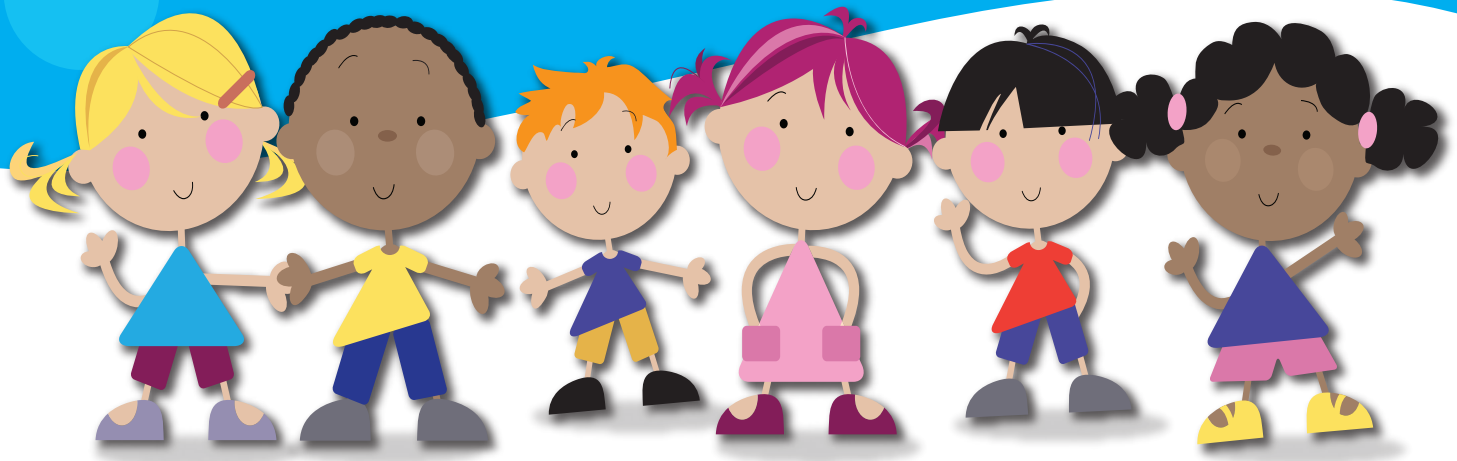


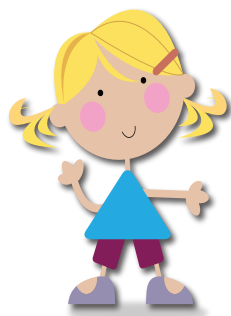


# Brookwood

PRESCHOOL ACADEMY



**2017-2018**  
**Parent Handbook**





# Brookwood

**PRESCHOOL ACADEMY**

## **Academy Staff for Year 2017-2018**

Renee LaPierre, Co-Director

Mary Tinkham, Co-Director

## **Brookwood Academy**

580 Brookwood Point Place • Simpsonville SC 29681

[brookwoodchurch.org/academy](http://brookwoodchurch.org/academy)

phone: 864.688.8223

email: [academy@brookwoodchurch.org](mailto:academy@brookwoodchurch.org)



## Brookwood Preschool Academy Mission Statement

The foundation for Christian education is found in **Proverbs 22:6**: *Train a child in the way he should go and when he is old he will not turn from it.* Brookwood Preschool Academy assists parents in providing this Christian instruction and training. The Academy curriculum is designed to nurture children in their spiritual, intellectual, emotional, social and physical needs.

## Non-discrimination Policy

Brookwood Preschool Academy admits students of any race, religion, color, or ethnic origin and does not discriminate on any basis.

## Confidentiality Policy

Brookwood Preschool Academy stores all student and staff records in a locked file cabinet in the Director's office which is also locked. The only people with access to the records are the Director, Assistant Director, Curriculum Coordinator, child's teachers, and any regulatory agencies that need access for licensing purposes.

Your child's record, emergency and family information, photograph and other related data about your child is confidential and may not be copied, posted on a website, or disclosed to unauthorized persons without written consent from you, the child's parent or legal guardian.

## Center Credentials

Brookwood Preschool Academy is a licensed facility with the South Carolina Department of Social Services. We are in compliance with all the Code of Laws of South Carolina and the regulations that are applicable for a licensed center. Our state license is renewed every two years after we have passed inspections by the DSS, Fire Marshal and DHEC.

