



Preschool & Extended Care Program

2018 – 2019

Parent Handbook

Holy Trinity Episcopal Day School

193 Old Greenville Highway
Clemson, South Carolina 29631

School: 864-654-0298

Church: 864-654-5071

Fax: 864-654-5066

Tax ID: 57-0515031

SC Child Care Registration # 23844

School Website: **www.holytrinityclemson.org**

National Association of Episcopal Schools, Member - www.NAES.org

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sign & turn in to Director

Introduction

This booklet is prepared for you, the parents/guardians of the children who will be coming to our Day School. You have been offered this booklet to read so that you will understand our program, its objectives, and procedures.

Your interest and participation in the program will prove very beneficial to both you and your children. When parents/guardians and staff work closely together to guide your child's learning experience, it will be a happy, meaningful adventure. Thank you for giving us the privilege of working with your children, helping to guide their first steps in the climb to maturity and spiritual growth.

Mission Statement

The Episcopal Day School is a ministry of Holy Trinity Parish that prepares pre-primary children of the community for their future by loving and teaching them in a Christian environment.

The school's mission shall be pursued with the Constitution of, and canon law established by, the Episcopal Church in the United States of America and the Diocese of Upper South Carolina.

As part of the Holy Trinity Episcopal Church community, we welcome you to come and worship on Sunday mornings.

Curriculum

The theological basis for the curriculum is that truth comes from God. For this reason God is present in all the school activities. As a Church School, it will help each student to understand that knowledge and service of God and humankind lie at the heart of wisdom; and to see faith in God as the unifying force which relates each person lovingly to the home and the world.

The award winning Get Set for School Pre-K curriculum will be newly introduced for the 2018-2019 school year. This researched-based curriculum features three complete programs: Readiness & Writing, Language & Literacy, and Numbers & Math.

Our program is designed to provide preschool students with a strong, developmentally appropriate academic foundation, emphasizing motor and language development, and the social skills necessary to be happy and well-adjusted young learners. Classroom activities are planned to promote not only skills, but also the desire to learn through encouraging exploration and understanding of our world. Students are exposed to a broad base of information through a multitude of hands-on-experiences, including music, foreign language(s), field trips and other creative forms of expression. Each class age group is affectionately named for a group of birds. Our 4-year old class is called the *Red Birds*, the 3-year old classes are called the *Yellow Birds*, and 2-year old classes are the *Blue Birds*. In addition to our classes, an optional extended care program is offered.

School begins at 9:00 a.m. At 9:15 we gather together for chapel led by the Director. Once a week, a minister or the Family Ministry Coordinator will conduct chapel.

Episcopal Day School | 2018-2019 CALENDAR

<p>15, 16, 17 Teacher Workdays</p> <p>17 Meet the Teachers Drop in from 10:00a.m.-12:00p.m.</p> <p>20 Student Orientation *see Orientation Schedule for details*</p> <p>21 First Day of School Regular Schedule & Extended Care Begin</p>	<table border="1"> <thead> <tr> <th colspan="7">AUGUST '18</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	AUGUST '18							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1"> <thead> <tr> <th colspan="7">JANUARY '19</th> </tr> <tr> <th>Su</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	JANUARY '19							Su	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>1 New Year's Holiday</p> <p>21 M.L. King Holiday</p> <p>31 Tentative Teacher Workday Professional Learning Day SCECA Conference</p>														
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<p>DATE LEGEND</p> <ul style="list-style-type: none"> First & Last Days of School Teacher Workday - students do not attend Holiday - School is closed Parent-Teacher Conferences No School/Students do not attend Special Program - No Classes or Care ★ Inclement Weather Make-up Day ○ ONLY 9:00a.m.-12:00p.m. School Day Half-Day 12:00 Dismissal/Closing 	<p>Holy Trinity Episcopal Church EPISCOPAL DAY SCHOOL 193 Old Greenville Highway Clemson, SC 29631</p> <p>Phone: (864) 654-0298 Fax: (864) 654-5066 E-Mail: swatkins@holyltrinityclemson.org Website: www.holyltrinityclemson.org</p> <p>School Closing Information: WYFF-4, WSPA-7, FOX-21</p>	<table border="1"> <thead> <tr> <th colspan="7">JUNE '19</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JUNE '19							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>3, 4 Teacher Workdays</p>																																																								
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Student Orientation Schedule

- 5-Day 2K 9:30 a.m.-10:30 a.m. (drop-off at classroom door 9:25-9:30)
- 2-Day 2K 11:00 a.m.-12:00 p.m. (drop-off at classroom door 10:55-11:00)
- 3-Day 2K 11:00 a.m.-12:00 p.m. (drop-off at classroom door 10:55-11:00)
- 3-Day 3K 9:30 a.m.-12:00 p.m. (drop-off at classroom door 9:25-9:30)
- 5-Day 3K 9:30 a.m.-12:00 p.m. (drop off at classroom door 9:25-9:30)
- 5-Day 4K 9:30 a.m.-12:00 a.m. (drop off at classroom door 9:25-9:30)

Day School Board

2018 - 2019

The Episcopal Day School of Holy Trinity Parish operates under the direct auspices of the Rector, Wardens and Vestry of Holy Trinity Church, which delegate responsibility and authority to the Director of the Day School. Feel free to request the contact information for any member, at any time. Input to the Board is always welcome and is essential to the success of the program. The Board meets monthly during the school year. The following are current members of the Day School Board:

