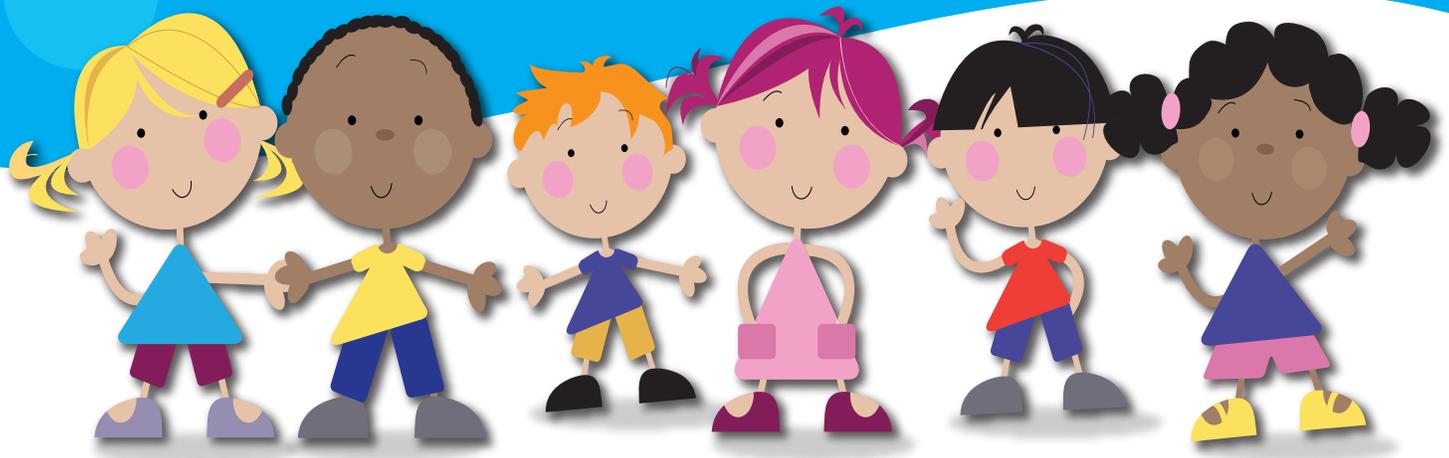




# Brookwood

PRESCHOOL ACADEMY



**2018-2019**  
**Parent Handbook**





# Brookwood

**PRESCHOOL ACADEMY**

## **Academy Staff for Year 2018-2019**

Renee LaPierre, Co-Director  
Mary Tinkham, Co-Director  
Lori Linville, Supervisor

## **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 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 two years after we have passed inspections by the DSS, Fire Marshal and DHEC.

# Brookwood Preschool Academy 2018-2019 School Year Calendar

**FULL-TIME • 7 AM-6 PM SCHEDULE**  
**PART-TIME • 9 AM-1 PM SCHEDULE**

Wednesday, August 8	Meet the Teacher • 6-7 pm
Monday, August 13	Full-time children start
Monday, August 27	Part-time children start
Monday, September 3	Closed for Labor Day
Wednesday, September 12*	Grandparents Day • 9-10 am
Tuesday-Thursday, September 25-27	Teddy Bear Portraits
Wednesday, October 10*	Muffins for Moms • 7-9 am
Monday, October 22	No Part-time school
Friday, October 26	Pumpkin Day
Wednesday, October 31	Trick or Treating • 9:30-10:30 am
Monday-Tuesday, November 5-6	No Part-time school
Thursday-Friday, November 15-16	Class Thanksgiving party
Wednesday, November 21	No Part-time school • Close at 12:30 pm
Thursday-Friday, November 22-23	Closed for Thanksgiving
Thursday-Friday and Monday-Tuesday December 6, 7, 10, 11*	Christmas Program rehearsals • 9:30-11 am
Monday-Thursday, December 10-20	Re-registration for current students for 2019-2020
Tuesday, December 11*	Christmas Program • 6-7:30 pm
Friday, December 14*	Pajama Day / Polar Express • 9:30 am
Wednesday, Thursday, December 19, 20	Christmas Parties • Parents invited
Friday-Sunday, December 21-January 6	No Part-time school
Monday-Friday, December 24-28	Closed for Christmas
Monday, December 31	Return to school (full-time only) • Closing at 12:30 pm
Tuesday, January 1	Closed for New Year's
Monday, January 7	Return to school (Part-time)
Wednesday, January 16*	Donuts for Dads • 7-9 am
Monday, January 21	No Part-time school
Monday, January 28	Registration for new children (Brookwood members and attendees) for 2019-2020
Friday and Monday, March 22, 25	Snow Day • No Part-time school
Thursday-Friday, April 11-12	Easter Parties
Monday-Friday, April 15-19	No Part-time school
Friday, April 19	Good Friday • Full-time only • Closing at 1 pm
Monday, April 22	Closed Easter Monday
Friday, April 26*	Spring Fun Day
Monday-Friday, April 29-May 3	Teacher Appreciation Week

# Brookwood Preschool Academy 2018-2019 School Year Calendar

## CONTINUED

Thursday-Friday, Monday-Tuesday

May 16, 17, 20, 21\*

Tuesday, May 21\*

Monday, May 27

Wednesday-Friday, May 29-31

Friday, May 31

K4 Graduation rehearsals • 9:30-11 am

K4 Graduation • 6-7:30 pm

Closed for Memorial Day

End of year parties • Parents invited

Last day of Part-time school

Friday, June 7

Last day of full-time pulling out for summer

Thursday, July 4

Closed for Independence Day

\*Dates are subject to change

This page is intentionally left blank.