# Brookwood Preschool Academy 2017-2018 School Year Calendar

## FULL-TIME • 7 AM-6 PM SCHEDULE

August 10 August 14	Meet Your Teacher • 6-7 pm Promotion Day / Full-time Children
September 4 September 11 September 27-29	Closed for Labor Day Grandparents Day • 9-10 am Teddy Bear Portraits
October 27 October 31	Fall Festival Trick or Treating • 9:30-10:30 am
November 16, 17 November 22 November 23-24 November 30	Class Thanksgiving party Close at 1 pm Closed for Thanksgiving Christmas Program Rehearsal • 9:30-11 am
December 1, 4, 5 December 5 December 14 December 14, 15 December 22-31	Christmas Program Rehearsals • 9:30-11 am Christmas Program • 6-7:30 pm Pajama Day / Polar Express • 9:30 am Christmas Parties • Parents invited Closed for Christmas
January 1 January 2 January 19	Closed for New Year's Return to school (Full-time only) Pajama Day / Winter Movie • 9:30 am
February 5 February 9 February 14	Registration for new children Night to Shine / Academy closes at 3:15 pm Valentine Parties
March 20 March 28, 29 March 30	Donuts for Dads • 7-9 am Easter Parties Closed for Good Friday
April 2 April 24 April 30-May 4	Closed Easter Monday Spring Festival Teacher Appreciation Week
May 9 May 24, 25, 29, 30 May 28 May 29-June 1 May 30	Muffins for Moms • 7-9 am K4 Graduation Rehearsals • 9:30-11 am Closed for Memorial Day End of year parties • Parents invited Graduation • 6-7:30 pm
June 8 June 11-15	Last day of full-time pulling out for summer Adventure Week (Brookwood Children's Ministry)
July 4	Closed for Independence Day

# Brookwood Preschool Academy 2017-2018 School Year Calendar

## PART-TIME • 9 AM-1 PM SCHEDULE

August 10 August 28	Meet Your Teacher • 6-7 pm Part-time School Begins
September 4 September 11 September 27-29	Closed for Labor Day Grandparents Day • 9-10 am Teddy Bear Portraits
October 19-20 October 27 October 31	No Part-time School • Greenville County Closed Fall Festival Trick or Treating • 9:30-10:30 am
November 16, 17 November 22, 23, 24 November 30	Class Thanksgiving Party No Part-Time School Christmas Program Rehearsal • 9:30-11 am
December 1, 4, 5, December 5 December 12 December 14, 15 December 20-January 2	Christmas Program Rehearsal • 9:30-11 am Christmas Program • 6-7:30 pm Pajama Day / Polar Express • 9:30 am Christmas Parties • Parents invited No Part-Time School
January 3 January 15 January 19	Return to School No Part-Time School Pajama Day / Winter Movie • 9:30 am
February 5 February 13, 14 February 16, 19	Registration for New Children Valentine Parties No Part-Time School
March 19 March 20 March 28, 29 March 30	Snow Day • No Part-Time School Donuts for Dads • 7-9 am Easter Parties Closed for Good Friday
April 2-6 April 24 April 27 April 30-May 4	No Part-Time School Spring Festival No Part-Time School Teacher Appreciation Week
May 9 May 24, 25, 29, 30 May 28 May 29-June 1 May 30	Muffins for Moms • 7-9 am K4 Graduation Rehearsals • 9:30-11 am Closed for Memorial Day End of year parties • Parents invited Graduation • 6-7:30 pm
June 1	Last day of Part-Time

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## **CURRICULUM OVERVIEW**

Bible stories, along with monthly themes, will be woven throughout each part of the curriculum. Through their behavior, the staff models uplifting God as the central authority and sharing His love throughout our weekly themes. The children will develop spiritually as well as emotionally, and will be nurtured to understand just how much God loves them. Each room will have interest areas (classroom centers) in which children will learn through play and interaction with friends.

Individual and group time is an important part of the program. Play is a child's work. We focus on the process, not the product. The National Association for the Education of Young Children believes that developmentally appropriate practices for each age group contribute to children learning valuable social and thinking skills. This process develops in classroom centers. A sampling of classroom centers includes: literacy area, blocks, transportation, manipulatives, home/dramatic play, sensory play, table activities, science, and art.

We will continue to use Creative Curriculum and Wee Learn as an adjunct to our curriculum,.

## **RELATED ARTS CLASSES**

### **Available Free of Charge:**

Large Group Worship

Spanish

Creative Movement

Music

### **Teacher-Guided:**

Science Lab

### **Available at an Additional Charge:**

Music with Mr. Brian

Computer Class

Stretch and Grow

Happy Feet

## AREAS OF DEVELOPMENT

Brookwood Preschool Academy offers opportunities for discovery, investigation, experiences, learning through play, activities, art, language development and music.

