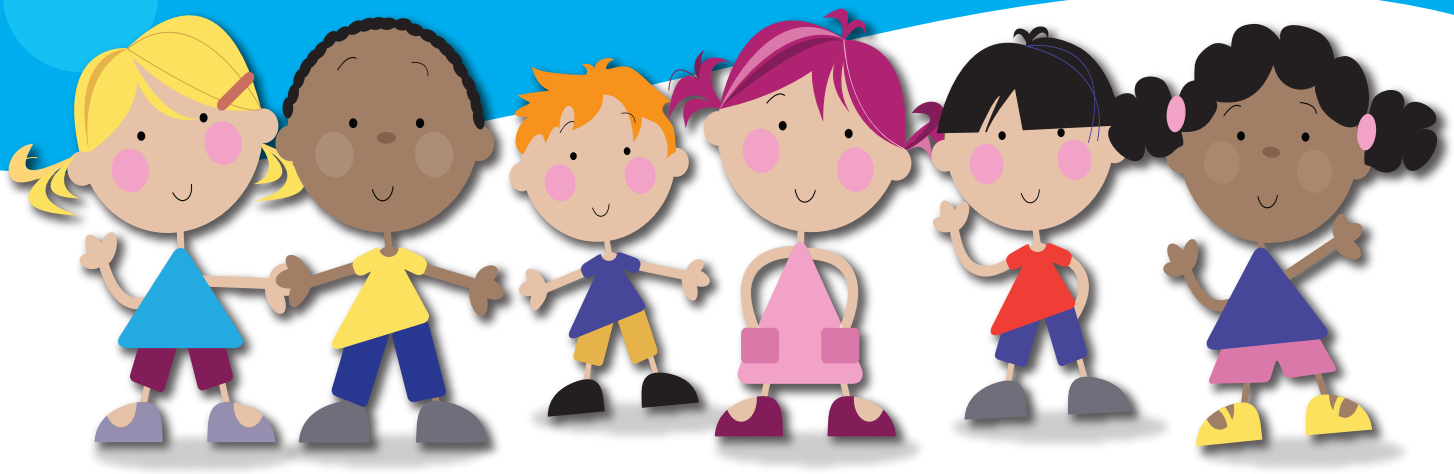
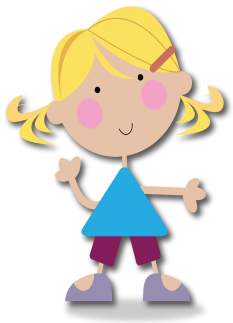
Brookwood
PRESCHOOL ACADEMY



Family Handbook



Brookwood
PRESCHOOL ACADEMY

Brookwood Academy

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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 Directors, 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 2 years after we have passed inspections by the DSS, Fire Marshal and DHEC.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

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CURRICULUM OVERVIEW

Bible stories, along with monthly themes, are woven throughout the Preschool Academy curriculum. The staff models and uplifts God as the central authority and shares His love throughout the weekly themes. Children 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) where children will learn through play and interaction with friends. We believe children learn best through play.

Individual and group time is an important part of the program. Play is a child's work with a 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 sample of classroom centers includes: literacy area, blocks, transportation, manipulatives, home/dramatic play, sensory play, table activities, science and art.

Jolly Phonics and various Bible curriculums are used as an adjunct to the curriculum.

ELECTRONIC MEDIA

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

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 punches, 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 are available for exploring 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 a month for your child to adjust and become comfortable. We'll 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 nap time (examples: pacifier, blanket). These items will be kept at school all week and sent home on Friday. Bring a mat with your child's name on it for nap time. **All items will be kept at school all week and sent home at the end of the week for laundering. Please be sure to bring them back the following Monday.**

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

Also bring a full change of clothes to leave at school.

INFANT/TODDLER PROGRAM

Label Everything. The teacher will label any unlabeled items with a black sharpie marker.
We recommend that everything be labeled with inch bug labels. We have found that these last the longest even through multiple washes in the dishwasher.

