

# **Marlboro Academy Preschool**

## **Parent Handbook and Policy Manual**

**2023-2024**

**1035 Fire Tower Road  
Bennettsville, SC 29512**

**Contact information:  
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843-897-3808 Office**

## **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 5:00 PM. Parents are always welcome in our classroom and any member of our staff would be happy to speak with you about any concerns. Parents have free and fair access to their child while they are present in the center. DSS 114-503 The daily activities and plans for our classroom will be available in the classroom.

### **Ages of Children**

Marlboro Academy Preschool serves children who will be four years of age by September 1st. 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.

All student information will be maintained in a confidential manner as per DSS Reg. 114 - 503 I. Student files will be secured in the Marlboro Academy office. Staff will maintain confidentiality at all times regarding all students.

A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent. The facility shall comply with all applicable federal, state, and local laws, regulations, and ordinances.

### **Procedures for Entering and Exiting the Building/ Transportation**

DSS Reg. 114-503 F

DSS Reg. 114-504

Parents/Guardians who are bringing students by car may use the sidewalk located near the pre K building. Pull your vehicle to the side and proceed to the black, wrought gate to ring the classroom video call button. Please escort students to the door and let staff welcome the child and confer with

parents about any special instructions for the day. Student's arrival time will be noted in the attendance record each day.

#### DSS Reg 114-505

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. These passenger lists will be maintained by the director.

As per DSS Reg. 114-505 I(b), each child shall be secured in an individual, age-appropriate safety restraint at all times the vehicle is in motion.

If you would like to sign your student up for the bus, please email Stacey Newton at [snewton@marlboroacademy.com](mailto:snewton@marlboroacademy.com) by August 1, 2023. Please include which bus, Scotland or Richmond, and the names of the students who need to ride. Students who rode the buses last year will have priority, but these students must still request a spot by the deadline. You will be notified by email by August 8 as to whether or not your student has a spot for the 2023 - 2024 school year. **Important: You must contact Stacey Newton ([snewton@marlboroacademy.com](mailto:snewton@marlboroacademy.com)) by email to request a spot on the bus. No other form of communication will be accepted. A signed bus contract must be in place before your child will be allowed to ride the bus.**

\*Cost is \$85 per month for 10 months for first child in a household (August-May). Cost for additional children in the same household will be \$75 dollars per month. **If a student no longer needs to ride the bus, the parent must email Stacey Newton, and the spot will be offered to the next person on the waiting list.**

#### Morning Pick Up Times

- The pick up time for Scotland County is 7:35 am in the parking lot behind Taki. The bus departs for Marlboro Academy at 7:50 am.
- The pick up time for Richmond County is at 7:25 am at RCC Cole Auditorium. The bus will depart for Marlboro Academy at 7:40 am.

#### Afternoon Drop Off Times

- Scotland County: Bus will arrive at 2:55 pm. Students must be picked up by 3:10 pm.

- Richmond County: Bus will arrive by 3:05 pm. You must pick up your child by 3:15 pm.

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. Student departure times will be recorded in the attendance record each day.

If an individual other than a parent/guardian is picking up a child, parents are required to notify the preschool staff in person or in writing. 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. Adults who are not listed on the pick up sheet will not be allowed to leave with any student. Changes to transportation or pickup must be received in writing or in person.

### **Sick Policy: Regulations Concerning Sick Children/ Medication**

DSS Reg. 114-505D

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.

DSS Reg. 114-503F

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. Parents must complete a consent form to authorize the facility to administer any medications. Each dose of medication will be documented on this form. All medications will be

maintained in a locked container accessible only to staff.

DSS Reg. 114-509 B

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. Students who are waiting for an adult to pick them up will be provided with a quiet location away from other children in the nurse's station or the facility office.

### **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 and Chick-fil-A 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

DSS Reg. 114-503 F

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.

DSS Reg. 114-506 B

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

September 4	Labor Day (Closed)
November 10	Veteran's Day Holiday
November 23 - 24	Thanksgiving Holidays (Closed)
December 25 - 29	Christmas Holidays
January 1, 2024	New Year's Day (Closed)
January 15, 2024	MLK Holiday (Closed)
February 19, 2024	President's Day (Closed)
March 29, 2024	Good Friday (Closed)
April 1, 2024	Easter Monday (Closed)
May 27, 2024	Memorial Day (Closed)
July 1-5, 2024	Fourth of July (Closed)

## Tuition

Funding for teacher salaries and classroom supplies comes directly from the consistent and timely payment of our student tuition. Payments should be made to the MA office or to the preschool coordinator. Tuition for the 2023-24 school year will be \$5,980.00

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 2023-24 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 5:00 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.

### **Swim/ Field Trips**

Parents will receive updated permission slips for each field trip to include swimming activities. Your signature indicates that permission has been given to transport your student and their participation in field trip and swim activities.

## **Marlboro Academy Preschool Policy/ Procedure Agreement**

Pursuant to DSS Regulation 114-503, your signature below indicates that you have received and read the policies and procedures put in place to guide the operations and activities of Marlboro Academy preschool staff, students and parents.

Student Name \_\_\_\_\_

I have received and reviewed a copy of the MA preschool parent handbook and policy manual.

Parent (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS PAGE IS TO BE USED BY STAFF ONLY**

As a staff member, I have received and reviewed the policy and procedures for Marlboro Academy preschool. My signature indicates my understanding that corporal punishment will not be used at any time while I am an employee of this facility. Any questions I may have will be addressed to the director in a timely manner.

Staff \_\_\_\_\_

Date \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_