



# Parent Handbook

Updated July 2023

This handbook serves to provide HHA families additional information regarding DSS Regulations necessary in providing educational services for students enrolled in Infant through 4K programs. Any information provided in this handbook is to be used in addition to Holly Hill Academy's Handbook, policies, and procedures.

## Hours of Operation

HHA's 2K, 3K, and 4K programs will provide instruction as follows with early morning drop-off, after-school, holiday, and summer programs available through Raider Deck. All preschool programs and Raider Deck for preschool students will be in Hart Hall.

### Instructional Times

2K - 8:00am - 12:00pm

3K - 8:00am - 12:00pm

4K - 8:00am-2:00pm

### Raider Deck

Early morning drop-off - 7:00am

After-school - dismissal - 6:00pm

Holiday and Summer Care Available

## Tuition and Fees

### Tuition

2K—\$3240 (10-month contract, 8am-12pm)

3K—\$3240 (10-month contract, 8am-12pm)

4K—\$3650 (10-month contract, 8am-2pm)

### Tuition with Raider Deck

\$6,000 (10-month contract, 7am-6pm)

\$6,000 (10-month contract, 7am-6pm)

\$6,000 (10-month contract, 7am-6pm)

### Additional Fees

One time application fee of \$85.00 for new students

Curriculum Fee \$150.00 per year (2K-4K)

## Raider Deck

HHA's Raider Deck program is available to all of our students as an addition to their school contract. During the school year, the 10-month contract includes early morning drop-off, afterschool, and holiday care. A separate 10-week summer contract will be required to attend the Raider Deck summer program. All accounts must be current in order to register for the summer program.

Raider Deck offers early morning drop-off at 7:00am, after-school care from the time of dismissal to 6:00pm, and care on holidays when no instruction is scheduled. Summer programs will also be available beginning in mid-May through the end of July (7:00am-6:00pm). Classes for students attending any of the Raider Deck programs under the age of five years will be held in Hart Hall. All Raider Deck Staff in Hart Hall will meet the DSS licensing requirements.

## **Attendance**

It is important to provide a structured routine for our students. Instruction for students begins at 8:00am. If your child has an appointment that alters their arrival time, please contact us by 9:00am to let us know. Our programs are structured and build on what they learn each day. Attendance may not be required, but is encouraged.

## **Staff**

Teachers and staff in our preschool programs must go through SLED background clearance and fingerprint requirement set forth by DSS and maintain their CPR and First Aid certification. All staff members are required to complete fifteen hours of continuing education annually.

## **Pick Up/Drop Off Procedures**

Children must be accompanied by an adult during pick up and drop off. Students will be dropped off at the front entrance of Hart Hall, accepted and signed-in by an HHA employee. Students will be picked up at the front entrance of Hart Hall. No parents or visitors will enter Hart Hall. Only authorized persons will be allowed to pick up children. This information must be provided upon enrollment. Authorized persons should be at least 18 years of age. Children will not be released to anyone not listed as an authorized adult unless we receive written instructions from the parent when the child is dropped off. Our staff is required to verify anyone picking up a student with a picture ID. Changes in designated pick up persons must also be changed in the dismissal program, Pikmykid.

## **Withdrawal**

Parents who withdraw their child from HHA are obligated to the full contract amount that was signed plus a \$200 administrative fee. The only exception is when the family moves outside of a 50-mile radius from the school with proof of relocation (ie. new utility bill with name and address or copy of updated drivers licence). The request for withdrawal by relocation should be made in writing to the Head of School. All contracts will stay enforced until proof is received and accepted for relocation. All fees and tuition must be paid before cancellation is granted.

## **Confidentiality**

Holly Hill Academy will not release personal information about your child and/or family without written consent from the parent/guardian. A child's emergency information, photograph, and other information will be kept confidential and will not be copied, posted, or disclosed to unauthorized persons without proper consent.

Only the director and the director-designee will have access to a child's files that are kept in a locked filing cabinet. Children's names will remain confidential in incident reports. Staff is prohibited from discussing other children with parents and may only discuss a child with his/her own parent/guardian. Posting of pictures of our students by staff on personal social media posts is prohibited. Please refer all concerns or questions about this policy to the director.