The following areas of development are incorporated into daily planning:

**Spiritual development:** Prayer and reverence of prayer, Bible time each day to build on the truth of creation by God, being loved by God, and love for one another.

**Social/emotional development:** Making the proper choices, interacting with peers, taking turns, using table manners, dressing after diapering, and toileting, cleaning up, parties and special events.

**Cognitive development:** Pre-math such as matching, recognizing sizes, identifying shapes, identifying colors, differentiating seasons, science and cooking.

**Small motor skills development:** (finger muscles): Using manipulatives such as puzzles and finger-plays. Art supplies such as hole punchers, scissors, pencils, markers, crayons, clay and play-dough.

**Gross motor skills development:** (legs and arms): Music movement, hopping, jumping, running, working at an easel, outdoor play, riding wheeled toys, and games.

**Creativity and sensory development:** Art centers available to explore a variety of materials such as paints, clay, and play-dough. Also block building, dramatic play, music and movement add to creative development. Sensory experiences may include rice, shaving cream and water play.

**Language development:** Storytelling, poems, nursery rhymes, finger plays, conversations, questions, reading of books, music and singing. All these activities help foster language skills.

## ADJUSTMENT PERIOD

Starting preschool for the first time can be an anxious time for everyone. To make your child comfortable in his/her new school we suggest taking advantage of the back-to-school open house where you can see your child's classroom and meet the teacher. Even though your child may be hesitant to come into a new environment in the beginning of the school year, we suggest that you allow one month for your child to adjust and become comfortable. We will work with your family to make this adjustment period a positive one.

## WHAT TO BRING FOR FULL-TIME CHILDREN

### **Label Everything-The teacher will label any unlabeled items with a black sharpie marker.**

For full-time children, bring one small soft toy or any special item needed for naptime (examples: pacifier, blanket). These items will be kept at school all week and sent home on Friday. If you are bringing a blanket, please bring a small 2' x 2' blanket—not a large one. Bring a mat with your child's name on it for nap time. (Mats can be purchased in the Academy office, at Buy Buy Baby or at Wal-Mart.) **All items will be kept at school all week and sent home at the end of the week to be laundered. Please be sure to bring them back the following Monday.**

Please bring a full-size, empty backpack to school each day. One that can fit a folder. Please check folder daily.

## INFANT/TODDLER PROGRAM

### **Label Everything-The teacher will label any unlabeled items with a black sharpie marker.**

Bottles will be sent home daily to be washed. Please send in enough bottles for your child to last through the day.

If your child is on breast milk or if you make pre-made bottles, they will need to be dated and labeled with your child's name. The Academy is unable to transfer breast milk from one container to another because of sanitary reasons.

A "Daily Report..." will be emailed/texted daily.

You are responsible for bringing your child's diapers, wipes and food. The teacher will send home a reminder through Tadpole when your child's supplies are getting low.

Cloth diapers are not allowed due to sanitary reasons and space.

When your child starts food, please make sure to have the first couple of servings at home in case they experience any allergic symptoms.

A doctor's note is needed to swaddle.

Bottles made at the Academy need to come in with pre-measured water in the bottles.

No glass bottles.

All stainless steel bottles must be in a silicone sleeve.

Please cut all food into small bite size pieces.

All children in room 119 must wear shoes everyday.

All children pulling up or walking in room 117 must wear shoes, grippe socks or have bare feet.

## **TOILET TRAINING FOR TWO-YEAR-OLDS**

We will partner with you to toilet train your child when he/she shows signs of readiness in the K2 program.

**Step 1:** Potty training starts at home first. You need to look for signs of readiness. Some signs might be: child will start saying that they need to potty, they will ask you to sit them on the potty, and child will start to have a dryer diaper. Praise them for sitting. When they do go it helps if you give rewards such as small toy, stickers or even do the potty dance! If your child is developmentally ready, they will pick this up quickly. If your child is not quite ready then you may want to wait a couple of months then try again.

**Step 2:** Once you are successful with your child using big boy/ big girl pants, at home on evenings and weekends for two weeks in a row (this does not mean night time or naptime), then it's time to talk to the teacher about bringing in big boy/ girl pants to school. Pull-Ups are not big boy or big girl pants. Pull-Ups act just like diapers, and your child will know the difference. Pull-Ups will only be used during nap time.