Senior Warden & Vestry Representative	Hap Wheeler
Chairperson & Vestry Representative	Cary Kaye
Parish Representative	Scooty Burch
Parish Representative	Mike Cauley
Parish Representative	Claiborne Linvill
Parish Representative	Carolyn Wheeler
Headmaster/Ex-Officio	Rev. Suzanne Cate
Director/ Ex-Officio	Suzanne Watkins

To provide a forum for communication and feedback, and to provide advice and counsel to the Director on new initiatives, the Board will consult regularly with the **Parent Advisory Council (PAC)**. The group will consist of one Board member, one teacher, two parents (acting as Chairperson and Co-Chairperson, and parent committees (formed as needed). PAC will meet monthly and give reports on their areas of responsibility. They will assist the Director and Day School Board with the planning and implementation of special projects and programs. PAC will also discuss and make recommendations on any issues or concerns voiced by the parents or teachers. If you are interested in serving on the Council, contact the Director or PAC Chairperson.

Staff

2018 - 2019

Director Suzanne Watkins swatkins@holymtrinityclmson.org

**Headmaster
& Rector** Reverend Suzanne Cate scate@holymtrinityclmson.org

5-Day 4K Class – “Red Birds”

Lead Teacher: Susan Nash RedBirds4k@gmail.com

Assistant Teacher: *To Be Announced*

5-Day 3 Year Old Class - “Yellow Birds”

Lead Teacher: Lauren Russell lmeeks23@yahoo.com

Assistant Teacher: Tameron Blanding

3-Day 3 Year Old Class - “Yellow Birds”

Lead Teacher: Gini Duncan gini.duncan@aol.com

Assistant Teacher: Suzette Andrus

2-Day, 3-Day & 5-Day 2 Year Old Classes - “Blue Birds”

Lead Teacher: Laura Jameson lauramjameson@yahoo.com

Assistant Teacher: *To Be Announced*

Creative Movement

Teacher: Gini Duncan giniduncan@aol.com

Music

Teacher: Suzette Andrus rsandrus@bellsouth.net

Spanish

Teacher: Lauren Russell lmeeks23@yahoo.com

Early Morning Care

Teachers: Laura Jameson lauramjameson@yahoo.com
To Be Announced

After School Care

Lead Providers: Susan Nash - MTuWTh RedBirds4k@gmail.com
Laura Jameson - F lauramjameson@yahoo.com

Assistant Provider: Laura Jameson
Amy Rawls

Bookkeeper Lynne Farmer

Preschool Policies

Admission

The Episcopal Day School offers classes for 2, 3, and 4 year olds.

2018-2019

Entrance Requirements

Birthdates

2 Year Olds	Blue Birds	09/02/2015 - 09/01/2016
3 Year Olds	Yellow Birds	09/02/2014 - 09/01/2015
4 Year Olds	Red Birds	09/02/2013 – 09/01/2014

(Classes are subject to change due to needs.)

Children must be toilet trained prior to entrance to all 3 year old and 4 year old classes. Toilet Trained children need to be able to wear underwear to school (not a diaper or pull-up).

Registration

In-house registration for 2019-2020 School Year will be held in January 2019.

Children of communicant families of Holy Trinity and currently enrolled children will be given top priority. The next priority is brothers and sisters of children currently enrolled and then other interested families.

The REGISTRATION FEE is to be paid at the time of registration. An advance tuition payment equal to the monthly tuition rate is required to be paid by April 30 for currently enrolled families and within 30 days of acceptance for new students; however, not later than August 1. This advance tuition payment is one's financial commitment to hold a child's place until school begins and will be credited toward Annual Tuition. Registration fees and advance tuition are non-refundable.

Tuition

Annual Tuition is prorated on an eleven-payment basis. The advance tuition deposit is the first payment. Tuition is due in full, by the 15th of the month, regardless of days attended, inclement weather, health, or absences. **Tuition is due on the 15th of the month, August through May. The first monthly payment is due on August 15th. Invoices will begin being emailed monthly in September.** There will be a \$20 late fee added to your bill for any payment made later than the 15th.

2017-2018 PROGRAMS	DAYS ATTENDING	CLASS HOURS	MONTHLY TUITION RATE	ANNUAL TUITION
2-Day Blue Birds 2 Year Olds	Tues/Thurs	9a.m.-12p.m.	\$119	\$1309
3-Day Blue Birds 2 Year Olds	Mon/Wed/Fri	9a.m.-12p.m.	\$158	\$1738
5-Day Blue Birds 2 Year Olds	Mon - Fri	9a.m.-12p.m.	\$237	\$2607
3-Day Yellow Birds 3 Year Olds	Mon/Wed/Fri	9a.m.-12p.m.	\$158	\$1738
5-Day Yellow Birds 3 Year Olds	Mon - Fri	9a.m.-12p.m.	\$237	\$2607
5-Day Red Birds 4 Year Olds	Mon - Fri	9a.m.-12p.m.	\$237	\$2607

Annual tuition and extended care fees are used to pay for our program expenses, operating expenses, and staff expenses.

