

Marlboro Academy Preschool

Parent Handbook

2022-2023

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Welcome

We are excited that you have chosen to enroll your child in our program. Our commitment is to provide a safe, loving, quality preschool program for your child.

This handbook is given to parents and designed to familiarize you with our policies and procedures. We are licensed by the South Carolina Department of Social Services Division of Child Care.

Please read this handbook as it contains important information that will ensure a successful relationship between your family and our program.

Please do not hesitate to contact us with any questions or concerns.

We look forward to partnering with you and again we thank you for choosing Marlboro Academy Preschool for your child's formative education years.

Purpose

The purpose of Marlboro Academy Preschool is to provide young children with a safe, high quality learning environment. Our preschool seeks to establish an environment where families can feel comfortable and secure leaving their children, knowing they will receive quality care.

We also seek to provide opportunities for children to grow and develop by exploration and experimentation using various appropriate materials and activities.

Times of Operation

Operating hours are Monday through Friday from 7:30 AM until 5:30 PM.

Ages of Children

Marlboro Academy Preschool serves children who will be four years of age by October 31. Students who have a birthday after September 1st will be required to follow South Carolina guidelines for entering kindergarten at age five.

Enrollment Procedures

Preschool applications may be secured from the office during regular school hours.

Parents need to submit a current medical examination report and an immunization record within thirty days of enrollment. Immunization reports need to be updated when it is applicable. Failure to secure a medical exam or immunization report will result in a child not being able to attend the center until the report is obtained by the school.

Parents should report to classroom staff any change in address, telephone numbers, employment, emergency contacts or medical information. This new information needs to be in writing and given to staff as soon as possible.

Procedures for Entering and Exiting the Building

Parents/Guardians who are bringing students by car may use the sidewalk located near the pre K building. Please escort students to the door and let staff welcome the child and confer with parents about any special instructions for the day.

Students who arrive by bus will be met by a staff member and escorted to the classroom. A passenger list will be provided by the bus driver and confirmed by a staff member each day upon arrival.

Students who ride the bus home in the afternoon will be escorted by staff members to the bus where a passenger list will be provided to the driver. This driver will confirm the pick up time and person upon arrival at the drop off site.

Students who will be car riders may be picked up directly from the classroom. Please be sure that staff are made aware of departure before a student leaves the room or playground.

If an individual other than a parent/guardian is picking up a child,

parents are required to notify the preschool staff. Individuals may be asked to show identification. This will be required prior to departing if staff is not familiar with the individual. Also, make sure you have all people with permission to pick up listed on the student information sheet.

Sick Policy: Regulations Concerning Sick Children

According to the South Carolina Division of Social Services Child Care Licensing guidelines, we are unable to accept a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. Therefore, please do not send your child to school when he/she is sick or has signs of a possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and the child feels well enough to participate in school activities. Also, children must be fever and diarrhea free for twenty-four hours before they can return to school. To help prevent the spread of colds, illnesses, and communicable diseases, every child's hands will be washed upon arrival.

In order for the staff to administer medication it must be prescribed by a doctor unless it is an over-the counter medication, which can be given only as recommended by the label. Please help us by making sure all medication is in the original container with the date, child's name, doctor's name, and the dosage plainly stated on prescribed medications.

If a child has a temperature of 100 degrees or greater, diarrhea, contagious illness, or an injury occurs during the day, an adult will be contacted immediately to pick up the child as soon as possible.

Nutrition Policy: Meals and Snacks

Preschool students will provide their own snacks and meals on a daily basis. Time will be set aside each morning for a snack break. Lunch will be eaten between 11:45AM and 12:15 PM. Following rest time, afternoon snacks will be allowed for all students. Preschool students may also participate in Pizza Fridays from August - April.

Daily Rest Periods

Provisions will be made each day for a time of rest. A minimum of 1 hour per day and maximum of 2 hours rest time will be available for each child. A cot will be assigned to every student with a sheet. Linens will be washed once per week. You may send a small blanket and pillow to be used during our rest time. Laundering these personal items will be at the discretion of the parent. **Please label your child's personal items with his/her name or initials.**

Personal Belongings

Toys, money, electronics and candy should not be brought to school unless it is requested for a special occasion.