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 due to sanitary reasons.

A *Daily Report*… will be sent via Playground daily. You'll also receive live updates throughout the day.

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

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

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

Paci's that have animals attached will not be able to be used in the crib.

A doctor's note is needed to swaddle with the arms in.

No blankets or lovies will be allowed in the child's crib. After they turn 1 and transition to a nap mat they will be allowed to use a lovie or blanket.

Bottles made at the Academy need to come in with pre-measured water in the bottles and pre-measured formula in a separate container.

No glass bottles or containers are permitted.

All stainless steel bottles must be in a silicone sleeve.

Please cut all food into small bite size pieces.

Once your child is walking, they must wear shoes.

Children will be moved to a nap mat when they turn 1.

THREE-YEAR OLD POTTY TRAINING POLICY

At Brookwood Preschool Academy, we recognize that every child reaches developmental milestones at their own pace. To better accommodate children with later birthdays and provide a smoother transition into our three-year-old program, we have updated our potty training policy.

Our goal is to partner with families to support each child's success while maintaining a classroom environment where children can fully participate in daily activities.

POTTY TRAINING EXPECTATIONS

- Children who are not fully potty trained at the start of the new school year may still transition into the three-year-old classroom.
- Children are expected to be fully potty-trained and wearing underwear by October 1.
- A child is considered fully potty trained when they can communicate the need to use the restroom, use the toilet with minimal adult assistance, wear underwear throughout the school day, and consistently stay dry with only occasional accidents that are typical during the learning process.

IF A CHILD IS NOT POTTY TRAINED BY OCTOBER 1

- The child will take a two-week break from preschool to focus on potty training at home. No tuition credit will be given during this time.
- After the two-week break, the child may return if they are able to participate successfully in the program while fully potty-trained.
- If the child is still unable to consistently use the toilet independently after returning, they will no longer be eligible to remain enrolled in the program.

OUR COMMITMENT

We understand that potty training can be a challenging milestone, and we are committed to working alongside families throughout the process. Consistent routines and communication between home and school give children the greatest opportunity for success.

Thank you for partnering with us as we support your child's growth and independence.

GENERAL INFORMATION

FULL-TIME PROGRAM ENROLLMENT SCHEDULE

Full-time students attend school 6:30 am–5:30 pm year-round. Children in the full-time program must be enrolled in Brookwood Preschool Academy Monday–Friday.

We open at 6:30 am. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and check them in with the teacher. Please also make sure your child/children do not run ahead and stay with you at all times.
We close at 5:30 pm. Please allow enough time to arrive, get your child's belonging, and leave by closing time.

We're requiring that all children be here no later than 9 am. When children arrive after 9 am this disrupts the class and interrupts the children's schedule/routine which can lead to behavioral issues and other problems in the classroom. We understand that on occasion things will come up, if your child is going to be late or absent please make sure to let us know via the Playground app, email us at academy@brookwoodchurch.org, or call us at 864.688.8223 so the teachers can plan accordingly. If your child is not here by 9 am, and we haven't heard from you, your child will be marked absent and your child will be unable to attend school that day.

If early pick-up is required, please pick-up before 12:30 pm or after 2:30 pm, as this is the children's nap time.

LATE PICK-UP FEES

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $2 per minute; after 15 minutes,$4 per minute will be assessed beginning at 5:30 pm. You will be given an invoice the following day and draft from your account on Friday. If you are going to be late please call 864.688.8223 to let us know. **Repeated late pickups may result in termination of childcare services.**

OTHER FEES

A non-refundable enrollment/ registration fee of $200 is due annually on February 1.

REGISTRATION

Registration for currently enrolled children and their families takes place in the middle of December. During this time all the current children and siblings re-enroll. All available spaces will be filled on a first come first serve basis.