Program Expenses include:

- classroom art supplies
- teaching and learning material
- cleaning supplies
- special programs and field trips

*Examples of some of these special activities include:

Music once a week
Creative Movement once a week
Spanish once a week (3K & 4K Classes Only)
TRI-ART programs at the Clemson University Brooks Center for the Performing Arts
Daily Chapel
October - Clemson Fire Dept visit for Fire Prevention Month
November - Stone Soup Celebration
December - Christmas Program
March - International Week
April – Music Week
June - School Closing Ceremony

Operating Expenses include:

- utilities, building usage, and repairs
- office supplies, equipment, furniture, and playground maintenance
- NAES membership fees & insurance
- child care compliance fees and insurance

Staff Expenses include:

- staff salaries
- payroll expenses
- substitute pay
- training and workshops
- custodial services

Extended Care

Extended Care is offered to children enrolled in classes on the days they are in attendance. Space may be limited, so it is only guaranteed to scheduled users who have signed-up ahead of time.

Full Time Option: Children who are enrolled in a class meeting five days per week can stay full time on school days, from 7:30 a.m. to 5:30 p.m., for an annual fee of \$5,787. This Full Time Option covers class tuition and Extended Care fees. It is prorated on an eleven-payment basis. The advance tuition deposit is the first payment. The remaining ten payments are due on the 15th of the month, August through May, at the rate of \$555 per month. There will be a \$20 late fee added to your bill for any payment made later than the 15th of the month.

Early Morning Care: Block A (7:30 - 8:45 a.m.) costs \$18.00 per day of the week enrolled, per month. This fee is in addition to monthly tuition. (Example: If your child enrolls in Early Morning Care 5 days per week each month, the cost is \$90 per month in addition to regular monthly tuition.)

After School Care is available in two different blocks of time. Block B (12:00 - 2:00 p.m.) costs \$29.00 per day of the week enrolled, per month. This fee is in addition to monthly tuition. Block C (2:00 - 5:30 p.m.) costs \$49.00 per day of the week enrolled, per month. This fee is in addition to monthly tuition.

After School Care includes time for children to have lunch, playtime and rest/nap. Parents/ Guardians of children enrolled in After School Care must supply a ready-to-eat lunch (does not require heating or cooling by the school) each day, a small waterproof/ washable vinyl rest mat and a small blanket to be kept at school and used during rest/nap time. Other, optional rest time materials may include a fitted rest mat sheet or king size pillow case (to cover the vinyl mat), a very small pillow, and a little stuffed animal. All rest time materials must fit within a XL Zip Lock Big Bag, supplied by the school. Optional items or large rest mats that do not fit inside the provided bag cannot be kept at school due to limitations of storage space. Rest mats will be cleaned by the After School Care Providers at least weekly, or as needed. Blankets and other bedding materials will be sent home at the end of each week for parents/guardians to wash and return at the beginning of the following week. Please label all items. It is the parent's/guardian's responsibility to replace a child's rest mat when it develops a hole, rips or tears.

As-Needed Extended Care

Parents/Guardians who desire **Extended Care on an as-needed** basis may sign-up at least one day in advance for an additional daily fee, if space is available. As-Needed Fees are: Block A - \$6.75 per day, Block B - \$10.50 per day, Block C - \$15.75 per day. As-Needed Extended Care will be billed along with the following month's tuition.

Drop-Off and Pick-Up

Safety: Cell phones should not be in use during drop-off and pick-up times. Never leave a child alone in a vehicle. It takes less than a second for an accident to happen. Children are not allowed to run inside the school or church buildings and should be accompanied by an adult at all times. Children are also not allowed to walk or run in the parking lot by themselves. Please hold your child's hand while walking in the parking lot.

Drop-Off: Please drop off your child between 8:45 and 9:00 a.m. Your child will interrupt his/her class and miss important activities if he/she arrives after 9:00 a.m. Because children arriving earlier than 8:45 interfere with the teacher's ability to set up the classroom properly, they will be placed into Early Morning Care, and parents/guardians will be charged accordingly. If you arrive between 8:45 and 9:00 a.m. and a staff member is not at the parking lot to assist your child from the car, you may wait for a staff member to come or park your vehicle in a parking space and walk your child to his/her classroom. Children are not allowed to enter the building alone and cars are not to be left in the car pool lane.

If your child is enrolled in Early Morning Care, you must bring him/her into the Extended Care room (also the 2K classroom) and sign your child in. Parents/guardians should enter through the playground gate directly beside the Extended Care room and ring the doorbell. Please note that all doors will be kept locked during Early Morning Care.

Late Arrival: For safety purposes, the main door will be locked at 9:00 a.m. If you arrive late, you will need to ring the doorbell and wait until a staff member is available to come open the door. You will then need to escort your child into the building and to his/her teacher. Please be respectful of our worship time during Chapel, from 9:15–9:35 a.m., during which the door will not be answered.

Late Arrival continued: Students are expected to arrive by 9:00 a.m. Parents/Guardians of children who arrive after 9:35 a.m. should provide a written note explaining the reason for late arrival and if possible notify the teacher or Director in advance. Children must be present for the majority of morning class time in order to participate in after school activities, classes, programs and Extended Care, unless prior approval has been given by the Director. Therefore if prior approval has not been given, a child will not be accepted after 10:00 a.m. Continued tardiness may require a meeting with the child's teacher and/or the Director.

Pick-Up: Children are dismissed at 12:00 noon, with the exception of children enrolled in After School Extended Care. Please do not pick up your child early from school, so as not to disrupt the program. If you find it necessary to pick up your child early, be certain to send a written note and bring it to the attention of a teacher.

