



C.A.R.E. Academy
Caring. Assisting. Reaching. Educating.

Parent Handbook Policies and Procedures

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Welcome to C.A.R.E Academy

Welcome to C.A.R.E Academy, let me first start by saying we are so blessed to have your child in our care. C.A.R.E Academy is a preschool that provides full-day care for children ages 6 weeks to 5 years of age. Our mission is to serve you and your child (ren) with the best care possible. It is our hope that we give you a sense of security and peace of mind while away from your child. We recognize that every parent wants the best for their child and here at C.A.R.E Academy we share in your best interest. We hope that your family will enjoy their time while at C.A.R.E. Academy.

Please take the time to familiarize yourself with our parent handbook and child care policies and procedures. Any questions you may have may be directed to the C.A.R.E Academy Director.

Happy Learning,
Ms. Brown, Owner

Mission Statement

Caring, Assisting, Reaching, Educating

C.A.R.E. Academy exists to provide high quality and stimulating early child care experience for children in the Charleston area. It is our mission to care for each child, assist them in building life-long learning skills, to reach each child in our care and leave behind none, and to educate each child beyond parent's expectations.

Qualifications of Center Staff

C.A.R.E Academy is licensed through the South Carolina Department of Social Services Child-care Licensing Division and is an ABC Quality childcare facility. Our center is thoroughly inspected by DHEC and South Carolina State Fire Marshall. Fire, earthquake, and tornado drills are conducted throughout the year. Our building is equipped with a complete fire and smoke alarm system. Emergency exits, as well as fire extinguishers are present throughout our facility and are maintained as required.

All staff members are required to obtain an extensive background check before hire. All staff must attend 15 hours of training a year mandated and provided by DSS. This training is in all aspects of Early Childhood Education. The staff must complete a Blood Borne Pathogens class each year and all staff must be CPR and First Aid Certified. Each individual professes Jesus Christ as their personal Savior, and attends church services regularly and strives to train up each child; providing them with care and assistance, pledges to reach each child and educate and prepare them for the next class level.

Registration Information

To enroll your child in C.A.R.E. Academy, you will need to complete our enrollment packet and submit a copy of your child's immunization form.

The following items are a part of the enrollment packet and must be turned in at least one day before your child's start date. Immunization must be submitted by your child's first day.

The information on these items must be kept current. If there are any changes, the Parent is obligated to provide the update information to the center in a timely fashion.

Enrollment Packet

- Signed Parent Agreement
- Child's Immunization Form– must be signed by child's physician and on a SC state approved form.
- Discipline Policy
- Physical Policy
- Nutritional Policy
- Liability Insurance Acknowledgment
- Notice of Provisional Employment
- Permission to Photograph
- Field Trip Permission
- Parent Acknowledgment of Policies and Procedures
- Copy of Parents Drivers License

Enrollment Fee

Enrollment fee is \$75.00 and is payable on or before your child's first day. The enrollment fee is non-refundable and if paid assures your child's spot if one is available or places your child's name on our wait list.

Full Time Care

Full Time care consist of 5 days a week, Monday—Friday, 6:30 am– 6:00 pm. With Full Time care children receive breakfast, lunch and a pm snack; diapers and wipes. Pull ups are not provided by C.A.R.E. Academy. (See Tuition and Fees for Rates)

Part Time Care

Part Time care consist of 3 days a week, parents choice with advance notice, 6:30 am– 6:00 pm. With Part Time care children receive breakfast, lunch, and a pm snack; diaper and wipes. Pull ups are not provided by C.A.R.E. Academy. (\$150.00 per week, vacation week and multi-child discount does not apply to Part Time Rates).

Hours of Operation and Closings

C.A.R.E. Academy is open Monday - Friday, 6:30 am – 6:00 pm. The center will be closed on the following Holidays:

New Year's Day	Day After Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Day After Christmas
Labor Day	3 In Service Days
Thanksgiving Day	3 Professional Development Days

Full payment is still required. Please note if a major holiday falls on a weekend, the Center will be closed on the day closest to the Holiday. C.A.R.E Academy will also have three in service/ professional development days. All parents will be notified in advance.