**Step 3:** It's time to partner with us in training. Inform the teachers that you have had two weeks of success at home and that you feel that your child is ready to try at school. You will need to bring in three or four complete changes of clothes, underwear, and shoes. Your child needs to be able to pull up and down their clothes for potty time. (No one piece jumpers, romper, belts, overalls or onesies please). If your child has three accidents in one day, a diaper will be placed on your child. If three accidents a day continues for a consecutive week at the Academy, your child will be placed back in a diaper. We will give your child two months to build verbal skills and to grow developmentally, before trying again.

- The teacher will continue to put your child on the potty to keep consistent.
- This time will also give your child's body more time to develop to be successful in potty training.
- Reminder: All children must be potty trained for our three-year-old classes.

## **TOILET INDEPENDENCE FOR THREE- AND FOUR-YEAR-OLDS**

Students in K3 and K4 must be fully toilet trained and independent in the restroom. However, we do allow a grace period at the beginning of the year to allow your child time to adjust to a new classroom, new teachers, as well as to accommodate those children with late birthdays. This grace period extends through the end of September.

When transitioning to the three-year-old class, all children are required to be in panties or underwear (no Pull-Ups) and be able to pull up and down clothes by themselves. We will help wipe the children until October. Students in K3 who have daily accidents are not considered fully toilet trained and will not be allowed to attend class for two weeks. This break is designed to give you time to fully toilet train your child. No tuition credit will be given during this time.

Upon your child's return, if accidents continue to occur, the Director will meet with you to discuss possible solutions.

# GENERAL INFORMATION

## FULL-TIME PROGRAM ENROLLMENT SCHEDULE

Full-time students attend school 7 am–6 pm year-round. Children in the full-time program must be enrolled in Brookwood Preschool Academy Monday–Friday.

All children K2–K4 should arrive by 9 am. **Class begins promptly at 9 am.** If your child arrives late, they may miss important class activities.

Children in the full-time program may arrive as early at 7 am and must be picked up promptly by 6 pm. A late fee of \$2 will be charged for each minute you are late. After 15 minutes the charge will be \$4 per minute. If you need to pick your child up early, please pick them up before 1 pm or after 3 pm, as this is the children’s naptime.

## PART-TIME PROGRAM ENROLLMENT SCHEDULE

Part-time students attend school 9 am–1 pm during the school year. The part-time program begins promptly at 9 am and ends promptly at 1 pm. It will follow one of the following schedules:

- Monday through Friday (five days)
- Monday, Wednesday and Friday (three days)
- Tuesday and Thursday (two days) 3’s only

Children in the part-time program may arrive as early at 8:50 am and must be picked up promptly by 1 pm. A late fee of \$2 will be charged for each minute you are late. After 15 minutes the charge will be \$4 per minute. Please call to let us know if you are going to be late. **Again, it is very important that your child arrives on time.**

For an additional fee, before-care will be offered for families needing to drop children off before 9 am.

## REGISTRATION

Registration for our current children and their families takes place in the middle of December. During this time we re-enroll all our current children and siblings. During this time, siblings of children that have graduated from our program can come back and register. All available spaces will be filled on a first come first serve basis.

After this re-enrollment period is over, we will begin enrollment to the public for all available spots. If spaces are available for the upcoming school year we will call people on the waiting list to let them know the number of spots that will be available. If no spots are available we will not call people on the waiting list. Enrollment for the public usually takes place the first Monday of February. On the day of registration, once all spaces are filled we will immediately start a new waiting list and the previous year’s waiting list will be void. If no spaces are available on the day of registration the new waiting list will start at 7 am.

Openings during the year will be filled from the waiting list. First preference will be given to employees of Brookwood and siblings of enrolled children.

## CARPOOL

We will provide you with a number to hang from your mirror. We will start to dismiss children at 12:50 pm. Please pull into the parking lot loop on the south side of the building. Please stay in your car until your child gets to your car. (We will bring your child to you). We will be loading four to five children at a time. You are required to buckle in your child in before you pull away from the curb. When the group of cars is finished buckling, you may all pull away at the same time and then we will load the next set. **No passing please. Also be aware, teachers are not allowed to buckle in children.**

In case of rain we will still load the same way, however, we will keep your children inside until it is their turn.

## CAR SEAT

During car line, we are unable to put your child in the car without a proper car seat. To understand our position, please read the following South Carolina Car Seat Safety Laws:

South Carolina's child passenger restraint law requires that:

- Children from birth to 1-year-old, or who weigh less than 20 pounds, must be secured in a rear-facing child safety seat.
- Children 1 through 5-years-old weighing at least 20 pounds and less than 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5-years-old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
- Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge without slouching.
- Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats or if all other rear passenger seats are occupied by children less than 6-years-old.