When picking up children from After School Extended Care, please note that all doors will be kept locked. Parents/guardians should enter through the playground gate directly beside the Extended Care room. **The School closes at 5:30 p.m. Parents/Guardians and adults approved to pick-up children must arrive before 5:30 p.m. to allow adequate time to collect the child's belongings, sign-out and exit the building or playground by 5:30 p.m. Departure after 5:30 p.m. is "Late Pick-Up" and will result in a late charge.**

Children will be released only to a parent/guardian or an adult listed on the Pick-Up Authorization form, unless a teacher or the Director has received written authorization on a Daily Pick Up Permission Slip from a parent/guardian (dated and signed) stating otherwise. Permission slips are available in classrooms and in the office for this purpose. Please understand that verbal instructions alone cannot be honored. All people picking up children need to be 18 years of age or older.

In the event that a person, who has not been listed on the appropriate authorization/permission form, unexpectedly must pick up a child, a parent/guardian must send written notification by email *and* call the school office to provide the person's name and telephone number. The person will also be required to state the code word that has been provided on school paperwork and provide proof of identification with a photo ID. Teachers cannot release children to anyone that does not meet the conditions as stated in this "Pick-Up" section above.

Intoxicated/Impaired Child Pick-Up: To ensure that no child is allowed to leave the Episcopal Day School in the custody of a person who is in a physical condition which may prevent him/her from assuring the child's welfare the following policy will be enforced.

Policy:

1. Any parent or other person who is authorized to pick-up a child enrolled in the Episcopal Day School and comes to the school intoxicated or in an impaired physical condition which may prevent him/her from assuring the child's welfare will not be allowed to pick-up a child.
2. In the event that a parent or other authorized person arrives at the Episcopal Day School while intoxicated or in an impaired condition, staff will use their best judgment in determining if he/she is in a condition which may prevent him/her from assuring the child's welfare.
3. Should it be determined that the person is in a condition that prevents him/her from assuring the child's welfare, staff will:
 - a. Make alternative arrangements for child pick-up, including, attempting to contact another person on the child's Pick-Up Authorization Form.
 - 1) If the intoxicated/ impaired person takes the child, local law enforcement will be immediately notified and provided with information such as a description of the person's vehicle and the parent/child's address.
 - b. Notify the following individual(s) in writing:
 - 1) The parent(s) of the child (if they are not the ones who are intoxicated or impaired)
 - 2) The intoxicated/impaired person and spouse;
 - 3) Parents of other children the person has been authorized to pick-up;
 - 4) Appropriate Holy Trinity Episcopal Day School staff and/or appropriate Holy Trinity Episcopal Parish staff/employees.
4. For any parent or other authorized person who arrives at the Episcopal Day School in an intoxicated or physically impaired condition to pick up an enrolled child, the following will occur:
 - a. One written warning;
 - b. Removal from the list of individuals authorized to pick up a child after the second occurrence.
5. The Episcopal Day School Director, or if he/she is not present, the person in charge, is authorized to carry out the directives of this policy.

Late Pick-Up: Children must be picked up promptly at their scheduled times. A late charge of \$1.00 per minute after 12:10 p.m., 2:10 p.m. for students enrolled in Block B Care, or 5:30 p.m. for Block C Extended Care will be assessed and added to your tuition bill. Repeated incidents of late pick-up from Extended Care may result in removal from this optional program.

Carpools

Please inform the school office of any carpools during the first week of school so that we may compile a list, which will help during dismissal.

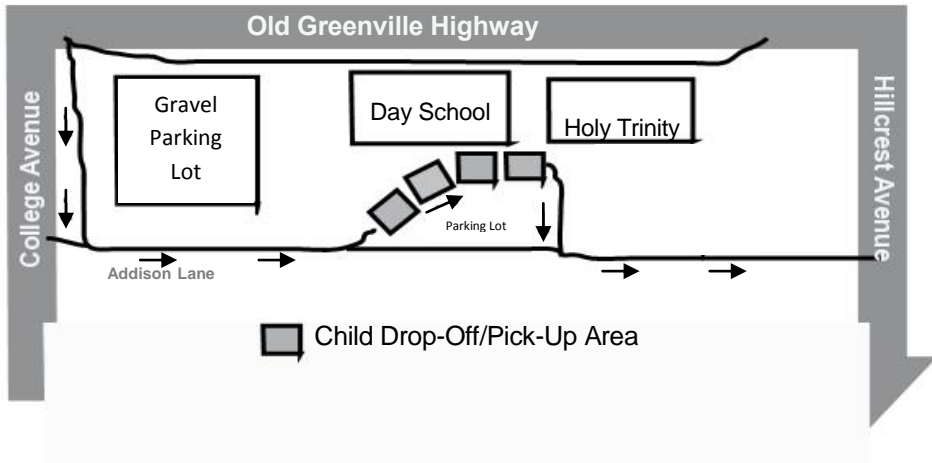
Traffic Pattern

In order to keep the flow of traffic as smooth as possible, please follow these guidelines. The streets in front of and in back of Holy Trinity and the Day School are both one-way, going the same way. Therefore, all traffic will enter either from College Avenue or Old Greenville Highway and exit continuing in the same direction.

***Drop-off and pick-up for the Day School is located in the back parking lot. ALL Day School Traffic should proceed down the street behind Holy Trinity, into the back parking lot where the Day School sign is located. At pick-up, parents/guardians who walk or choose to park their vehicles must be seated in the courtyard area below the bell tower and wait for a staff member to bring their child to them. Vehicles should be parked in the back parking lot. Please see the diagram below. If you need to come in to talk with staff, no matter how briefly, please park your vehicle so that other vehicles can continue in line**

Car Line Pick-Up and Drop-Off

Pull-up a car length past the steps, so that three to four vehicles can be accommodated safely. Stay in your vehicle. Once you are in one of the *Drop-Off/Pick-Up spaces*, place your vehicle in park and a staff member will assist your child into the vehicle; then you may buckle your child into his/her car seat. It is the parents/guardians responsibility to make sure that their child is securely fastened into the car seat or booster seat. This understandably can take a bit of time, so please be considerate and pull up out of the line to make sure your child is safe and secure.



