day that tuition is due to avoid a \$10.00 per day late fee. Failure to receive this email does not alter the due date of payment.**
- **Failure to meet tuition deadlines will result in involuntary withdrawal from Daniel Island Academy.**
- **Your next tuition payment will be credited first against any past due balance.**
- Lunch Buddies (an additional 50 minutes of care plus lunch for Half-Day programs) is available for \$10/session.
Lunch Buddies Cards are available at the front desk for \$100 and pre-pay 10 visits to Lunch Buddies. A Lunch Buddy Card is required for Lunch Buddies. Cancellations after 10:00 a.m. will be counted as utilized and charged.
- New students are required to submit a non-refundable application fee of \$150.00 and returning students are required to submit a \$75 re-enrollment fee for all programs in addition to the wait list or enrollment guarantee (last two weeks / month pre-paid tuition) based on their Enrollment Option.
- Subsidy students (ABC) are required to submit a non-refundable application fee of \$25.
- New student’s initial tuition is due at the time the start date is confirmed.
- Early or late drop-off, for Half-Day Pre-school must be approved in advance. Full-time care offers 10 consecutive hours per day.
- **HALF DAY students will automatically be placed in our Lunch Buddy program (from 12:00 p.m. - 12:50 p.m.) and charged a \$10.00 fee if not picked up by 12:00 p.m.**
- **Pick-up after 5:30 p.m. for Full Day Students and after 12:50 p.m. from Lunch Buddies for Half Day Students will result in a late fee of \$1.00 per minute.**
- **Enrollment Fees become non-refundable 30 days after receipt or following child’s attendance start date. All refunds will incur a \$10.00 processing fee. Students that withdraw, voluntarily or involuntarily, prior to the final 2 weeks (full day) and final month (half day) of their enrollment period will not receive the benefit or refund of their prepaid tuition.**
- Personal preference menu (as practical) may be allowed. A written request for this service must be submitted and will be considered. A \$20/week minimum fee will be charged if personal preference menu is accepted and approved.
- Student/Administrative record copies may be obtained only by written request. Attendance records (sign-in/sign-out logs) are not retained past the current school year. All privacy laws apply. A \$25 administrative fee plus a per page copy charge will be applied and must be accepted in writing prior to production of records. Payment must be received in advance prior to records being released. Please allow 30 days for record production from date of fee acknowledgement. Fees for requests from Court proceedings, Subpoenas or Attorneys will be handled on a case by case basis. Fee terms must be acknowledged in writing prior to document production. Payment must be received prior to document release. All Requests from legal proceedings will be referred to Daniel Island Academy’s corporate attorney. **No exceptions or waivers will be permitted.**
- You may request copies of your child’s attendance records at any time; however, we may maintain this information in various formats. We will respond in the format that you request if it is readily producible in that format. Requested copies made by you or on your behalf will be charged at a cost-based fee for providing the information. Your concurrence is required prior to production of requested information.

ENROLLMENT OPTION CHANGE

Families that wish to extend their enrollment option from the 10 Month to 12 Month may by completing a new Enrollment Option form and turned in by **January 1st**. The tuition account will be reconciled to ensure proper credits are applied.

Families that wish to shorten their enrollment option from the 12 Month Enrollment Option to the 10 Month Enrollment Option must do so by January 1. A new Enrollment Option form must be completed along with any applicable fees to initiate the change.

WITHDRAWAL

Two weeks written notice is required prior to the withdrawal of a full day child. Full tuition, for an additional two weeks, will be charged if such notice is not received. A written notice is required for HD students to withdraw. There will be no pro-rated refunds for withdrawal. A permanent withdrawal from HD or FD programs without immediate enrollment in another program will terminate your family's enrollment status in future programs. An application fee and tuition deposit will be required to re-enter the Academy. Tuition Deposits are a guarantee of enrollment and exclusively applicable to the final two weeks or month of the agreed enrollment period, therefore withdrawal prior to the completion of the current enrollment period terminates any future enrollment commitment.

TRANSPORTATION

Transportation to and from Daniel Island Academy is not available. Off-campus curriculum-based field trips require a separate, event specific permission slip. Children will be transported by their parents for field trips.