After this re-enrollment period ends, enrollment to Brookwood members will be given first, then all remaining spots will be open to the public. The date and time will be posted on the website.. All spaces that are available for the upcoming school year spots will be posted on the Brookwood website and updated regularly. On the day of registration, once all spaces are filled we'll 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 6:30 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, or to past Academy families.

DROP-OFF AND PICK-UP

Please enter the building with your child. Don't allow your child to run through the halls. If you allow them to run, they think it's ok to run from their teacher and this could present a safety hazard if they run away. This is especially important with the younger ages.

When dropping off and picking up please make eye contact with the teacher so they know your child is being dropped off or picked up. Sometimes during the busy times it's easy for a teacher to get distracted with other children. This just helps us keep counts and aware of where all the children are at all times. Please drop off at the door so that children can start building a relationship with their teacher. Please don't go into the classrooms unless absolutely necessary, for the safety of all the kids.

Class starts promptly at 9 am. Teachers will not be available to answer any questions after 9 am.
If parents have questions, they may write them down and the teacher will respond during their free time.

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

If dropping off a child in one of the infant or toddler rooms, do not bring or allow siblings to open the door or enter the room.

CELL PHONE USAGE

The times you spend in the Academy dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the Academy.

AUTHORIZED & UNAUTHORIZED PICK-UP

Your child will only be released to you or those persons you have listed as Emergency and/or authorized to pick up. If you want a person who is not identified as an Emergency and/or authorized to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we'll need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency contacts. Provisions will be made for someone to stay with your child as long as possible. After 20 minutes we have not been able to reach you or a person listed as an Emergency Contact, we'll call the local child protective services agency.

NAP TIME

Children will not be able to be dropped off between the hours of 12:30–2:30 pm.

We encourage parents not to pick up children during nap time (12:30–2:30 pm) as this might interfere with the children sleeping.

REST TIME

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants periodically through out nap time. Infants must sleep in a crib and not allowed to sleep in swings or infant carriers.

After lunch, all children will participate in a quiet rest time. Children are not required to sleep but they are required to lay quietly. If the child is disruptive to the other children- parents may be called if behaviors continue.

EMAIL/COMMUNICATION

The Academy will send out a quarterly newsletter and a monthly class calendar. Please make sure to notify the Academy with any contact information changes. If you need to reach a teacher, you can use Playground messages or call the office at 864.688.8223.

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*, 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. Also check the Brookwood Preschool Academy on Facebook since it's updated often.

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'lll close 2 hours later.

SPARE CLOTHING

Please send a full change of clothing for children in a gallon-size Ziploc bag with the child's name on it. These will be stored at the school until needed. If and when soiled clothing is sent home, please return fresh clothing the next day. If a 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 lives of children. The Staff would love to share special days. Parents may provide a special snack for their child's class to celebrate his/her day. **Snacks must be nut-free.** If parents 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 outside of school. If invitations are put in only some book bags the other children will know they didn't get an invitation. This is especially important with older children as they talk about birthdays, a very exciting topic of conversation.

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 anywhere in the building. This includes during Christmas and K4 Graduation.**

CLOTHING AND SHOES

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the Academy, and daily programs are conducted outside whenever weather permits.

We ask that children wear closed toe shoes–except during the warmer months. Children may wear sandals with back straps but no flip-flops.

Bloomers or shorts must be worn under dresses.

OUTDOOR DISCOVERY

Please note that children 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 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 below 20 degrees, 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 95 degrees, children will only go outdoors for ten minutes and caution will be used.

OUTSIDE PLAY

Weather permitting; we conduct 30 minutes of supervised outdoor play and/or walking trips around the campus-2 times a day for full time children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the handbook.

RAINY DAYS

On rainy days if a child uses an umbrella to walk into school, parents are asked to take the umbrella home with them when they leave.

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

If no thunder or lightening, classes may play in light rain.