Student Tracking

Teachers are responsible for ensuring that an accurate written daily record is maintained, accounting for the presence of each child in the group they are supervising. The record(s) shall include the child's name and the times the child enters and exits the school premises or a vehicle, such as on a field trip.

- 1) The Early Morning Care (EMC) provider will require and make sure that each parent/guardian or adult dropping off a child signs the child in and notes the time of arrival. The EMC provider will document the time when early morning care ends and children leave to begin their school day in their designated classrooms.
- 2) The Lead Teacher of each classroom will document the time when children arrive in his/her classroom at the beginning of the school day. Parents /Guardians, as well as teachers escorting children from EMC or the carpool line, must make sure the Lead Teacher of the classroom is aware of the time when a child enters the room.
- 3) A teacher will document the time when children are dismissed at the end of the school day and leave from his/her classroom.
- 4) A teacher will document the time each child arrives for After School Care (ASC) in the room where they are having lunch.
- 5) An ASC provider will require and make sure that a parent/guardian or authorized adult sign-out the child he/she is picking up from ASC.
- 6) During field trips, walking or vehicle transportation, a teacher of each class will take:
 - a. First Aid Kit
 - b. Emergency Information & Consent forms of each child
 - c. Field Trip Transportation Authorization forms for each child
 - d. An on/off checklist with each child's name that accounts for the loading/departure and unloading/arrival of children at every location, the departure/arrival times, and group assignment details that include each drivers name and names of the children he/she is transporting.
- 7) Teachers will constantly take head counts, especially at transition times, to assure that all children are accounted for.

Supervision

Children will be closely supervised at all times by qualified staff members. This means a staff member is physically near, readily accessible and aware of the ongoing activity. This policy is in place to make sure the staff member can intervene in each activity, as needed.

The school may provisionally employ a person in order to comply with South Carolina laws and regulations when an unexpected vacancy occurs. A person who is provisionally employed must be directly supervised by a non-provisionally employed person at all times when providing direct care to children.

Clothing and Possessions

All clothing (jackets, sweaters, shirts, etc.) should be marked with your child's initials or name, with either labels or permanent ink. Your child should be dressed comfortably and appropriate to the season, and in clothing he/she can independently manage in the bathroom or allows his/her diaper to be changed easily. **All children enrolled in 3 or 4 year old classes must be toilet trained and are not to wear diapers or pull-ups to school.** School staff members do not accompany or take care of a child in the bathroom once he/she has become familiar with the process. Occasional accidents are expected, and can be managed. During the first week of school, please send a set of clothing in zip-lock bag clearly marked with your child's name to be kept at school. Include underwear, socks, long and short pants, long and short sleeved shirts and possibly shoes. We understand that accidents will happen. Also, there are projects which may leave clothes stained. While we try to help the children protect their clothing, this cannot be assured. Clothes which are too good to risk stains should not be worn to school. **Children are required to wear closed toe shoes** that allow them to run, jump, climb and play actively. **Cowboy boots, crocs and flip flops are not to be worn at school**, as they are all especially problematic and dangerous during Creative Movement and on the playground.

Toys should not be brought in to school, unless requested by a teacher for a sharing day. Your child's teacher may designate sharing days throughout the year. Sharing with others is an important part of the child's development. He/she must learn, however, to wisely choose that which he/she brings. Please help your child select items that will add to the learning atmosphere of the classroom, and clearly mark them with the child's name. Children should never bring toy guns, holsters or other toy "weapons" to school. Such items, or other items that cause a distraction/disruption, will not be allowed in the classroom and will be kept in the office until picked up by a parent/guardian.

Health

A current **South Carolina Certificate of Immunization, Medical Exemption, or Religious Exemption** is required for a child to be enrolled in the program and must be kept up to date thereafter. This certificate is available only from a doctor or a health clinic. A completed, up-to-date certificate is required for your child before his/her first day of school. State law mandates that any child who does not have current immunizations be excluded from school until they are up to date (unless an appropriate exemption has been provided).

When to keep your child at home:

- 1) If a child shows signs of illness (such as nausea, vomiting, diarrhea, or fever) the evening before or during the night, do not send the child to school even if symptoms are gone in the morning. He/she must be fever free for 24 HOURS before attending school. Do not administer a fever reducing medication and send your child to school.
- 2) If he/she has an axillary temperature (armpit) over 99.4°F, temporal artery temperature (forehead) over 100°F, or oral temperature over 100°F. A child must be fever-free/symptom free for 24 hours, without taking any fever reducing medication, before returning to school.
- 3) If he/she has a heavy nasal discharge
- 4) If he/she has a constant cough
- 5) If he/she has skin or eye irritation
- 6) If he/she is vomiting or has diarrhea
- 7) If he/she has impetigo, lice or other communicable disorders.
- 8) If he/she is fussy, cranky, unusually tired and/or generally not him or herself.
- 9) If he/she has symptoms of a possible communicable disease: sniffles, reddened eyes, sore throat, headache or abdominal pain plus a fever.
- 10) If he/she has unidentified rash.
- 11) Until he/she has taken antibiotics for at least 24 hours.*

*Exception: If a child is taking antibiotic for an ear infection, is not running a temperature, and can function comfortably in a classroom, he/she may come to school with a doctor's note.