## DROP-OFF AND PICK-UP

Please enter the building with your child. Refrain from letting your child run ahead to class.

Full-time children in K3 and K4 arriving between 7-7:45 am may eat their breakfast in the breakfast room, B153. Breakfast ends at 8 am. Infants-tuos will go directly to their classroom. Please escort your child to and from the classroom and sign your child in and out each day.

The first two days, you are invited to enter the classroom with your child when dropping off. After the first two days, please drop off at the door so that your child can start building a relationship with their teacher.

Part-time children may be dropped off as early as 8:50 am.

**Class starts promptly at 9 am. Teachers will not be available to answer any questions after 9 am.**

If you have questions, you may write them down and the teacher will get back to you during their free time.

After dropping off or picking up your child, please close the door firmly, so no friends escape.

If you are dropping off your child in one of the infant or toddler rooms, we ask that you do not bring siblings into the room.

You are always required to show your security tag before picking up your child from school. Always inform the teacher if someone else is going to pick up your child and/or send a note with the information regarding the person who will be pickup your child. This person must show a picture ID in order to pick up your child or they should have a security tag to pick up your child. Persons on the authorized list must be at least 18 years of age and able to supply their drivers license.

## **NAPTIME**

Children will not be able to be dropped off between the hours of 1-3 pm.

We encourage you not to pick up your child during naptime (1-3 pm) as this might interfere with the children sleeping.

## **EMAIL/COMMUNICATION**

The Academy will send out a monthly newsletter, a monthly class newsletter and calendars. Please make sure to notify us if any of your contact information changes. On the attached sheet, please fill out your email address, cell number and cell phone carrier.

## **INCLEMENT WEATHER POLICY**

In case of inclement weather, please call the church main telephone number 864.688.8200 and choose option 1 to listen to *Special Announcements Including Inclement Weather*. You can also check local radio stations or TV channels (4, 7 or 21), to determine if Brookwood Church is going to be open, delayed or closed. Look for the listing Brookwood Church/Brookwood Preschool Academy. It is also recommended that you check the Academy Facebook page since it is updated often.

**If public school is delayed or closed, there will be no part-time preschool (9 am–1 pm).**

One of the following weather policies will be recorded:

**Closed:** Weather will not permit Brookwood Church/Brookwood Preschool Academy to be open.

**Full-time delay:** The church will open. Brookwood Preschool Academy will open at 10 am for **full-time students only.**

\*If Greenville County has an early dismissal, we will close two hours later.

## SPARE CLOTHING

Please send a full change of clothing for your child in a gallon-size Ziploc bag with your child's name on it. We will store these at the school until needed. If and when you receive soiled clothing, please return fresh clothing the next day. If your child is potty training, please bring multiple changes of clothes and an extra pair of socks and shoes.

Infants and toddlers will need at least three changes of clothing.

## BIRTHDAYS/CELEBRATIONS

Birthdays are very important milestones in the life of your child. We would love to share their special day. You may provide a special snack for their child's class to celebrate his or her day—**snacks must be nut-free**. If you wish to invite classmates to a party, the entire class must be invited for invitations to be given out at school. Otherwise please mail, email or hand deliver to parents while they are not at school. This is especially important with the older children as they talk about birthdays. That is a very exciting topic of conversation. If invitations are put in only some book bags the other children will know they didn't get an invitation.

During birthday celebrations we are unable to light candles. We have an overhead sprinkler system and the smoke from the candles could set them off. **We do not allow balloons of any type.**

## OUTDOOR DISCOVERY

Please note that if you send your child to the Academy, they will be required to play outside if their class participates in outdoor play. The Division of Social Services (DSS) requires children to have outdoor play time every day unless the weather is extreme. We realize seasonal allergies can be a struggle, but we do not often have the ability to keep children indoors all day. On days that weather permits, students in the preschool program will go outside in the morning and students who attend the full day program enjoy an additional recess. Unless the outdoor temperature is bitterly cold, the children will go outside for recess. Children must be appropriately dressed for cold weather. Please provide a coat with a hood or a hat in cold weather. When the outdoor temperature exceeds 90 degrees, children will only go outdoors for ten minutes and caution will be used.

## RAINY DAYS

On rainy days if your child uses an umbrella to walk into school, please take the umbrella home with you when you leave.

If rain boots are worn to school, they will either need to stay on your child's feet all day or you can change your child into shoes when you arrive.

## CELL PHONE FREE FACILITY

Brookwood Preschool Academy is a cell phone free facility. If you are on the phone when coming in to pick up your child, please take a moment and finish your call before entering the classroom areas. This will help us have better communication between you and your child's teachers.