Holly Hill Academy will not release a student's information, emergency information, photograph, or any other personal information about a student and/or their family without written consent from the parent or legal guardian. Any information that may identify a student by name or address is confidential and will not be

copied, posted, or disclosed to unauthorized persons, with the exception of **SC Department of Social Services and SC Department of Health and Environmental Control.**

## **Scheduled Closings/Emergency Closings**

A complete school calendar is available on our website.

Regular tuition rates will be charged regardless of the child's attendance. Regular tuition still applies for center closings due to holidays or inclement weather. When it is deemed necessary to close Holly Hill Academy, you will be notified with as much notice as possible. Notifications will be made through our website, email, and Facebook page. Holly Hill Academy will provide information to local news stations.

In the case of an emergency closing that requires evacuation of our building, parents will be notified by email and parent alert through FACTS with instructions as to where to pick up your child. These instructions will also be posted on the front door of Hart Hall. The onsite location for evacuation is the Holly Hill Academy Gymnasium. The offsite location for evacuation is Holly Hill United Methodist Church.

## **Parent/Teacher Conferences**

Teachers and staff members always welcome discussing the progress your child is making. If at any time you would like to sit down and have an in depth discussion about your child's progress, please speak directly with his/her teacher to schedule a time when the teacher is not in class. Please call 803-496-7578 to make an appointment.

## **Accidents or Incidents**

If a student is involved in an accident or incident requiring immediate attention, the parents will be called through the contact information provided. For accidents or incidents that do not require immediate attention, an incident report will be completed and signed by the parent when the child is picked up. If an authorized person that is not a parent/guardian picks up your child, the incident will be briefly discussed with the pick-up person. The parent will then be contacted and will sign appropriate paperwork the next day.

## **Discipline Policy**

As parents and teachers, we are interested in promoting self-control and appropriate social behavior in children. We use positive methods in developing these behaviors. We do not practice corporal punishment, this includes hitting, spanking, shaking, binding or tying a child, depriving a child of food or toilet use, or humiliation.

Teachers and staff members use positive reinforcement, encouragement, and corrective guidance to help create a positive learning environment for our students. We will also take preventative measures, when necessary, to stop undesirable behavior before it begins.

Classroom management tools such as consistent routine, reviewing age-appropriate classroom expectations, and communicating with parents are all used to encourage a child's social awareness and self-control. Corrective guidance may be exhibited through modeling appropriate behavior, praising good choices, allowing a child a "calm-down" moment, and encouraging better choices.

## **Biting Policy**

Some children of preschool age communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. We understand that biting, unfortunately, is a part of a pre-school setting.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. A form is filled out documenting the incident and requires the parent's signature.

For the child that bit:

1. The teacher will firmly tell the child "Biting Hurts!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. A form is filled out documenting the incident and requires a parent's signature.

When Biting Continues:

1. We will try to prevent the biting by focusing on the behaviors that are exhibited before the bite occurs.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts three bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts two bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for two business days.
3. If a child once again inflicts three bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements to ensure the safety of other students.
4. If a child bites twice in a four hour period, the child will be required to be picked up from preschool for the remainder of the day.

## **Parents' Right to Free and Full Access**

Holly Hill Academy shall permit the parent/guardian of a child free and full access to his or her child without prior notice, unless there is a court order that stipulates otherwise. Your free access must not disrupt the instructional activities or classroom routines. *DSS Regulation No. 114-503 F(1)*

## **Provisional Employment**

Holly Hill Academy may choose to provisionally employ persons to provide care to enrolled children. If a provisional employment arrangement is made, written statements will be provided to parents indicating that the facility has provisionally employed a person in order to comply with SC laws and regulations when an unexpected staff vacancy occurs. *SC Statute 63-13-45 (A)*

## **Liability Insurance**

Holly Hill Academy is covered by liability insurance. A copy has been provided to DSS according to SC Statute 63-13-210 (A)(B).

## **Tracking Children**

Holly Hill Academy is required by DSS to continually track your child from the time they are dropped by an adult until he/she is picked up by an authorized adult. A student's location is recorded hourly by each teacher or staff member assigned to that class. Holly Hill Academy is not responsible for a child before a teacher or staff member has accepted the student from the authorized adult. Responsibility for a child is concluded at the time they have been picked up by an authorized adult.

Leaving your child in the hallway unattended is not acceptable and Holly Hill Academy will not be held responsible for that child. Holly Hill Academy will not be responsible for any child allowed by the parent/guardian or authorized person to leave the building without an adult or re-enter the building after an authorized person has picked up the child.