Tuition and Fees

C.A.R.E Academy's tuition is:

Birth to 2.5 years	\$200.00 per week
2.6 years to 3.5 years	\$190.00 per week
3.6 to 5 years	\$185.00 per week
Daily Drop Off Rate	\$50/day
5% Multi Child Discount	Taken off of eldest or first child

Tuition and Registration fees are subject to change with adequate notification. **Tuition is due on Fridays** (Mondays –grace period) and **Late as of 6:30 am the following Tuesday**. Late fees will apply if arrangements are not made and adhered to.

Late Pick up rate:	\$1.00/per minute
NSF Checks	\$35.00/item
Late payment	\$5.00/day
Enrollment/Registration Fee:	\$75.00/annually

C.A.R.E. Academy still expects to be paid if your child will not be present on Friday, or when your child is not in attendance due to illness, a doctor's appointment, vacation, etc.

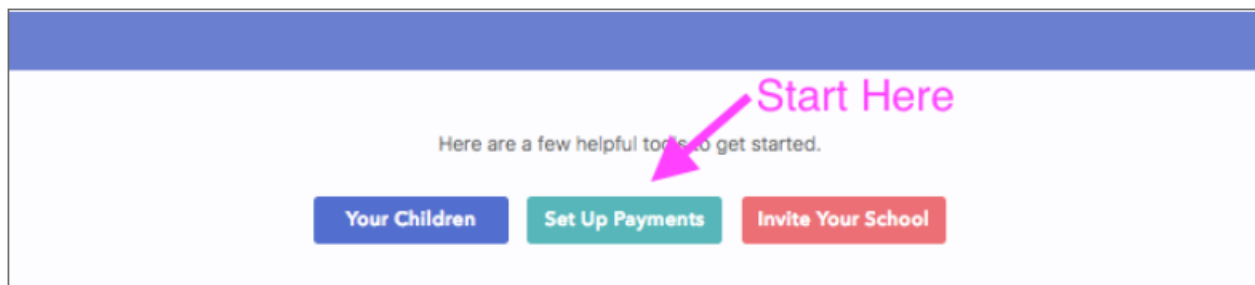
If your payment is not received within 10 business days of the payment due date, your child may not be accepted until payment or arrangements are made.

Payment can be made by check or cash, if paying by debit, Brightwheel is preferred (.60 per transaction); however, you may make a debit or credit card payment onsite, please note effective January 1, 2018 a \$3.50 convenience fee will be charged. If your payment is made over the phone, a \$5.00 charge will be assessed. Weekly invoices will be sent to your email on file, either from Brightwheel or C.A.R.E. Academy itself. Please see below for setting up a Brightwheel payment account.

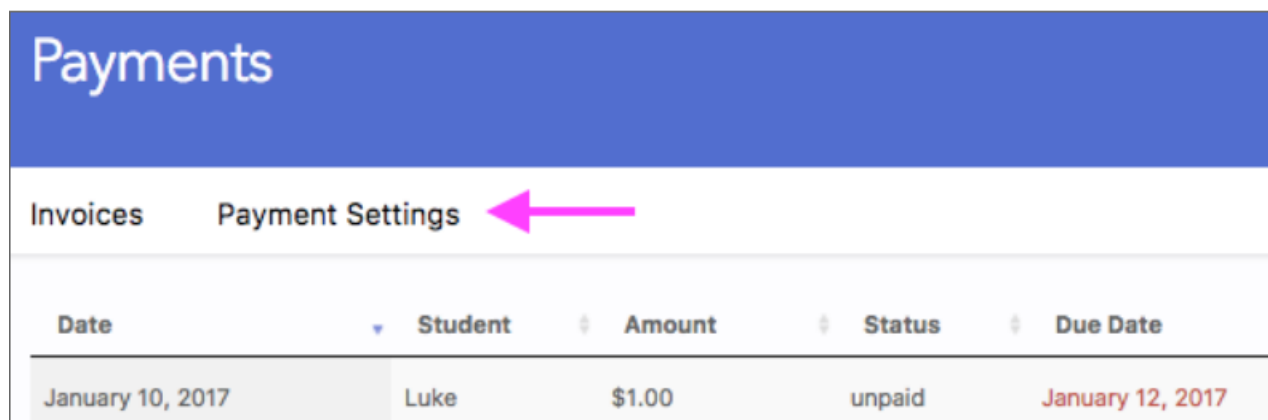
Brightwheel Parents Setting Up Billing Instructions