## CONFERENCES

For children in the K2, K3 and K4 rooms, parent/teacher conferences will be held twice a year. Parent/teacher conferences are optional for K2-K3. Parent/teacher conferences are required for K4 in an effort to prepare your child for kindergarten.

## CLASSROOM ASSIGNMENTS

Many factors are considered in making class assignments. Special requests for placement with a specific teacher or another child will be considered but we reserve the right to make the final decision.

## KEY FOB FEE

Each family will be given two keys free of charge. If a family needs more than two, they will be required to purchase them to gain access to our facility. All people that regularly pick up will be required to have a card.

# HEALTH AND SAFETY

## ALLERGIES

If your child has food allergies, please fill out a Food Allergy Action Plan and return it as soon as possible. Copies are available in the office. Please make sure that the Food Allergy Action Plan remains up-to-date throughout the year. Please discuss your child's allergies with his/her teacher. If an Epi-pen, Benadryl or other life-saving medication needs to be administered in the event of an allergic reaction, please see the Director prior to your child starting in the Academy program.

**Anything made with or containing peanuts/nuts is not allowed at Brookwood Preschool Academy** To a child who is sensitive, even having it in the room could be life threatening. If a parent sends food items with peanuts, peanut butter, or nuts, they will be called and asked to bring in a replacement. If using a peanut alternative such as soy, sun or wow butter, please label it so we know that it is not peanut butter.

## LUNCH POLICY

Healthy snacks and water will be provided. Please fill out a snack approval sheet located in the office, and update it as needed.

To aid the teachers and students, lunches must be easily set up and eaten by your child. Lunches should be sent in a labeled thermal lunch box. Please label all containers with your child's name. Food that must be kept cold must be packed with an ice pack. Lunches that must be heated must not exceed a heating time of one minute. Please limit heat-ups to one microwavable container.

**Items sent in Ziploc bags or foil will not be heated.** No glass containers of any kind may be used.

For sanitary reasons, all non-heated lunch items should be sent to school in a separate container than items that need to be heated.

Part of the Academy daily curriculum consists of eating lunch together family-style. We will consistently talk about table manners and always have a prayer of blessing for our food. We will be promoting independence and self-help skills by having children clean up after lunch.

All lunches and snacks must be peanut and nut-free.

When children start eating food on their own, please pack finger foods to help with lunchtime.

Please limit the amount of sugary items you send in your child's lunch.

If candy is sent in your child's lunch, it will be sent back home for them to enjoy there. This includes chocolate, skittles, hard candy, lifesavers, M&M's etc.

**The Academy does not provide spoons or forks.**

## **SHOES AND CLOTHING POLICY**

Your child should be comfortably dressed for active play. Sometimes play is messy and we suggest the children wear washable clothing or "play clothes." We try to keep the children's clothing clean, but sometimes they may get soiled during creative or outdoor play.

In order to provide a safe and healthy environment, shoes must be worn at all times. We ask that your child wear closed-toe, non-skid shoes that tie or Velcro.

During the summer months your child may wear sandals with straps but no flip flops.

## **ILLNESS POLICY**

Unless medical evaluation indicates inclusion, children will be excluded from care at the Academy if one or more of the following conditions exist:

**The illness prevents your child from participating comfortably in program activities.**

**Extreme lethargy, irritability, persistent crying, or difficulty breathing.**

**Fever greater than or equal to 101°F, or 100°F under the arm.**

Child may return to school after being fever free for 24-hours without the aid of a fever reducing medication—ex. Tylenol or Motrin or if you have a doctor's note stating the fever is caused by an ear infection or teething and your child is not contagious.

A child who is teething may attend preschool with a low-grade fever, but no behavior change.

**Two or more episodes of uncontrollable diarrhea and/or one episode of vomiting.**

Child may return to school after being symptom free for 24-hours.

**Rash with a fever or behavior change.**

Child may return with a rash after being fever free for 24-hours without medication.

**Pink Eye or conjunctivitis.**

Child may return after first dose of medication.

**Strep Throat.**

Child may return 24-hours after first dose of medication and fever free without medication.

**Croup.**

Child may return when fever free for 24-hours without medication.

**RSV.**

Child may return when fever free for 24-hours without medication.

**Hand, foot and mouth disease.**

Child may return when fever free for 24-hours without medication and does not have excessive drooling or difficulty swallowing.

**Staph infection/MRSA.**

May return after being on antibiotics for 24-hours and with the site covered.