4. OPERATING POLICIES

FAMILY/STAFF COLLABORATIONS

The foundation of a successful program is a mutually supportive relationship between our staff and students' families. We encourage our families to visit during our hours of operation and to volunteer in the classroom if possible. Room Parents play an important role in our plan for success in each classroom. The center shall permit the parent of a child in carefree and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

CONFERENCES

Parents of students in both Full-Day and Half-Day programs will have two formal parent / teacher conferences each school year to discuss each child's progress and accomplishments in the classroom. In addition to our formally scheduled conferences, parents may request a conference any time to discuss concerns. Mother's Morning Out conferences will be scheduled at your request or as needed.

SIGN IN & SIGN OUT

Entry is only permitted through the secured lobby area of the building. Each child must be signed in and out every day at their classroom. We require that a member of the teaching staff recognizes your child's arrival and departure before leaving. Any special instructions for pickup should be noted on the sign-in sheet located in the classroom at the time of arrival, other relevant information should also be recorded on the classroom day sheet.

The classroom sign-in & sign-out sheet is utilized throughout the day along with head counts and transition sheets to account for the number of students present at all times. The teachers will have the classroom clipboard with them wherever they are. **Sign-in and sign-out protocols are state regulated and full compliance is required.**

DROP-OFF

Children and families will be greeted at the classroom door by one of the teachers, and the child will be welcomed into the room. We ask that your child be dropped off at school by 9:30 a.m. If your child needs to arrive later, on occasion, please notify your teacher ahead of time by entering a note in Tadpoles.

PICK-UP

Children will be released only to those persons whom you have given written permission on an official pick-up authorization form. To update your list, you must notify Daniel Island Academy by completing and signing a new pick-up authorization form or complete a temporary pick-up authorization form. Both forms are available at the administration desk. Each designated pick-up person must be able to display proper photo identification before taking the child.

VEHICLE IDLING

Vehicles must be turned off when dropping off and picking up children. Idling vehicles are harmful to the environment and especially our children.

ATTENDANCE

Please notify the office as early as possible regarding your child's absence (mark absent in Tadpoles app). We ask that all children arrive no later than 9:30am. If you will be bringing your child later than 9:30am, please contact the classroom through Tadpoles or by calling the school.

INCLEMENT WEATHER

Our policy is to remain open if it is safe. In the event of inclement weather that may require Daniel Island Academy to close, additional information will be posted on Facebook and Tadpoles. Tuition is non-refundable.

Weather that requires evacuation of the building will require you to pick up within an hour of notification. Please arrange a plan for childcare, especially during hurricane season. Ask in advance if your employer will provide on-site childcare during an emergency.

CHILD GUIDANCE (DISCIPLINE)

Discipline is the art of teaching appropriate behavior through problem solving with the child, re-direction, and role modeling by the teacher. Positive reinforcement helps children to develop self-discipline. We will treat children with dignity and set clear, consistent and fair limits for behavior. We view mistaken behaviors as learning opportunities. Limits of behavior considered inappropriate are hurting others, hurting themselves, damaging equipment or disturbing classroom activities. We do not allow any strategy that hurts, shames, or belittles a child. We do not permit any 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.

WE DO NOT PERMIT CORPORAL PUNISHMENT.

Significant behavior problems are observed and tracked by the teachers and if a pattern is established, a meeting with parents is held to develop consistent strategies for the child at home and school. Other professionals may be consulted for advice. If recurring problems continue, parents will be consulted to develop alternate strategies. As a last resort, the child's admission may be revoked or denied. Limits of behavior considered inappropriate are hurting others, hurting themselves, damaging equipment, or disrupting classroom activities.

Daniel Island Academy uses **Conscious Discipline** to build social and emotional skills and develop discipline within children. This program is research based that helps children learn to self-regulate, help make better choices, and empathize with others. Conscious Discipline builds stronger connections within the classroom, school, and family by teaching us to stay in control of our emotions and creating a safe environment for our children. This is the only program that integrates classroom management with social-emotional learning, uses everyday events as part of the schools established curriculum, and addresses the adult as well as the child.

CHILD ABUSE/NEGLECT

Daniel Island Academy is mandated by South Carolina Law to report suspected child abuse and neglect to local authorities.

CONFIDENTIALITY

Parents are assured that the staff maintains strict confidentiality in regard to the children and families we serve. When parents visit Daniel Island Academy, we ask that you respect each child and family's privacy. All files are kept in a locked filing cabinet in the Administration office.