## **Health Regulations**

Before admission into Holly Hill Academy, a current copy of your child's DHEC immunization form and DSS Statement of Child's Health form must be completed. DHEC immunizations must be kept current and on file. Failure to supply or update these forms is a violation of DHEC protocol. To ensure strict compliance, failure to supply or update these forms will result in nonattendance until the proper forms are submitted.

## **Health and Illness Policy**

Holly Hill Academy places a high priority on the safety of students and staff. Your child's health plays an important role in his/her behavior, performance, and ability to learn. As we strive to maintain a healthy environment for children and keep the risk of spreading illness to a minimum, we cannot provide proper care for sick children.

If your child becomes ill while they are in attendance, you will be contacted immediately. You will be required to pick up your child within one hour of being notified. Your child will be removed from the classroom and placed in the office or other designated area until picked up. Please review the School and Childcare Exclusion List provided by DHEC for additional information. Holly Hill Academy uses the School and Childcare Exclusion List as a basis for decisions regarding our illness policy. The Head of School and/or Director may require additional guidelines based on circumstances at that time. Upon picking up your sick child, you will be required to sign an Illness Form stating the illness for which your child is being sent home with instructions that should be followed for them to return. Failure to adhere to our Health and Illness Policy may result in termination of enrollment.

## **Administering Medication**

If it is necessary for our staff to administer medications to your child, you must complete a Medication Authorization form for each medicine being administered. Prescription medications must be accompanied by a note from your child's doctor and medicine must be in the original container with the prescription information and instructions.

Please do not leave medications for your child in his/her book bag that may be unattended. No medicines, over-the-counter or prescription, will be administered in a way not compliant with the original dosing instructions on the medication container. Emergency medications, such as an EpiPen or inhaler, must include your child's physician information in case we need to contact them directly. Prior authorization must be given by you to your child's doctor's office to release instructions to Holly Hill Academy in an emergency situation. Parents are welcome to come and administer medication at their discretion to his/her own child.

## **Emergency Medical Plan**

As part of the enrollment process to Holly Hill Academy, parents/guardians are required to complete and acknowledge by signature our Emergency Medical Plan. In the case of a life threatening emergency, 911 will be called. Holly Hill Academy staff will contact emergency services for seizures, loss of consciousness, or any other health matter deemed necessary to receive emergency medical attention. Emergency services will transport the child to the nearest medical facility. The child will be accompanied by the director or designee of the director with the child's medical information provided by the parent/guardian.

The parent/guardian of the child will be contacted by using the information provided in the child's file. Please update this as needed. If the parent/guardian cannot be contacted, then someone from the list of authorized emergency persons will be contacted.

## **State and Law Enforcement Regulations**

Holly Hill Academy is required by law to report any signs of abuse or neglect. If any staff member has reasonable doubt that a parent, guardian, or authorized person is not mentally or physically capable of taking custody of a child and delivering care, the staff member will contact the proper authorities. Staff will contact the following persons in this order:

1. The spouse, other parent, or other guardian
2. Authorized emergency contacts as listed in your child's file
3. Holly Hill Police Department
4. SC Department of Social Services

## **Clothing**

Please provide comfortable clothing that is easy to fasten. Children will be involved in activities that include art materials and outside play so please dress them appropriately. Please be aware of daily weather and make sure your child is provided with clothing necessary to be comfortable. Shoes are required at all times. Please refrain from sending your child in flip-flops or open-toed shoes.

Accessories and jewelry are extremely attractive to young children's eyes. To avoid choking and other hazards, no jewelry will be allowed.

Each child should have at least one change of weather appropriate clothing kept at school at all times in case of an accident. If your child's clothes are used and sent home, they must be replaced the next day in attendance. Please update your change of clothes, as necessary, as your child grows.

All items of clothing should be labeled with your child's name. Holly Hill Academy is not responsible for lost or damaged items.

## **Food**

Holly Hill Academy will provide a morning snack and afternoon snack for students enrolled in our preschool program. Afternoon snacks will be provided in Raider Deck's After-school Program. Your child may bring his/her own lunch and snacks, but it will only be served at the appropriate times. Water and juice/kool-aid will be provided for your child throughout the day unless you provide something different. Lunch may be purchased from Handi-House based on their menu and cost. When bringing lunch for your child, do not pack soda or drinks with high sugar content. If you have found nutritious items that are very popular with your child, please share your experiences.