When to keep your child at home continued...

If a child displays any of the above symptoms while at school, it may then be required that the parent/guardian is called and the child be picked up within 1 hour. If a parent/guardian cannot be reached, an emergency contact person will be called to pick-up the child. While waiting to be picked up, the child will stay in the school office or be removed from activities and interactions with other children while waiting in the classroom. Once symptoms and fever have subsided for a period of 24 hours, without taking fever reducing medication, the child may then return to school. The school reserves the right to request a written statement from the parent/guardian or child's doctor to insure the child's illness is no longer contagious or causing a health risk to others.

If your child is not well enough to cope with the day's activities, including outdoor play, he/she needs to remain at home. It is important that you notify the school of the reason for your child's absences, especially if your child should develop a contagious condition/communicable disease, so that other parents/guardians can be informed. For additional information, refer to the DHEC Childcare Exclusion List; however, understand that our school's policies specified here prevail over DHEC exclusion specifications.

It is essential that the school have current emergency contact telephone numbers on file where either parent/guardian can be reached in the event of sickness or accident. An Emergency Information & Consent Form is required for you to complete and return before your child's first day of school. Notify us immediately in writing whenever there are any changes to this information during the school year. In the case of any minor injury, an accident report form will be sent home with your child.

Medicine may be administered at school only upon the receipt of written instructions provided on a school Permission to Administer Medication form, completed by either the parent/guardian or the child's doctor. The form for this purpose is available in the school office, in classrooms, and on the school website. In addition, you are to hand the medication directly to the child's teacher with the completed permission form, providing a written explanation as to how it is to be administered. **Do not send any medication with your child, in his/her backpack or lunch box. All medicine must be left in the care of a teacher to be placed in a locked cabinet.**

Allergies

If your child has allergies (food, medicine, insect bites, etc.), please inform and speak to your child's teacher about the severity of the allergy before school begins. **If your child has a serious health condition or allergy, make sure to schedule a meeting the teacher and Director before school begins. All children with serious allergies must have an *Allergy Action Plan* on file at school.** These plans will be placed on the locked cabinet in each classroom in order to provide immediate access to life-saving information regarding individual student allergies.

Our school Allergy Policy is that peanut products and nut products are not allowed in snacks or in lunches. Dependent on the severity of other types of food allergens that are present, the specific allergens may or may not be allowed in snacks and lunches. Sharing of lunches will not be permitted. When possible during snack and lunch times, children with food allergies will be seated away from those who have allergen products. Hand washing and sanitizing of tables will occur regularly.

Emergency Medical Care

In the event that a child requires emergency medical care, 911 will be called. Then, a parent/guardian or emergency contact will be called to inform them of the child's symptoms and where the child will be transported for medical care. Unless otherwise determined or stated at the time of emergency, children will be transported by Emergency Medical Services (EMS) to Oconee Medical Center for emergency care. At all times, at least one staff member on site will be trained in CPR/First Aid and he/she will render aid until emergency personnel arrive. A staff member will take the child's emergency medical information form to the hospital and remain with the child until his/her parent/guardian or emergency contact person arrives.

Hand Washing Policy

Hand washing is the single most important means of preventing the spread of infection and germs. It is required that staff and children wash their hands when they enter the classroom in the morning, as well as upon returning from the playground, walking outside or any other activity outside of the school. We ask that parents/guardians help us keep the hand washing policy in effect by assisting and/or encouraging their child to wash hands first when entering the classroom.

At a minimum all staff, visitor's and volunteer's hands shall be washed:

- Upon arrival at the school
- Before serving food
- Before and after assisting a child with eating
- Before and after toileting
- After assisting a child with wiping nose
- After assisting a child with toileting or diapering
- After contact with bodily fluids
- After cleaning and/or after using cleaning materials
- After contact with animals
- After administering medication
- After being outside of the school on the playground, on a walk, on a field trip, or any other activity outside of the school
- After removing disposable medical gloves, for any purpose

At a minimum all children's hands shall be washed:

- Upon arrival at the school
- Before and after eating
- After toileting and diapering
- After contact with bodily fluids
- After wiping nose
- After being outside of the school on the playground, on a walk, on a field trip, or any other activity outside of the school

Discipline Policy

Discipline can be a positive experience for children to help them learn self-control. Discipline techniques used include, but are not limited to, praise for accomplishments and/or cooperation, active listening by teachers to help a child identify his/her feelings and begin to solve his/her own problems, modification of the environment to encourage or discourage certain behaviors, ignoring of some behaviors with the intent to not reinforce the inappropriate behavior, redirection, intervention, calm-down time and consistently enforcing consequences for certain behaviors in order for the child to learn responsibility for his/her actions.

Children, who hurt themselves or others, interfere with the work of others, refuse to acknowledge or comply with a request, or ignore safety rules are reminded of the school's acceptable behavioral standards. If they continue to disregard this reminder, they may be asked to have calm-down time, which means sitting, by themselves in the room where the other children are, either on a chair or on the floor, for a prescribed period of time typically the amount of minutes that is equal to the child's age. This is a period of reflection for the child after the child has been told why he/she is sitting out. When the prescribed period of time has elapsed, the child is asked to explain why he has been asked to have a time out. If he/she does not understand, the child and the teacher discuss the problem. This procedure is followed both inside and outside on the playground. If there is a serious problem, the parents/guardians will be asked to meet with the staff. If we cannot reach a solution together, the parents/guardians may be required to remove the child from our program.