CLOTHES

Children should wear washable play clothes for children's comfort and convenience. For safety, they are required to wear closed-toe play shoes (no sandals, please) and socks. All clothes should be identified per child. All children should have an extra set of clean clothing to be rotated as seasons change.

POTTY TRAINING

Potty training is a developmental milestone; it is our policy to work with the families on helping children achieve this goal. Children being potty-trained need at least six pairs of training pants. At least two week's (but no more than a month's) worth of diapers and wipes must be provided by the parents. Please label each with the child's name. Soiled clothing will be bagged as is and sent home for washing to prevent communicable diseases. All children should wear clothing that they can manage independently.

PHYSICAL ACTIVITY

DIA recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children, as well as assisting in establishing positive lifestyle habits for the future. All children will participate in indoor and outdoor play (weather-permitting), as exercise and physical movement are important curriculum components. All full day classrooms have two 45-min playground times, one in the morning and one in the afternoon. All half day classrooms have a 30-min playground time. Please dress your child in clothing that allows for free and safe movement. Also, sunscreen and insect spray should be provided, if desired. These items need to be labeled with your child's name. DIA does not provide sunscreen or insect spray due to allergies. If you feel as though your child is too sick to go outside, then he/she is too sick to be at school. We ask that your child remains at home until he/she is well enough to participate in all activities. (Media – TV, video and DVD - viewing and computer use are not permitted for children age 2 years and under)

TOYS

Daniel Island Academy 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 choking risks. Please do not send any type of toys to school.

NAPS

Nap time for pre-toddlers is scheduled on an individual basis. All other children rest after lunch, as it is developmentally appropriate. Cots are provided for naps, but bedding is not. DIA does provide nap bags, please make sure you can fit all nap items in this bag, we ask that you use only this bag in consideration of cubby space. Please provide a small cotton blanket and/or small sheet. One small comfort item may be brought if needed to help your child relax. Space is limited within the cubbies so please label each item with your child's name. Bedding must be taken home at the end of the week and returned to Daniel Island Academy. If bedding is soiled, during the week, it must be bagged as is, and sent home for washing to prevent communicable diseases.

BIRTHDAYS & HOLIDAYS

Birthdays and family celebrated holidays are fun to share with friends. If you choose to celebrate at school, please plan a date with your child's teacher in advance. No outside food is permitted to be brought into the school for birthday or holiday celebrations. Latex balloons are also not allowed. Therefore, we offer Birthday Packages for your child's entire class. Packages include a choice of different flavored cupcakes or our seasonal cupcake of the month, cheese and seasonal fruit, Mylar balloon, t-shirt, paper plates and napkins. Packages are pre-paid in advance and no refunds for absences. Please fill out a Birthday Package form at the Administration Desk.

MEALS, SNACKS & NUTRITION POLICY

FULL-DAY PRE-TODDLERS (12-24 mos.) For children that are not eating table food or using cups, parents must provide prepared baby food or bottles. All bottles must be plastic and covered and labeled with your child's first and last name. Please bring enough prepared bottles with formula or breast milk to last the entire day. You should also leave a can of formula in case of emergencies. Formula bottles and breast milk will be warmed in a container of warm water. You should bring a box of cereal and enough jars of food to last for one week. We prefer the new, soft plastic packaged foods. All opened liquid formula and non-factory sealed jar food will be discarded at the end of the day.

1. Policy Statement

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

Child Care Nutrition

DIA follows the childcare nutrition guidelines set forth by the USDA CACFP (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 at least 2 times a day
- ✓ We offer a vegetable other than white potatoes at least twice per day

Grains

- ✓ We serve whole grain foods at least twice a day
- ✓ We only use brown rice & whole grain pasta

Beverages

- ✓ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- ✓ We do not serve sugar sweetened beverages
- ✓ We serve only skim milk to children age 2 years and older

Fats and Sugars

- ✓ High fat meats, such as ground beef, bacon, and pork sausage, are served no more than once per month.
- ✓ Fried or pre-fried vegetables, including potatoes, are served no more than once per month.
- ✓ We limit sweet food items to no more than once per week.