CONFERENCES

For children in the K3 and K4 rooms, parent/teacher conferences will be held twice a year. Parent/teacher conferences are optional for children in K2–K3. Parent/teacher conferences are required for K4 in an effort to prepare children 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 the Academy reserves the right to make the final decision.

KEY FOB FEE

Each family will be given two key fobs 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 who regularly pick up will be required to have a key fob.

HEALTH AND SAFETY

ALLERGIES

If a child has food allergies, parents are asked to 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 a 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 starting a child 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 peanuts/nuts in the room can 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 to alert staff that it's not peanut butter.

LUNCH POLICY

Parents need to send in lunch and two snacks each day.

To aid the teachers and students, lunches must be easily set up and eaten. Lunches should be sent in a labeled lunch box. Please label all containers with the child's name. Please provide an ice pack to help keep lunches fresh. No glass containers of any kind may be used. Children may have heat ups for up to 30 seconds.

Part of the Academy daily curriculum consists of eating lunch together family-style. We'll consistently talk about table manners and always have a prayer of blessing for our food. We'll 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 a child's lunch, it will be sent home. This includes chocolate, skittles, hard candy, lifesavers, M&M's, etc.
No sodas please.

The Academy does not provide spoons, forks or plates. Please include daily.

ILLNESS POLICY

When a parent is called to pick up a sick child a 1 hour window will be given for parent to arrive. After that time frame, DSS maybe called.

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 a child from participating comfortably in program activities.

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

Fever greater than or equal to 100.4°F for children 12-months and older and 100.4 for birth–12 months.
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 a doctor's note states the fever is caused by an ear infection or teething and the child is not contagious.

Three 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. The red blisters should be dry and crusted over.

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.

Flu/Covid.
Child may return to school after being fever free for 24-hours without the aid of a fever reducing medication—ex. Tylenol or Motrin.

Head lice.
Child may return 24 hours 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.

During Flu season or if there is an outbreak of illnesses the academy reserves the right to lower the fever policy to 100 to help minimize the spread of germs. The academy will send out an email with the date this temp. Change will go into effect and when the change will end.

Upon returning to school from an illness, children 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 or inpatient 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 a child at any time, the medication is to be delivered to the Director's office in the original container labeled with the 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.
The Academy staff 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.

Medication can't be added to sippy cups or bottles.

HAND WASHING/FINGERNAILS

Teachers will have children wash their hands upon arriving at school. Teachers will also have the children wash their hands throughout the day.

Staff will clip nails as needed.

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.

LOCK DOWN POLICY

In the event that the academy must be placed on lock down, our first priority will be to ensure that all the children are safe. Then we'll alert parents/guardians, via Playground, that the academy will be on lock down. During this time, all key fobs will be deactivated and no one will be allowed to enter or leave the building. Once the lock down has been lifted by the proper authorities, parents/guardians will be notified, via Playground, that it is safe to come pick up your child/children.

REUNIFICATION SITE

Brookwood Church partners with Greenville County Schools as one of their reunification sites in the event of a school evacuation. Should a school evacuation occur, and Brookwood is activated as the reunification site, the entire Brookwood facility will be locked down. We'll notify parents of the situation immediately and communicate instructions regarding pick-up and other details at that time. It's imperative for all to wait for communication from us before attempting to come on campus.

TORNADO/HURRICANE WARNING

In the event of a tornado/hurricane warning, all children will be evacuated to our designated areas. We strongly suggest that you wait until after the warning has been lifted to pick up or drop off your child/ children.

During a watch- we closely monitor the weather and evacuate the children and staff as needed.
Please make sure your email address and cell phone numbers are up to date so you can get the proper notifications as needed.

