



EPISCOPAL DAY SCHOOL

Holy Trinity Episcopal Parish · Clemson · SC



**Preschool & Extended Care Program**

# **2020 – 2021 Handbook**

# **Holy Trinity Episcopal Day School**

193 Old Greenville Highway  
Clemson, South Carolina 29631

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Tax ID: 57-0515031

SC Child Care Registration # 23844

School Website: **[www.holytrinityclemson.org](http://www.holytrinityclemson.org)**

National Association of Episcopal Schools, Member - [www.NAES.org](http://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 provided 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.

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

## **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.

## **Non-Discrimination Policy**

The Episcopal Day School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities made available to students at the school. The school does not discriminate on the basis of race, color national, or ethnic origin in administration of its educational policies, admission policies, hiring policies, scholarship program, and other school-administered programs.

# 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 is proudly used at our school. 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.

# Day School Board

**2020 - 2021**

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, as of July 2020.

Senior Warden	Bill McDaniel
Chairperson & Vestry Representative	Shannon Quattlebaum
Vestry Representative	John Warner
Parish Representative	Sheliah Durham
Parish Representative	Sally Morrell
Parish Representative	Betty Snowden
Headmaster/Ex-Officio	Rev. Suzanne Cate
Acting Director/ Ex-Officio	Lauren Russell

## Parent Advisory Council

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 two parents (acting as Chairperson and Co-Chairperson, parent committees (formed as needed), and ideally one Board Member and one Teacher. 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 fundraising, special projects and programs. PAC will also discuss and make recommendations on any issues or concerns voiced by the parents or teachers.

# Staff

**2020 - 2021**

**Acting Director**

Lauren Russell

lrussell@holytrinityclemson.org

**Headmaster**

**& Rector**

Reverend Suzanne Cate

scate@holytrinityclemson.org

**5-Day 4K Class – “Red Birds”**

Lead Teacher: Susan Nash

RedBirds4k@gmail.com

Assistant Teacher: Carol Durham

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

Lead Teacher: Gini Duncan

gini.duncan@aol.com

Assistant Teacher: Kathy Olive

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

Lead Teacher: Gini Duncan

gini.duncan@aol.com

Assistant Teacher: Kathy Olive

**Creative Movement**

Teacher: Gini Duncan giniduncan@aol.com

**Music**

Teacher: Suzette Andrus 3dayyb@gmail.com

**Spanish**

Teacher: Lauren Russell

**Early Morning Care**

Providers: Susan Nash RedBirds4k@gmail.com

**After School Care**

Lead Providers: Susan Nash RedBirds4K@gmail.com  
Laura Jameson lauramjameson@yahoo.com

Assistant Providers: Kathy Olive

**Bookkeepers**

Lynne Farmer edsbookkeeper@holyltrinityclermson.org



# Policies

## Admission

The Episcopal Day School normally offers classes for 2, 3, and 4 year olds. For the 2020-2021 School Year, classes will only be offered for 3 and 4 year olds.

Classes are subject to change due to needs.

Birthdate Requirements:

- Yellow Bird 3K 09/02/2016-09/01/2017
- Red Bird 4K 09/02/2015-09/01/2016

**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 2021-2022 School Year will be held in January 2021.

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 15<sup>th</sup> of the month, regardless of days attended, inclement weather, health, or absences. **Tuition is due on the 15<sup>th</sup> of the month, August through May. The first monthly payment is due on August 15<sup>th</sup>.** There will be a \$20 late fee added to your bill for any payment made later than the 15<sup>th</sup>.