Role of Staff in Nutrition Education

- ✓ Staff provides opportunities for children to learn about nutrition 1 time per week or more.
- ✓ Staff acts as role models for healthy eating in front of the children.

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

STAFF WILL NEVER USE FOOD AS A REWARD OR AS A PUNISHMENT.

MEALS & SNACKS FOR FULL-DAY STUDENTS

Mid-Morning Snack – Time determined by teacher

Lunch – 11:15 a.m. to 12:00 p.m.

Mid-Afternoon Snack - Time determined by teacher

MEALS & SNACKS FOR HALF-DAY CHILDREN

Mid-Morning Snack – Time determined by teacher

Lunch Buddies is available for Half Day Preschool for an additional \$10 daily fee.

See Tuition & Fees

2. Weekly Menus

DIA's weekly menus are carefully planned to follow childcare nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All our childcare menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are written weekly to include fresh seasonal items.

3. Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

Daniel Island Academy is a nut-safe environment. Peanut products are prohibited due to health considerations.

DANIEL ISLAND ACADEMY IS AN ALLERGY-SAFE SCHOOL

As a preventative measure – **NO FOOD MAY BE BROUGHT INTO THE SCHOOL.**

Allergy menus will be provided as practical from the regular menu items. Any food accommodation special purchases will require a weekly fee to be determined by the Food Service Manager.

Personal preference menu (as practical and within DIA guidelines) may be allowed. A written request for this service must be submitted and will be considered. A menu will be written at the Food Service Manager's discretion, as deemed practical with time restraints and fairness to the staff and other students. A minimum of \$20/week will be charged. This fee may vary by type of request and food to be obtained.

* **ALLERGY STATEMENT:** Reading labels is an important preventative for allergies.

Foods containing an allergy statement which may contain tree nuts or peanuts will be immediately discarded. The allergy statement is located directly below the ingredient list. Our staff is trained to identify safe food products. Thank you for your cooperation!

TERMINATION OF SERVICE

Childcare services may be terminated by Daniel Island Academy if, in the sole judgment of the Academy, the parent or guardian:

- Does not submit **ALL** completed paperwork and initial tuition payment by scheduled due date on the tuition payment schedule for the start of the respective school year.
- Does not keep the child's records up to date, including immunization records. **Daniel Island Academy does not accept medical or religious immunization exemptions.**
- Fails to pay fees, charges or any other amount owed to the Academy in a proper and timely manner.
- Keeps the child out without making proper arrangements with the Director.
- Fails to abide by the Rules and Regulations established by DIA as outlined in this handbook.
- Treats the personnel or employees of the Academy in an unreasonable or abusive manner.
- Engages in conduct that is improper or likely to endanger the welfare, safety, harmony, and/or reputation of Daniel Island Academy, LLC or its members.
- See Child Guidance

5. HEALTH

IMMUNIZATION

All children are required to have a current physical exam for admission and to update this annually. All children are required to have a Certificate of Immunization prior to admission. **Daniel Island Academy does not accept medical or religious immunization exemptions.** The "DATE FOR NEXT IMMUNIZATION" section on the Certificate of Immunization of Day Care Centers will show the next time your child is due for shots. Your child may attend DIA for no more than one month after the "DATE FOR NEXT IMMUNIZATION" without obtaining a new certificate. Department of Health and Environmental Control will monitor our facilities to see that each child has a certificate. Accidents, injuries or illness that may require professional medical treatment will be immediately reported to you or the individual designated on your emergency card. Written reports on major or minor accidents will be provided. Daniel Island Academy is not responsible for any accident expenses that occur on school property. Only medication prescribed by the child's physician and labeled with the child's name on the prescription label will be administered. We will not administer medication from a previous illness or medication that is over two weeks old. All medication will only be given with a written consent from the child's doctor. Parents must fill out medication forms completely. Children with allergies or other special needs requiring individual attention will be admitted on a case-by-case basis, to be determined by the Director.

REQUIRED STANDARDS OF IMMUNIZATION FOR DAY CARE ATTENDANCE

Minimum Immunization Requirements for Day Care Attendance

Pursuant to Section 44-29-180 of South Carolina State Law, children less than six years of 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 for K4 and younger must present to the day care facility (or school if the program is in a school setting) a South Carolina Certificate of Immunization (DHEC form 2740), 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).

*Certificate Expires Date: Child/Student may attend day care or school for no more than one month from this date.