Change of Clothes

All parents are asked to bring an extra set of seasonal clothing to be left in their child's cubby. These items should be sent in a large ziploc bag with the child's name on the bag. Please include socks, underpants, pants and a shirt.

Medical Reports

All students are required to have a current annual physical and updated shot record on file. These must be received within 30 days of enrollment. Immunization records should be provided also. Updated reports are required as your child receives new shots.

Discipline & Behavior Management Policy

The guidelines for discipline at Marlboro Academy Preschool foster and teach children to be independent self-monitors of their behavior and respect both children and adults. This will be achieved through behavior guidelines provided by teachers and staff.

Children will not be subjected to any form of corporal punishment. Staff will provide verbal guidance by:

- Speaking kindly to children.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions.
- Avoiding comparisons between children.
- Giving positive directions and suggestions.
 - Modeling appropriate behavior and a positive self-esteem.

Staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor, outdoor, and field trips)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in discipline practices.
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using "Time Out" immediately following physical aggression, hitting with objects, kicking, or biting.

We comply with all General Statutes of the State of South Carolina. No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.

- No child shall ever be disciplined for not sleeping during a rest period.
- No child shall ever be placed in a locked room, closet or box.
- No child shall be disciplined for toileting accidents or any other accidents.
- No child shall be delegated to provide discipline for another child.
- Foods shall not be withheld as a means of discipline.

Reporting Child Abuse and Neglect

We understand the importance of family unity, however if a time arrives where there are any indications of suspected child abuse or neglect, we are required by law to report it to child protective services. We will abide by this law.

Inclement Weather

We will follow Marlboro Academy's inclement weather closing and delays. Parents will be informed via Remind App/ Text Message from staff as the need arises.

Photos/Videos

We take pictures and videos of children on a regular basis as a way of documenting their child's learning process. Pictures are always used and shared with respect. This photo consent is part of the Marlboro Academy student contract.

Schedule and Closings (Proposed)

June 29	Open House 11:00 AM - 5:30 PM
July 11	Anticipated Start Date
September 6	Labor Day (Closed)
November 14	Veteran's Day (Closed on Monday for holiday)
November 24 - 25	Thanksgiving Holidays (Closed)
December 26 - 30	Christmas Holidays
January 2, 2023	New Year's Day (Closed)
January 16, 2023	MLK Holiday (Closed)

February 20, 2023 President's Day (Closed)

April 7, 2023 Good Friday (Closed)

April 10, 2023 Easter Monday (Closed)

May 29, 2023 Memorial Day (Closed)

July 3-7, 2023 Fourth of July (Closed)

Tuition

Funding for teacher salaries and classroom supplies comes directly from the consistent and timely payment of our student tuition. The weekly charge for Pre-Kindergarten services is \$110.00. Payments should be made on a monthly basis to the MA office or to the preschool coordinator.

MAP is provided as a full-time child care service. Therefore, staffing, and supplies are based upon the full-time attendance of each child, whether the child attends in a full-time or part-time capacity. As a result, charges will be assessed on any days or weeks in which the student does not attend, with the exception of scheduled holidays. These dates are listed on the 2022-23 operating calendar. If for any reason your child will no longer attend Marlboro Academy Preschool, please notify the staff immediately in order to avoid extra charges.

Late Arrival

Marlboro Academy Preschool closes at 5:30 PM daily. Please arrive in a timely manner to pick up your child. Late arrival will result in extra charges. Our staff works hard and your respect for their time is appreciated.

Notification of Positive Covid-19 cases:

Individuals, who receive notification of any Covid-19 cases within the school, including any family members who have had contact with students or staff, must report this information to the principal immediately.

The school administration and school board will follow a protocol for notification and response that protects the privacy and confidentiality of the student/staff/family member affected and one that is consistent with applicable laws and regulations.

This will involve communication to parents and implementation of appropriate measures to reduce the chance of transmission to others within the school.