**Ringworm.**

Child may return with a doctor's note documenting diagnosis and initiation of anti-fungal therapy.

**Mouth sores.**

Child may return when no mouth sores are present, unless your child's doctor states that your child is not contagious.

**Flu.**

Child may return to school after being fever free for 24-hours without the aid of a fever reducing medication—ex. Tylenol or Motrin or if you have a doctor's note stating the fever is caused by an ear infection or teething and your child is not contagious.

**Head lice.**

Child may return after a treatment and has no signs of lice or eggs.

**Scabies, pinworm, or other infestations.**

May return with a doctor's note and no symptoms are present.

**Tuberculosis, chicken pox, pertussis or hepatitis A.**

May return with a doctor's note.

Upon returning to school from an illness, your child must be well enough to participate in all the day-to-day activities including outdoor play, weather permitting.

Children, who have any type of *outpatient surgery* must have a written doctors note stating that they are permitted to return.

**MEDICATIONS**

No over the counter, oral medication or prescription medication will be given unless it is accompanied with a doctor's note stating the dose and also the exact dates the medication should be given. All medication will need to be in its original container.

If medication is to be given to your child at any time, the medication is to be delivered to the Director's office in the original container labeled with your child's name, instructions and a signed Medication Authorization form (located in the office). The Director or Supervisor will dispense the medication. Medication is not to be stored in backpacks or on hallway hooks.

We can only dispense medication as it is stated on the original container or with a doctor's note that has a beginning date and an ending date and the dosage amount.

## **HAND WASHING**

Please have your child wash their hands upon arriving at school. The teachers will also have the children wash their hands throughout the day.

## **CLEANING**

Infant and toddler rooms will be cleaned and toys disinfected throughout the day. The room will also be thoroughly cleaned after all the children have left for the day.

The K2-K4 room and toys will be disinfected daily. This room will also be thoroughly cleaned after all the children have left for the day.

## **FIRE DRILLS**

Fire drills will be conducted monthly in all Birth-K4 rooms.

## **SUNSCREEN-FULL TIME CHILDREN**

If you wish, apply sunscreen before your child arrives at school. If you would like us to reapply it in the afternoon, please bring in a bottle of sunscreen with your child's name on it, and fill out a Medication Authorization form.

# BEHAVIOR AND DISCIPLINE

## DISCIPLINE POLICY

*The goal of our instruction is love. 1 Timothy 1:5*

It is the desire of the Academy to see students learn to love others with the selflessness of Christ.

At Brookwood Preschool Academy, we endeavor to thoroughly teach what is right and pleasing while keeping the focus simple and age-appropriate. No corporal punishment will be used.

Children will hear praise for positive actions in order to promote appropriate behavior. They are encouraged, with the teacher's guidance, to learn problem-solving techniques to work through situations with peers. Young children are redirected and given choices in order to foster responsibility. A *thinking chair* may be used with young children to move them away from a situation in which some guidance and direction is given by the teacher. Children will only sit in the "thinking chair" one minute per their age. Teachers will strive to keep you informed of any situation that warrants a conference.

As a parent, we recommend that you define, plan and carry out your discipline decision with your child, and refer to the selected Bible verses below. Use these verses as a guide when forming your plans and keeping discipline with your family based on biblical principles. Review these verses as you and your spouse decide on how you will discipline your child.

*Train a child in the way he should go and when he is old he will not turn from it. Proverbs 22:6*

*Even a child is known by his action, whether his conduct is pure and right. Proverbs 20:11*

*Do not withhold discipline from your child. Proverbs 23:13*

## AGGRESSIVE BEHAVIOR

If your child exhibits aggressive behavior toward another student or staff member such as, but not limited to, aggressive hitting, choking, biting (for older children) kicking, spitting and or physical harm with an object, the following actions will be taken.

1. First occurrence: You will be notified and your child will be asked to leave immediately.
2. Second occurrence: You will be notified and your child will not be able to return for two full school days.
3. Third occurrence: You will be notified, and if the behaviors continue, your child will be expelled from the Brookwood Preschool Academy.

## **BITING POLICY**

The goal of teachers and parents is to help children stop biting and learn appropriate behavior. Biting sometimes occurs in preschool settings and is considered developmental behavior generally seen in children ages 18 to 36 months old. Statistically one out of ten toddlers bite. The following are the reasons for such behavior:

1. Exploring
2. Imitating others. Toddlers use imitation as a way to learn.
3. Developing understanding of autonomy and experimenting with asserting themselves as independent beings. Children this age are trying to make choices and trying to control and have power over others.
4. Needing more attention.
5. Frustration. This is sometimes caused by their lack of language skills and self-control. They may know exactly what they want and do not yet have the words or ability to control themselves or to be understood.
6. Expressing anger.
7. Releasing tension or anxiety.
8. Excitement.