**Immunization Requirements for Child Day Care Attendance and School Entry are published by DHEC each January.

ALLERGIES & SPECIAL NEEDS

Children with allergies and/or other special needs requiring individual attention are required to complete additional paperwork specific to their needs as a condition of enrollment. There will be a charge of \$12.25/monthly for milk alternatives.

Authorization for Medication

Daniel Island Academy will administer medication to your child only if it is authorized by a physician. Any prescription medication needs to be in its original package with the prescription label on it. Any non-prescription medication needs to be accompanied with specific administration directions and the physician's signature. Forms are available at the front desk and require a parental signature.

Handwashing

Handwashing is the single most important means of preventing the spread of infection and germs. Staff, children and classroom visitors must wash hands with soap and warm water minimally at the following times.

- Upon arrival
- Before and after eating a meal/snack
- After diapering and toilet
- After contact with bodily fluids
- After sneezing
- After blowing nose or putting hands in mouth
- After coming indoors from the playground
- Before and after sand or water play
- Before and after messy play

SICK CHILD POLICY

Children do get sick from time to time, inevitably. The average young child is sick between five and 10 times per year. This is a normal part of growing up. Unfortunately, we are not able to provide appropriate care for sick children, even mildly ill children.

You can help by keeping us informed - Let us know if you see any signs of illness we should watch or any changes in the way your child is acting. Also, tell us about the things that happened at home that might affect your child. We need to know if your child has been exposed to a contagious illness.

Your child's health affects the health of other children. The more we know, the more we can help to keep all the children in our care well. Please have a plan for days your child becomes sick. Find a doctor or clinic that has hours that meet your needs. Find out your employer's rules on missing work if your child is sick.

Prepare yourself now for when your child is sick.

You may need to:

- Take time from work
- Prearrange a plan with your authorized pick up persons.

How we will help:

- We will follow good hand washing rules (i.e. before & after bathroom breaks, changing diapers, and handling food).
- We will follow the health policies we have set.
- We will keep the facility clean and sanitized
- We will sanitize toys and other objects that spread germs.
- Each day, we will observe your child's behavior while in our care. If your child shows any signs of illness, we will tell you about them.
- We will exclude children with certain signs of illness.
- We will also tell you if your child is exposed to an illness in our program.

CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD

Daniel Island Academy will be required to exclude from our care a child with minor illness if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in the program;
- Staff is unable to provide adequate care to mildly ill children without compromising the health and safety of other children
- The child has any of the following conditions:

Temperature: oral temperature of 101 F or greater, auxiliary (armpit) 100 F or greater; rectal temperature 100.6 F or greater; accompanied by behavior changes or other signs or symptoms of illness – until medical evaluation indicates inclusion in the facility, or the absence of fever for at least 24 hours without the assistance of medication. (We only take auxiliary (armpit) temperatures at Daniel Island Academy).

Symptoms of Possible Severe Illness: such as unusual lethargy, persistent crying, difficulty breathing, or other unusual signs – until medical evaluation indicates inclusion. Uncontrolled diarrhea, or increased number of stools, or increased stool water, or decreased form that is not contained by the diaper or toilet use; or one episode when a known infectious diarrhea disease is present at the Academy – until diarrhea stops or physician determines it to be non-communicable and the child is not in danger of dehydration.

Vomiting illness: Two or more episodes of vomiting in the previous 24-hours, or one vomiting episode when a known virus is present at the Academy – until vomiting resolves or physician determines it to be non-communicable.

Mouth sores with drooling: unless a physician determines the condition as non-infectious.

Rash with a fever, or a behavior change: until a physician determines it is not a communicable disease.

Purulent Conjunctivitis (pink eye): defined as pink or red conjunctiva with white or yellow discharge – until evaluation and treated for 24 hours.

Scabies, Head Lice, or other Infestation: until 24 hours after treatment has been initiated.

Tuberculosis: until physician or health official states child can attend facility.

Impetigo: until 24 hours after initial treatment has been initiated.

Streptococcal Pharyngitis: until 24 hours after initial treatment, and no fever for 24 hours.

Pinworm infection: until 24 hours after initial treatment.

Ringworm infection: until 48 hours after initial treatment.

Chicken pox: until ALL lesions have dried and crusted.