2020-2021	DAYS ATTENDING	CLASS HOURS	MONTHLY TUITION RATE	ANNUAL TUITION
2-Day Blue Birds — 2 Year Olds	Tues/Thurs	9a.m.-12p.m.	\$125	\$1375
<i>The 2 Year Old (2K) classes were cancelled for the 2020-2021 school year due to insufficient enrollment.</i>				
3-Day Blue Birds — 2 Year Olds	Mon/Wed/Fri	9a.m.-12p.m.	\$166	\$1826
5-Day Blue Birds — 2 Year Olds	Mon—Fri	9a.m.-12p.m.	\$249	\$2739
3-Day Yellow Birds 3 Year Olds	Mon/Wed/Fri	9a.m.-12p.m.	\$166	\$1826
5-Day Yellow Birds 3 Year Olds	Mon - Fri	9a.m.-12p.m.	\$249	\$2739
5-Day Red Birds 4 Year Olds	Mon - Fri	9a.m.-12p.m.	\$249	\$2739

*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 may 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 (3K & 4K Classes Only)
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 for class. Space is limited and only guaranteed to scheduled users who have signed-up and been approved by the Director in advance.

**Full Time Option:** Children who are enrolled in a class attending 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 \$6069. 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 15<sup>th</sup> of the month, August through May, at the rate of \$582 per month. There will be a \$20 late fee for any payment made later than the 15<sup>th</sup> of the month.

**Early Morning Care:** Block A 7:30-8:45 a.m. costs \$19.00 per weekday 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 \$95.00 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 \$30.50 per weekday enrolled, per month. Block C 2:00 - 5:30 p.m. costs \$51.50 per weekday enrolled, per month. These fees are in addition to monthly tuition.

After School Care includes time for lunch, play and rest/nap. Parents/Guardians of **children enrolled in After School Care must supply a ready-to-eat lunch each day that does not require heating or cooling by the school, a foldable waterproof/ washable vinyl rest mat and a small blanket to be kept at school for rest/nap time. Lunches may not include popcorn (choking hazard) or any items containing peanuts/nuts (No Nut School Policy). Grapes are required to be cut in half.** Other, optional rest time materials may include a fitted rest mat sheet to cover the vinyl mat, a very small pillow, and a little stuffed animal that is kept at school through the week. 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.

## **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 and pick-up for Day School class times 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. All parents/guardians must proceed through the pick-up line. Stay in your vehicle until a teacher directs you to do otherwise. See the diagram on page 18. These times are not for talking with staff. Please contact staff by phone or email to communicate information or to arrange a meeting time.**

**Drop-Off:** Please drop off your child for class 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. Children who arrive earlier than 8:45 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, wait in your vehicle for a staff member to come. Children must be accompanied by an adult into the building; they are not allowed to enter alone.

\*If your child is enrolled in Early Morning Care, you must bring him/her to the Extended Care room door by entering through the playground gate, and ring the doorbell. Early Morning Care drop-off takes place from 7:30a.m.-8:44a.m. Arrivals after 8:45a.m., will not enter at this location, but instead in the carpool line and as specified in the preceding paragraph. Please note that all doors will be kept locked during Early Morning Care.

**Late Arrival:** Students are expected to arrive by 9:00 a.m. daily. For safety purposes, doors are kept locked. If you arrive late, you will need to ring the doorbell and wait until a staff member is available to come to the door. Please be respectful of our Chapel worship time from 9:15–9:35 a.m., during which the door will not be answered. 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 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:** Classes are dismissed at 12:00p.m., 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 communicate plans in advance to your child’s teacher and the Director by phone and/or email.

When picking up children from After School Extended Care, 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 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 the “Parents” area of the school website. Please understand that verbal instructions alone cannot be honored. All people picking up children must 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 (1) send an email notification and (2) 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” policy.