Because biting is especially dangerous due to the spread of germs and possible spread of disease, each incident will be addressed and dealt with on an individual basis. Biting incidents will result in the child being removed from the activity, playground, and/or classroom for the remainder of the activity time. The child will be made aware of the seriousness of the situation. A written report will be sent home to the parents/guardians of the children involved. Parents/Guardians may be required to remove the child from school for the remainder of the school day. If the behavior persists, the parents/guardians may be required to remove the child from our program. Behaviors that threaten the physical well-being and safety of others will not be allowed, and must be handled accordingly.

No child shall be subjected to any form of corporal punishment, handled roughly, or confined in any way. Children may be restrained if they are a direct threat to themselves or others.

Snacks

All parents/guardians will be asked to provide a nutritious morning snack, approximately once a month, for their child's class. Healthy snacks between meals are necessary to maintain the calories and nutrients young children need for growth and development. A monthly Snack Calendar will be sent home at the beginning of each month. A special basket/bag for snack will be sent home with your child the school day before it is your turn to provide snack. Included in the basket will be Snack Guidelines and the Snack Calendar listing who is to bring snack for the class on each school day. Please return the filled basket to the teacher when you arrive for school. The snack should be ready to be served when you get to school; i.e., cut in bite-size pieces; and include enough portions for each child and teacher in the class. When possible, please allow your child to choose and help prepare the snack. ***Due to the severity of peanut/nut allergies, please DO NO SEND ANY PRODUCTS containing NUTS.*** Nutritious snacks with low salt, low sugar and low fat are encouraged. The closer to nature a food is, the healthier a choice it will be. Families with children in after school Extended Care will also be responsible for providing a nutritious afternoon snack for the group, occasionally.

Your child's day to celebrate his/her **birthday** at school will be indicated on the Snack Calendar for which you may provide a special snack. It is recommended that you consider substituting traditional birthday treats with similar options; i.e., muffins instead of cupcakes, oatmeal cookies instead of sugar cookies, or even low sugar recipes (however, foods containing artificial sweeteners are not advised). Please refrain from providing other party favors, i.e. hats, balloons, etc. Individual birthday party invitations and thank you notes may only be handed out at school if ALL children in the class are included.

Library Policy

Your child will have a designated library day and will be bringing home library books for one-week periods. Please help your child to remember to return them on time, since he/she will not be able to check out new books until previous ones are returned.

\$ Book Replacement - If a book is lost or severely damaged, a \$15.00 fee will be billed to cover the cost of the book. Payment of the fee will allow your child to continue to participate in the Library program.

Help your child to take care of the books by:

1. Keeping it in a safe place away from younger siblings & pets.
2. Having clean hands when reading.
3. Turning pages gently and from the top right corner.
4. Returning damaged books to school to be repaired (we have special book-mending tape).

You can help to develop listening and thinking skills by occasionally stopping to ask “what do you think will happen next.” At the end, ask some questions about the story and “what did you like best?” Have fun reading often with your child.

Reimbursement Policy

The registration fee is only refundable upon written request, if a child has not been offered acceptance to a class by September 1, 2018. The registration fee is not refundable for any other reason(s).

The advance tuition deposit is only refundable if the applicant is able to provide a written request with all the following items attached by June 30, 2018:

(1) written validation of a job change, (2) proof of relocation over 30 miles from the Episcopal Day School.

Emergency and Disaster Plans

Although disasters are unlikely, it is important that we have a plan in place and are prepared should an emergency occur. Each child will receive training concerning emergency evacuation procedures.

Shortly after school begins, we will have a practice fire drill. Evacuation routes are posted in each classroom. Fire drills will be held on a monthly basis. Drills for lockdowns and for disasters (such as tornados) will be held at least every 6 months. As this may be upsetting to your child, it would be helpful if you could reassure and talk with your child if he/she appears upset or frightened. We will inform you in advance of fire and weather drills.

In the event that an emergency occurs, such as a fire or major water leak, that requires us to leave our building; children and staff will evacuate the building and meet at the grassed parking area where the front steps of Trinity Place used to be located. If it is determined that children and staff will not be able to return to their classrooms for the remainder of the day, they will be relocated to the church narthex and/or sanctuary. Parents/Guardians or emergency contacts will be contacted to be made aware of the situation and to pick up their children. If care for children is possible in the alternate location, a parent/guardian/emergency contact may authorize that care be provided for the remainder of the day.

In a situation that requires shelter within our building, like a tornado, children and staff will take shelter in the basement.

In the event that an emergency occurs requiring that staff and children to leave the property and relocate "off-site," they will walk to University Lutheran Church at 111 Sloan St. in Clemson. A parent/guardian or emergency contact will be contacted to be made aware of the situation and to pick up their children immediately.

If it is necessary to evacuate the City of Clemson, in case of chemical spill, nuclear event, etc., our destination will be communicated with a parent/guardian/emergency contact. Please go directly to the destination site since we will evacuate immediately in an emergency.