## **Toilet Training**

When your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. We will do this in a manner that is consistent with your methods used at home as long as it meets our policy. Daily communication between the parent and teacher is very important.

Children entering our 3K program are strongly encouraged to be toilet trained. With DSS regulation (114-505.F(1)), we will not be able to promote a student to a 3K or 4K classroom that does not meet DSS regulations for diaper changing. If there is a medical reason or disability that is directly related to potty training, please notify the director so that proper accommodations can be made.

- Staff will never put a child on the potty unless the child is willing.
- Staff will never use degrading or humiliating language in regards to toilet training or accidents to children.
- Staff cannot wash out soiled clothing. Soiled clothing will be enclosed in a plastic bag and sent home with the child.
- Parents are responsible for supplying all pull-ups and disposable wipes throughout the toilet training process. Pull-ups with refastenable sides only for children that have transitioned out of 2K.
- Children learning to go to the toilet independently should be dressed in loose fitting clothing that your child can manage independently. Avoid tight clothing, outfits with snaps or buttons, one-piece outfits, overalls, and tight leggings.

## **Late Pick-Up**

Holly Hill Academy's Raider Deck closes at 6:00pm. If you are late picking up your child, be prepared to pay \$1.00 per minute past 6:00 pm. Failure to pick up your child on time on three separate occasions will result in termination of services and the late fee of \$1.00 per minute will be applied to your account.

## Field Trip/HHA Special Events

Holly Hill Academy will follow DSS guidelines in planning any activities involving students under the age of 5 years. For students to participate in any activities outside of Hart Hall and the accompanying recreation area, parents must complete DSS required documentation. This documentation will be kept in the students file. Students will always be supervised by HHA teachers and staff that have met DSS employment requirements.

## Non-Discrimination Policy

In providing services to children and their families, HHA does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin, or sexual orientation.

## Termination Policy

The following circumstances are cause for termination of a child's enrollment:

- Not following policies listed in the ELC handbook
- Disrupting the normal functioning of the classroom and preventing the learning of other students.
- Disturbing behaviors - that could cause or potentially cause bodily harm to others.
- Disrupting the class to the extent that the child requires one-on-one interaction.
- Causing a hazard to other children and adults, as well as to him/herself.
- Causing unsafe conditions and unsafe interactions with children and adults.
- Destruction of the environment.
- Three (3) failures to pick-up the child on time.
- Failure to provide the child's immunization record and the physician report.
- The director has determined that the child cannot effectively benefit in this particular environment.
- Payments that are one (1) month overdue will result in non-attendance until the tuition is brought current.
- If a parent's child rearing philosophy or beliefs are in conflict with that of HHA ELC.

## First Day Checklist

Prior to the first day your child attends Holly Hill Academy's preschool programs, please have the following:

1. Updated DHEC Immunization Record
2. All enrollment forms completed and enrollment fees paid in full
3. An extra set (or two) of clothing. This should include a complete outfit, underwear, socks, etc. that is seasonally and size appropriate.
4. Items your child may need to feel comfortable at naptime. Sheets for cots and cribs are provided. You may bring a small blanket or cuddly item for your child. These items must be labeled with his/her name and will be sent home every Friday to be laundered and returned on Monday.
5. If your child wears pull-ups, please provide an adequate supply of pull-ups, wipes, and any topical ointments that should be applied. Permission to apply diaper ointments must be given at time of enrollment.
6. Any food items brought for your child must be labeled with your child's name and dated. This must be kept in their lunchbox, bag, or cubbie.
7. All personal items must be labeled with your child's name. Holly Hill Academy will not be responsible for personal items lost or broken.



## **PARENTS CAN HELP BY...**

Making sure your child attends Holly Hill Academy regularly. A consistent schedule is key in the adaptation process.

Taking an interest in what your child is doing at school. Praise the work they do which will often be displayed in their classroom or sent home.

Your attitude and disposition directly affects that of your child. Coming to school should be an exciting and happy experience. We will do everything we can at Holly Hill Academy to ensure that it is.

Communicate often with your child's teacher. We love to hear your thoughts, suggestions, and compliments about what we're doing.

Participate in activities and parent surveys when available.

Teach your child to be self-reliant and to practice self-control. Allow them to hang up their own bags and follow admittance procedures.

We are always in need of supplies such as wipes, tissues, paper towels, disinfectant wipes, and disinfectant spray. If at any time you would like to donate these supplies, it will be greatly appreciated.