# ENROLLMENT, TUITION & POLICY

## TUITION AUTOMATIC DRAFT

Tuition fees are automatically drafted from a checking or savings account. Tuition is drafted weekly for full-time students and monthly for part-time preschool only students (9 am-1 pm). Please return the Draft Authorization Form located in your registration packet along with a voided check.

If payment is returned for insufficient funds, a \$25 fee will be charged to your account. After the third occurrence, your child will not be able to return to the program.

Tuition rates are not adjusted for holidays, inclement weather, weather delays, or if your child is absent due to illness or family events.

Brookwood closes one full week at Christmas time and tuition will not be drafted for this week.

## SIBLING DISCOUNT

A 4% sibling discount will be given. The discount will be applied to the lowest child's tuition.

## SUMMER PROGRAM

If you remove your child from the full-time program to put them in the part-time program for the summer, your child will start the part-time program on the official start date. (Some years there may be a week gap between programs.) The dates for the summer program will be sent home in April 2018.

To remove your child from the Academy for the summer, we will need a notice in writing. Your child's last day will be June 8, 2018. Your child may return full-time in August 2018. Date will be given once the 2018-2019 Greenville County calendar is released. For full-time parents, a one-time fee equal to one week's tuition is required to hold your child's spot for August.

## NOTICE FOR WITHDRAWAL FROM THE PROGRAM

A two-week notice is required for full-day children to be withdrawn from the program. If the parent chooses not to bring their child during these two weeks, they will still be charged their usual tuition.

A one-month notice is required for part-time preschool students (9 am-1 pm) to withdraw.

Registration fees are paid each year to hold a space in the program and is non-refundable.

## ADMINISTRATIVE WITHDRAWAL

Brookwood Preschool Academy reserves the right to withdraw a child from enrollment for the following reasons:

- Inability to meet a child's needs at the Academy.

- Excessive behavior problems.
- Failure to pay tuition or have three occurrences of insufficient funds.
- Failure of parent to abide by the health policies and all other Brookwood Academy policies and procedures.
- Lack of cooperation in obtaining outside child assessments and services requested by the Academy.

## **OUTSIDE SERVICES**

If we believe that your child needs extra help to be successful in school, we reserve the right to refer you to other resources such as, but not limited to, Child Find, Babynet or behavioral therapy.

If your child exhibits behaviors that put other children or themselves in danger, we will recommend outside services for help. You are required to obtain an evaluation in order for your child to remain at the Academy. If you refuse to get help, and the behaviors continue, the child could be asked to leave the Academy.

## **BABY-SITTING POLICY**

Staff members at the Academy are strongly discouraged from baby-sitting for families enrolled in the program. If you choose to disregard this baby-sitting policy, you must complete and sign a Hold Harmless Policy form. These are located in the Academy office and will need to be updated every three months while your child is enrolled.

## **RIGHTS OF PERSONS WITH CUSTODY TO PICK UP YOUR CHILD(REN)**

Under the laws of South Carolina, both parents have the right to pick up their child. A child will be released to a parent unless court documents on file state that we are not to release your child to the parent.

## **EMERGENCY PLAN**

We have an emergency plan on file in the office. This plan includes policies and procedures for medical emergencies, emergency evacuations, fire emergencies, tornado evacuations, major disasters, intruder plan and a blood-borne pathogen plan. Several of the staff members are CPR/ First Aid Certified.

Brookwood Preschool Academy is trained in recognizing child abuse and sexual abuse in children. We also have a policy and procedure in place for reporting.



Child's Name: \_\_\_\_\_

**BROOKWOOD PRESCHOOL ACADEMY  
Parent Handbook Acknowledgement Form**

Dear Parent/Legal Guardian:

It is our expectation that you thoroughly review this Brookwood Preschool Academy Parent Handbook.

Please sign below indicating that you have reviewed and understand the policies stated within the handbook.

**Please return this signed acknowledgement along with your registration forms.**

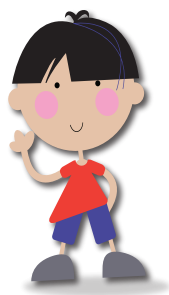
\_\_\_\_\_  
PLEASE PRINT: Name of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian (signature is required)

\_\_\_\_\_  
Date







**BROOKWOOD**church

**LOVE GOD • LOVE PEOPLE**

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