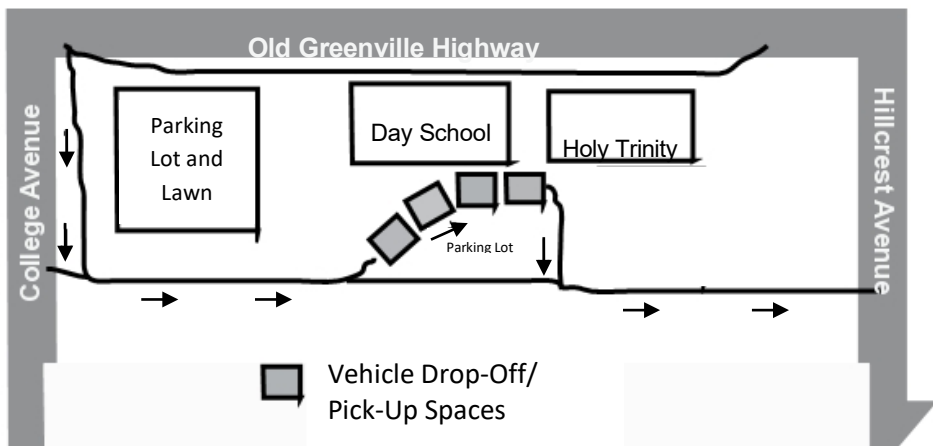
**Late Pick-Up:** Children must be picked up promptly at their scheduled times. A late charge of \$1.00 per minute after 12:10 p.m., 2:10 p.m. for students enrolled in Block B Care, or 5:30 p.m. for Block C Extended Care will be assessed and added to your tuition bill. Repeated incidents of late pick-up 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 and list all people who may pick-up your child on his/her Pick-Up Authorization Form.

**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.

### 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 to the vehicle; then you may get out to 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 know you are welcome to pull into a parking space to make sure your child is safe and secure.



## **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.



# 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.

# 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 document the time when each child arrives in his/her room. 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 teacher of each classroom will document the time when children arrive in his/her classroom at the beginning of the school day. Teachers, and/or parents/guardians, escorting children from the carpool line or EMC, must make sure the 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 sign-out the child when he/she is picked up from ASC by a parent/guardian.
6. During field trips, by walking or vehicle, a teacher of each class will take:
7. First Aid Kit
8. Emergency Information & Consent forms of each child
9. Field Trip Transportation Authorization forms for each child
10. 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.
11. Teachers will constantly take head counts, especially at transition times, to assure that all children are accounted for.

## Clothing and Possessions

All clothing (jackets, sweaters, shirts, etc.) should be marked with your child's initials or name using 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. On the first day of school, **send two sets of clothing in zip-lock bag clearly marked with your child's name to be kept at school.** Include 2 underwear, socks, 2 long and/or short pants, 2 long and/or 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 allowed at school** and may prevent a child from participating in activities. These types of shoes are 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 sharing. Your child's teacher may designate sharing times 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 enrollment 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 before your child's 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).

# Health

## **When to keep your child at home:**

- 1) If he/she has fever or chills. Children must stay home with 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 and symptom free for 24 hours, without taking any fever reducing medication, before returning to school.
- 2) If he/she has a congestion or nasal discharge (runny nose)
- 3) If he/she has a cough
- 4) If he/she has sore throat
- 5) If he/she has shortness of breath or difficulty breathing
- 6) If he/she has muscle aches, body aches, or headache
- 7) If he/she has skin or eye irritation
- 8) If he/she is nausea, vomiting or diarrhea
- 9) If he/she has impetigo, lice or other communicable disorders.
- 10) If he/she is fussy, cranky, unusually tired and/or generally not himself/herself.
- 11) If he/she has symptoms of a possible communicable disease
- 12) If he/she has unidentified rash. A parent or doctor note should be provided, and may be required to attend with a rash.
- 13) If he/she has a lesion with drainage that cannot be kept covered or is soaking through the bandage covering (including ear drainage)
- 14) If he/she shows signs of illness the evening before or during the night, do not send him/her to school even if symptoms are gone in the morning. He/she must be fever free and symptom free for at least 24 HOURS before attending school. Do not administer a fever reducing medication and send your child to school. Children taking pain relieving, fever reducing medications should remain at home.
- 15) Until he/she has taken any prescribed antibiotics for at least 24 hours.
- 16) Until 24 hours after he/she has completed a full antiviral prescription. Example: Oseltamivir/Tamiflu is an antiviral prescription that reduces symptoms such as fever. A child should not attend school until 24 hours after completing the full antiviral prescription, regardless of if he/she was diagnosed with an illness or is taking the medication as a preventative.