Inclement Weather Policy

The School will be closed whenever Pickens County schools are closed for inclement weather. **If Pickens County is on a 1 hour delay, the Day School will open at 9:00 a.m. If Pickens County is on a 2 hour delay, the Day School will open at 10 a.m. There is NO Early Morning Care if Pickens County is on a delayed schedule. A parent/guardian/emergency contact person will be contact by phone if the school must close early due to inclement weather. Closings and delays will attempt to be broadcasted on local news channels: WYFF 4 and/or WSPA 7, listed as “Clemson Episcopal Day School,” and/or Fox Carolina 21 listed as “Holy Trinity Episcopal Day School.”** The Day School will have up to two “Inclement Weather Make-Up Days” that coincide with the make-up days of Pickens County, if Pickens County School District decides/announces that days need to be made up. The two possible “Inclement Weather Make-Up Days” are noted on the school calendar.

Field Trips

Field trips are a key component of our school instruction that enrich and expand the curriculum. They make subjects more relevant and broaden the learning experience.

Special arrangements will be made for transportation on field trips such as vehicles of staff and/or volunteers, or walking. Parents/guardians are often invited to chaperone and drive on trips, although limited space (or limited tickets for Brooks Center Tri-Art Performances) may restrict how many may chaperones will be accepted/allowed to participate in the field trip. As required by DSS, each volunteer driver needs to provide a current Driver’s License, a FBI SLED report and Central Registry Check. This requirement is for the safety of all the children, so we truly appreciate your help in providing this information to assist us on field trips.

The children will be assigned a vehicle and will remain with the assigned group throughout the entire trip. All children must be secured in a child safety seat at all times. It is the parent’s/guardian’s responsibility to provide a suitable safety seat, labeled with the child’s name. If a child does not have a safety seat, the child will not be able to go on the field trip. There will be a first aid kit and emergency information for each child in the vehicle. Additional information about field trip procedures is provided within the Student Tracking section of this handbook.

Newsletter

A monthly newsletter will be emailed to school parents and posted on the school website at the beginning of each month listing upcoming events, dates of planned fire drills or tornado drills, and other important dates. Please note the “Important Dates” section and mark your calendar accordingly. The Lead Teacher of each class will prepare classroom news and send it to their class’ parents at the beginning of the month, also.

Scholarship Fund

The Scholarship Assistance Program at Episcopal Day School has been established in an effort to ensure that no child is restricted from attending classes based on financial need. Scholarship funds are limited and financial assistance is determined by number and needs of qualifying applicants.

Families interested in possible financial assistance for the upcoming 2019-2020 School Year should apply as follows:

1. **January 1, 2019 – April 1, 2019** Complete the Application for Scholarship Assistance for the 2019-2020 School Year and submit to the School Director.
2. **By May 1, 2019** Submit a copy of your 2018 income tax return, two recent check stubs, and any additional verification of the circumstances listed on the application such as medical or educational expenses.
3. There is no guarantee of assistance for future school years. Scholarship assistance requests must be completed annually.
4. Families who receive scholarship assistance are required to participate in at least two fundraising activities during the school year.

Please note that applicants may submit requests at other times during the year, if their financial situation changes or they are enrolling mid-year; however, scholarship funds may or may not be available. The Rector or School Director may be contacted for more information.

Multiple Student Discount

A portion of the Scholarship Fund for 2018-2019 will be used to provide a Sibling Discount to families with multiple students attending the Day School. Families with two (2) or more children attending the Day School can receive a \$10 discount off monthly tuition for the second and subsequent children.

Parent/Guardian-Staff Relations

Both the home and the school play important roles in the education of a child. Neither can work efficiently without the understanding, support and assistance of the other. Please do not hesitate to ask questions or discuss issues that may puzzle or concern you. Your child's interests and needs are best served when we work together as a team with open lines of communication. Your communication helps us understand and plan for your child. Regular parent/guardian conferences are scheduled both in the fall and spring. We will discuss your child's needs and progress during these conferences. Other conferences may be scheduled either upon a parent's/guardian's or school staff member's request.

Whenever you have a concern regarding your child; first talk with your child's teacher, and then the Day School Director, the Rector, the chairperson of the Parent Advisory Council, and the Chairperson of the Day School Board, in succession, until the concern has been addressed to your satisfaction. If you have messages for a school staff member, please provide them in writing. They may be handed to the person receiving the children during drop-off. It is difficult for one to remember verbal messages, particularly if they are relayed at arrival or dismissal time.

Many opportunities are provided during the school year for parents/guardians to visit and be involved at the school. You are welcome to observe in your child's classroom, as long as your presence is not disruptive and/or distracting. Speak with your child's Lead Teacher in advance to arrange an appropriate observation time. If you would like to volunteer, please contact your child's Lead Teacher, the PAC Chairperson, or Director. We encourage every parent/guardian to provide input and be involved in the school program in a way that is best for him/her.

Episcopal Day School

2018-2019 Parent Handbook Acknowledgement

Child's Name _____

By signing below, you acknowledge that as the parent/guardian of the child named above, you:

- 1) Have read and understand the policies and procedures outlined in the 2018-2019 Parent Handbook.
- 2) Agree to comply with the policies contained in the 2018-2019 Parent Handbook.
- 3) Understand that the school reserves the right to change policies and procedures at any time with or without advance notice.
- 4) Agree to read and understand any revisions or changes made to the 2018-2019 Parent Handbook in the future.
- 5) Understand that the 2018-2019 Parent Handbook is intended only as a general reference and is not intended to cover every situation that may arise at Holy Trinity Episcopal Day School.
- 6) Understand that any questions regarding the 2018-2019 Parent Handbook can be discussed with the Director.

Parent's/Guardian's Name – *please print*

Parent's/Guardian's Signature

Date