

Marlboro Academy Preschool

Parent Handbook and Policy Manual

2026-2027

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

Contact Information:

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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 5:00 PM. The first bell rings at 8:20 AM and our instructional day begins at 8:30 AM. Children should arrive on time each day to support a consistent routine and avoid disrupting classroom learning. Late arrivals after 10:00 AM require administrative approval. To maintain a calm and restful environment, **drop-offs are not permitted during rest time**. 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 three 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.

All children enrolled in Marlboro Academy preschool must be fully potty trained and able to take care of their own bathroom hygiene

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 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.

SC DSS License #25531

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.

Sign up forms for bus transportation will be emailed to families by the end of July. Students wishing to ride the bus must submit a bus transportation sign up form.

NO OTHER FORM OF SIGN UP WILL BE ACCEPTED. If you have issues submitting the form, please email Stacey Newton at snewton@marlboroacademy.com. 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 as to whether or not your student has a spot for the 2026 - 2027 school year. **A signed bus contract must be in place before your child will be allowed to ride the bus.**

***Cost is \$100 per month for 10 months per student (August-May). 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 near Goodwill. 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 2:50 pm. Students must be picked up by 3:00 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. Morning snacks will be allowed between 7:30AM and 8:15AM. Lunch will be eaten between 11:00 and 11:30AM. Following rest time, afternoon snacks will be allowed for all students. Preschool students may also participate in all outside food vendors 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. **Do not send nap mats or rolled mats for use during quiet time.** Our storage spaces are very small and these will not fit in the student's cubby with their other personal items. Laundering personal blankets will be at the discretion of the parent. **Please label your child's personal items with his/her name or initials.**

SC DSS License #25531

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. **All children must be fully potty trained and able to take care of their own bathroom hygiene.**

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.

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 2026-27 school year will be \$6400.00

MA preschool is a year-round (12 month) preschool and childcare program. During the school year, the preschool follows the Marlboro Academy K-12 academic calendar. Therefore, when MA is closed for holidays, teacher workdays, school breaks, inclement weather, or other scheduled closures, the preschool will also be closed. These dates are published annually in the school calendar. Enrollment reserves a child's space in Marlboro Academy preschool, and staffing, classroom planning, and supply purchases 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 closures. 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. Parents should arrive with enough time to collect their child, gather their personal belongings, and exit the building by 5:00 PM. Arrival at 5:00 PM is considered a late pick-up, as all students and families should have departed the preschool building, playground, and parking lot by closing time. A 5 minute grace period will be provided. **Beginning at 5:06 PM a \$5 per minute charge will be accessed and charged to the family's account.** Late fees are calculated based on the time the child and family depart the preschool building, playground, and parking lot. 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.

2026/2027 Preschool Schedule and Closings

August 04	First Day of School
August 10	Morning Delay/Preschool opens at 10:00AM (Professional Development)
September 7	Labor Day (Closed)
September 18	No School (Make up Day)
October 22	Halloween Carnival
October 23	No School (Make up Day)
October 29	Carnival Make up Day
November 23-27	Thanksgiving Holidays (Closed)
December 16-18	Early Release/12pm Dismissal
December 21 - January 01	Christmas Holidays
January 04, 2027	School Resumes
January 18, 2027	MLK Holiday (Closed)
February 15, 2027	President's Day (Closed)
March 08, 2027	No School (Make up Day)
March 26, 2027	Good Friday (Closed)
March 29-April 02, 2027	Easter Break (Closed)
April 05, 2027	School Resumes
May 18-20, 2007	Early Release/12pm Dismissal
May 20, 2027	Last Day of School (K-12)
May 21, 2027	No School (Professional Development)
May 24, 2027	First Day of Summer Session/Dragon Camp

May 31, 2027	Memorial Day (Closed)
June 18, 2027	Juneteenth Holiday (Closed)
July 05-09, 2027	Fourth of July (Closed)
July 30, 2027	Last day of Summer Session/Dragon Camp

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.

_____ I read and understand the transportation and field trip policy to include swimming activities.

_____ I give permission for my child to be transported for medical treatment in any vehicle designated by Marlboro Academy and its employees in the event of an emergency.

_____ I read and understand the sick policy to include the administration of medication.

_____ I read and understand the photo and video policy.

_____ I understand that no corporal punishment will be used as a form of discipline in this program.

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_____