ACCIDENT/INJURY POLICY

It is the general policy to report all injuries to the parent. If the child has a scratch, minor bump that leaves a mark, or a bite we'll write a note to the parent to be sure they understand that we know how the injury occurred and give the report to the parent at pick up. If it is anything other than a scratch, bump, or bite it is our policy to call the parent and let them know what has happened. Our procedure is the following:

1. We take care of the child's immediate medical need.
2. If necessary we'll call the parent and explain what has happened. We then inform that parent of our opinion, and allow that individual to decide whether or not he/she needs to come to examine the child.
3. We fill out an Accident/Incident Form. The teacher and the parents sign the form. The parent will receive the yellow copy and the white copy is filed in the child's folder.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we'll try to contact you or an emergency contact.

EMERGENCY TRANSPORTATION

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

LOST AND FOUND

You can look for lost items and bring found items to the Lost-and-found Box located at the office or on the academy window sill. Please note that we are not responsible for lost personal property.

TOYS FROM HOME

We request that you do not allow your child to bring toys from home unless they are part of a show-and-tell activity.

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 children learn to love others with the selflessness of Christ.

The Brookwood Preschool Academy strives 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 parents informed of any situation that warrants a conference.

The Academy recommends that parents define, plan and carry out their discipline decision with their child, and refer to the selected Bible verse below. Use these verses as a guide in forming disciplinary plans based on biblical principles with your family. Parents are asked to review these verses together as they decide how to discipline their 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**

Our Purpose: We want every child to feel safe, loved, and guided in a Christ-centered environment. Young children are still learning how to use their words and bodies safely, and our goal is to teach– not punish– while keeping the classroom safe.

Our Approach to Behavior: We use developmentally appropriate practices based on safety first, teaching and modeling positive behavior, calm correction and redirection, grace, forgiveness, and restoration

Behavior Categories and How BPA Responds

A. Unsafe Behaviors: includes hitting, kicking, biting, scratching, throwing objects, etc.

a. How we respond: child is removed from the unsafe situation immediately, staff help the child calm down, and we talk through simple ways to make safe choices.
b. Parents will be notified the same day via incident report at pick-up.
c. Child may need to be picked up if safety cannot be maintained

B. Disruptive Behaviors: include refusing directions, yelling, tantrums, difficulty with transitions

a. How we respond: redirection and choices ("You may sit here or help clean up."), teaching replacement skills (asking for help, calm words), logical consequences (taking a break from an activity). Parents will be notified via incident report if behavior becomes frequent.

C. Inappropriate Language: includes words that are unkind, rude, or imitated from older children/media

a. How we respond: calm correction ("We use kind words at school."), modeling alternative words, losing a privilege if language is used to hurt others. Parents will be notified via incident report if language becomes frequent.

D. Threatening or Severe Inappropriate Language: includes violent statements and/or profanity

a. How we respond: immediate correction, removal from group and loss of privilege, parent notification the same day, and creation of a Behavior Support Plan if repeated language occurs. Child may be sent home if language becomes threatening, repeated, disruptive to the class, or paired with unsafe behavior.

Regarding all behaviors listed above --- If after at least 1 attempt (from 2 or more adults), 1.) the child cannot stay safe or keep others safe, 2.) threatening or extreme behavior continues despite intervention, 3.) the child is unable to calm after supportive strategies – parents may be asked to pick up their child.

Partnering with Families: We believe children learn best when school and families work together. If concerns arise, we will partner with you to create consistency and support your child's success.

Our Christian Foundation: We strive to model Christ-like values: patience and grace, gentle guidance, restoring relationships after mistakes. Every child is deeply valued, even on their hardest days. Thank you for partnering with us as we support your child's growth in faith, character, and positive behavior.

PHYSICAL RESTRAINT

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

BITING POLICY

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

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 students. Please enter all information into Playground.

If your child has an infant spot tuition will begin on the 1st day of the new school year. We will no longer be able to hold spots.