Mumps: until nine days after onset of parotid gland swelling.

Hepatitis: If your child has been exposed to A, B or C, DHEC regulations state that we must be notified immediately. Health officials must be notified of all exposures.

RSV: Respiratory Syncytial Virus is an upper respiratory disease, primarily of children under two years old, and is spread by hand and secretion contact. There is very little air component in this disease's transmission. Infants and young children with RSV positive disease and bronchiolitis must have significant improvement in symptoms and a physician's statement before returning to the school.

Abdominal pain: persistent or intermittent, not associated with bowel pattern – until evaluated.

A child shall be excluded from the Academy if it has been determined by the local health official or physician that the child is contributing to the transmission of the illness during an identified outbreak of any communicable illness at the facility.

PROCEDURES FOR SICK CHILDREN

If your child develops any of these symptoms, we shall notify you immediately to pick up your child. Your child will be placed in isolation until you arrive with staff supervision. We ask that you or your designated person come within the hour of our call. Any additional hours will be a fee of \$13.50 per hour. You will receive a form at the front desk for your physician or health care provider to complete for re-admittance as required by Daniel Island Academy.

Your child cannot return to school until they are **symptom free for more than 24 hours without the assistance of medicine.** For example, if your child has had a fever and they are sent home they cannot return the next day.



Parental Consent & Acknowledgement Form

The following paragraphs are statements of understanding. Please read and initial each section, and sign at the bottom.

Walking Field Trip Permission

I give permission for my child to go for walks off Daniel Island Academy grounds. I understand that the walks will be under the supervision of adult members of the Daniel Island Academy staff. Walks will occur year-round, weather permitting.

Initial: _____

Voluntary Media Waiver

I hereby grant and give to Daniel Island Academy, its successors and assigns the right to use, and to permit others to use, photographs, voice or image on a video tape or other sound and/ or visual recording device, with or without my child's name, both singly and in conjunction with other persons or objects, for any and all purposes including, but not limited to, private or public presentations on radio, television, or in public places, and advertising, publicly and promotion relating thereto.

I warrant that I have the right to authorize the foregoing uses and do hereby agree to hold Daniel Island Academy harmless of and from any and all liability of whatever nature which may arise out of or result from such uses. I waive all claims for compensation for such damages.

Initial: _____

Guidance (Discipline) Policy

We believe that discipline is the art of teaching appropriate behavior through problem solving with the child, re-direction, and role modeling by the teacher. We will treat children with dignity and set clear, consistent, and fair limits for behavior. We view mistaken behaviors as learning opportunities. Limits of behavior considered inappropriate are hurting others, hurting themselves, damaging equipment, or disturbing classroom activities. We do not allow any strategy that hurts, shames, or belittles a child. We do not permit any 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.

WE DO NOT PERMIT CORPORAL PUNISHMENT

Significant behavior problems are observed and tracked by the teachers and when we can establish a pattern, we meet with the parents to develop strategies consistent for the child at home and at school. Other professionals may be consulted to develop alternate strategies. As a last resort, the child's admission may be denied.

Daniel Island Academy is mandated by South Carolina Law to report suspected child abuse and neglect to local authorities.

Initial: _____

Parent Handbook Acknowledgement

DIA reserves the right to modify the Parent Handbook. The DIA Parent Handbook is available for download and review at: http://danielislandacademy.com/downloadable_forms.html. The DIA Parent Handbook is available at the front desk upon request.

I have read, understand, and agree to fully abide by Daniel Island Academy's policies and procedures contained in the handbook. I further acknowledge that failure to comply with these policies and procedures may result in my child's/children's dismissal from Daniel Island Academy.

Parents' Association of Daniel Island Academy (PADIA)

I hereby grant and give Daniel Island Academy permission to share my contact information with PADIA for the purpose of receiving social and other relevant information regarding PADIA events and activities.

Initial: _____

Reference Point Information Manual Acknowledgment

The Reference Point Information Manual is available for download and review at <http://www.danielislandacademy.com/curriculum/reference-point.html>

I have read and understand the Reference Point Information Manual.

Initial: _____

Immunizations

Daniel Island Academy DOES NOT accept medical or religious immunization exemptions.

Initial: _____

Child: _____ Parent or Guardian: _____
Signature: _____ Date: _____



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