## **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 immediately.** Late pick-up fees may be charged if a child is not picked-up within one 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 an isolation room 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 or antiviral medication, the child may return to school with prior approval by the Director. 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.

**COVID-19: It is most important to be vigilant for symptoms of COVID-19, stay home at the first signs of symptoms, and communicate to the Director when your child starts to feel sick. If you suspect that your child, or a member of your household, is showing symptoms or might have been exposed to COVID-19 please follow the CDC guidance provided at [www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/), EDS Handbook Addendum directives and promptly notify the Director.**

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.

## Administration of Medication

Medicine *may* only be administered at school 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. **All requests are subject to approval by the Director; the school may not have the resources to administer all types of medication. The Permission to Administer Medication form is available on the *Parents* page of the school website.** In addition, you are to hand the medication directly to the Director with the completed permission form, providing a written explanation as to how it is to be administered. Prescription medications must have the pharmacy directions for administration included. Do not send any medication with your child, in his/her backpack or lunch box.

## 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 with 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 Medical Care continued...**

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 by assisting and/or encouraging their child to wash hands just as frequently outside of school.

*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 following the school's Snack Guidelines. 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. The Snack Calendar will list who is to bring snack for the class on each school day. Please note your child's snack day in your personal calendar, because school snack bags will not be sent home this year. Families with children in after school Extended Care will also be responsible for providing a nutritious afternoon snack for the group, occasionally.

**All snacks must be un-opened, store-bought, packaged products. All fruit and vegetables must be store packaged and pre-cut, such as washed-ready-to-eat carrots or items prepared in the store's deli. Exceptions that can be provided un-cut are bananas. Please check with your child's teacher if mandarins, such as Cuties, can be sent for children to independently peel. Home-baked goods or home-prepared items cannot be served.**

***Due to the severity of peanut/nut allergies, please DO NOT SEND ANY PRODUCTS containing NUTS. Due to the heightened risk of choking, popcorn and grapes are not allowed.*** 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.

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 should not be sent). All items must be packed, store bought items. Home-baked foods cannot be served this school year. 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, 2020. 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, 2020:

(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 area by the church office. 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.”

## **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, 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 2021-2022 School Year should apply as follows:

1. **January 1, 2021– April 1, 2021** Complete the Application for Scholarship Assistance for the 2020-2021 School Year and submit to the School Director.
2. **By May 1, 2021** Submit a copy of your 2020 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.
  - a. 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 2020-2021 will be used to provide a sibling Multiple Student Discount to families with more than one child 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. Scheduled parent/guardian conferences are planned 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 contact your child's teacher, and then the Day School Director, the Rector, the Parent Advisory Council Chairperson, and then 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. It is particularly difficult for verbal messages to be relayed at arrival or dismissal time. Communications may be emailed, texted or handed in writing to the person receiving the children during drop-off.

Many opportunities are provided during the school year for parents/guardians to visit and be involved at the school. You are

🌀 During the time of COVID-19 pandemic, we ask that parents/guardians contact Teachers, Extended Care Providers and the Director by phone or email. Entry to the school will be limited following CDC guidance for non-essential visitors. 🌀

In a way that is best for him/her.

# Holy Trinity Episcopal Day School

## 2020-2021 Handbook & Addendum 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 2020-2021 Handbook and Addendum.
- 2) Agree to comply with the policies contained in the 2020-2021 Handbook and Addendum.
- 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 2020-2021 Handbook and Addendum in the future.
- 5) Understand that the 2020-2021 Handbook and Addendum are 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 2020-2021 Handbook and Addendum can be discussed with the Director.
- 7) Agree that failure to follow these policies and procedures could result in termination of services provided for your child by Holy Trinity Episcopal Day School.

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

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Parent's/Guardian's Signature

Date