All tuition payments MUST be made through an automatic draft. Only cash or checks for incidental fees are accepted. The auto draft form is included in the packet of paperwork for each child and it must be signed and returned to our office. A fee of $25.00 will be charged if there are insufficient funds to cover the draft. Should the draft be returned without payment twice, the account will be considered delinquent. If an account becomes delinquent these steps will be taken in order:

1. Invoices sent home.
2. Contact from the Academy Director to arrange a payment.
3. If payment arrangements are not made and followed, the child will be released from Brookwood Preschool Academy.

RETURNED CHECKS/REJECTED TRANSACTION CHARGES

Two or more returned checks or rejected transactions will result in your account being placed on *cash only* status for the remainder of the school year.

Tuition rates are not adjusted for holidays, inclement weather, weather delays, staff development or if a child is absent due to illness, family events, power outages or other situations beyond our control.

CLOSING DUE TO EXTREME WEATHER

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on academy facebook, Brookwood website, and via our Playground emergency app. If it becomes necessary to close early, we'll contact you and or your emergency contacts as soon as possible via our Playground emergency app. Your child's early pick-up is your responsibility to arrange to be pick up as soon as possible.

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

CREDITS & NO CREDITS

Extreme Weather-related or Environmental Disaster or Pandemic that requires us to close longer than 1 week – in the event of a serious crisis during which we are prohibited from operating, families shall pay 50% for the length of the closure. Payment of your Tuition allows us to retain staff, pay operating expenses and hold open your child's spot for when we are safely able to reopen.

SIBLING DISCOUNT

A 5% sibling discount will be given. The discount will be applied to the lowest child's tuition.

SUMMER PROGRAM

To remove a child from the Academy for the summer, submit a written notice. The child's last day will be the last Friday for Greenville County. The child may return full-time in August. Date will be given once the Greenville County calendar is released. Parents will be charged 1/2 price tuition each week to hold your child's spot.
*Dates tentative to change.

NOTICE FOR WITHDRAWAL FROM THE PROGRAM

A 2-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 2 weeks, they will still be charged their usual tuition.

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

Parents may withdraw from our program at any point for any reason.

ADMINISTRATIVE WITHDRAWAL

Brookwood Preschool Academy reserves the right to withdraw a child from enrollment for all the following reasons but not limited to:

- Inability to meet a child's needs at the Academy.
- Excessive behavior problems.
- Failure to pay tuition.
- 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.
- Irrational or unprofessional behavior from family member towards staff.
- The Academy has the right to dismiss any child at any point..

If a child is withdrawn from the program, any tuition paid will not be refunded.

OUTSIDE SERVICES

If a child needs extra assistance to be successful in school, the Academy reserves the right to refer parents to other resources such as, but not limited to, Child Find, Babynet or behavioral therapy.

If a child exhibits behaviors that are significantly distracting to the class or that put themselves or other children in danger, the Academy will recommend outside services for help. Parents are required to obtain an evaluation in order for a child to remain at the Academy. If, after an evaluation, the child is still unable to participate in group experiences with the class or is requiring significant additional teacher support, the child may be asked to leave the Academy. In addition, if parents refuse to seek help and the behaviors continue, the child may be asked to leave the Academy.

The Academy staff will make accommodations to help all children be successful. We'll partner with parents, therapists etc., as needed. The Academy strives for the success of all children in its program. However, in the event that the Academy deems it can no longer help a child be successful in the classroom, the child will be asked to leave the Academy.

BABYSITTING

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Brookwood Preschool Academy.**

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, unless we have court documents stating otherwise.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We'll not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

EMERGENCY PLAN
The Academy has 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 and reporting child abuse and sexual abuse in children.

DANGEROUS WEAPONS
A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

SUSPECTED CHILD ABUSE
We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. The Academy will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

SMOKING
The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor environment and vehicles used by the Academy are non-smoking areas at all times. The use of tobacco in any form is prohibited on the Brookwood Academy premises.

PROHIBITED SUBSTANCES
The use of alcohol or illegal drugs is prohibited on the premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Brookwood Church

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