## **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.

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.

Creative Curriculum and various Bible curriculums are used as an adjunct to the curriculum.

## **RELATED ARTS CLASSES**

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

Large Group Worship

Spanish

Creative Movement

Music

Science Lab

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

Music with Mr. Brian

Computer Class

Stretch and Grow

## 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 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're 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 for laundering. 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 the 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 due to sanitary reasons.

*A Daily Report...* will be sent via Tadpoles daily.

You are responsible for bringing your child's diapers, wipes and food. The teacher will send home a reminder through Tadpoles 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.

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 include: 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 be consistent.
- This 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 the 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 Monday, October 1. 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, one of the Directors 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 in 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 late minute. After 15 minutes the charge will be \$4 per minute. If early pick-up is required, please pick-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 late minute. After 15 minutes the charge will be \$4 per minute. Please call the Academy if pick-up will 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 currently enrolled children and their families takes place in the middle of December. During this time all the current children and siblings re-enroll. During this time, siblings of children who have graduated from the program can come back and register. All available spaces will be filled on a first come first serve basis.

After this re-enrollment period ends, enrollment to the public opens 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

The Academy provides a car hang tag to be hung from rear view mirrors during pick up. Dismissal will begin at 12:50 pm. Parents are asked to pull into the parking lot loop on the south side of the building. Parents should stay in their car until the child gets into the car. Staff will bring children to their parents. A group of four to five cars will be loaded at a time. Parents are required to buckle in their children before pulling away from the curb. When the group of cars is finished buckling, parents may all pull away at the same time, then the next group of cars will be loaded. **No passing please. Also note that teachers are not allowed to buckle in children.**

In case of rain children will remain inside until it's 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-positioned 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 children 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. Infants-tuos will go directly to their classroom. Please escort children to and from the classroom and sign children in and out each day.

The first two days, parents are invited to enter the classroom with their child when dropping off. After the first two days, please drop off at the door so that children 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 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 siblings into the room.

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

## **NAPTITUDE**

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

We encourage parents not to pick up children during naptitude (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 the Academy with any contact information changes.

## **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.

**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 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.**

## 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 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 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.

## CELL PHONE FREE FACILITY

Brookwood Preschool Academy is a cell phone free facility. Please take a moment and finish calls before entering the classroom areas. This will help with better communication between parents and teachers.

## 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

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. Lunches should be sent in a labeled thermal lunch box. Please label all containers with the 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'll 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 a child's lunch, it will be sent home. This includes chocolate, skittles, hard candy, lifesavers, M&M's, etc.

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

## **SHOES AND CLOTHING POLICY**

Children should be comfortably dressed for active play. Sometimes play is messy so children should wear washable clothing or *play clothes*. Although every effort is made to keep children's clothing clean, 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 children wear closed-toe, non-skid shoes that tie or Velcro.

During the summer months children 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 a 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 a doctor's note states the fever is caused by an ear infection or teething and the 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 the child's doctor states that they are 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 a doctor's note states the fever is caused by an ear infection or teething and the 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, 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 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.

## **HAND WASHING**

Parents are asked to have their child wash their hands upon arriving at school. 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**

Parents may apply sunscreen before their child arrives at school. If parents would like sunscreen reapplied in the afternoon, they can bring in a bottle of sunscreen with the 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 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*

## AGGRESSIVE BEHAVIOR

If a 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: Parents will be notified and the child will be asked to leave immediately.
2. Second occurrence: Parents will be notified and the child will not be able to return for two full school days.
3. Third occurrence: Parents will be notified, and if the behaviors continue, the 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 the registration packet along with a voided check.

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.

Tuition rates are not adjusted for holidays, inclement weather, weather delays, or if a 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 a child is removed from the full-time program to go into the part-time program for the summer, the 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 2019.

To remove a child from the Academy for the summer, submit a written notice. The child's last day will be June 7, 2019. The child may return full-time in August 2019. Date will be given once the 2019-2020 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.
- 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.

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 will 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.

## **BABY-SITTING POLICY**

Staff members at the Academy are strongly discouraged from baby-sitting for families enrolled in the program. If parents choose to disregard this baby-sitting policy, they 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 a 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 otherwise.

## **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.

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**

580 Brookwood Point Place • Simpsonville SC 29681  
864.688.8200 • [brookwoodchurch.org](http://brookwoodchurch.org)