Bank Transfer: Please note this process can sometimes take up to 3 days, please give yourself time to set up the account so that you can pay on time!

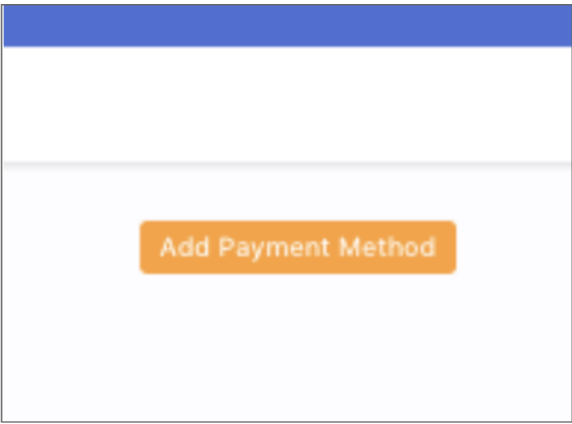
Step: 1 Sign into your brightwheel account and click "Setting Up Billing"



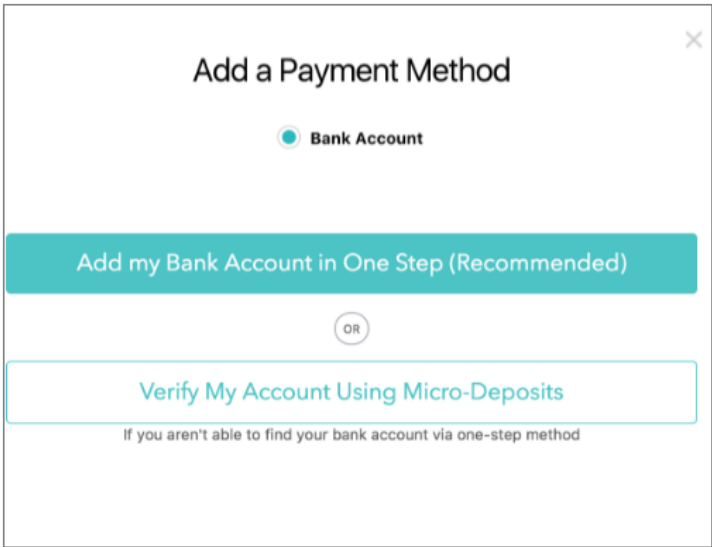
Step 2: Click "Payment Setting"



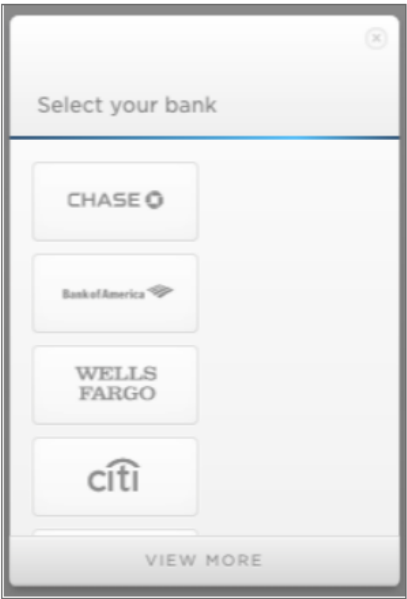
Step 3: Click “Add Payment Method”

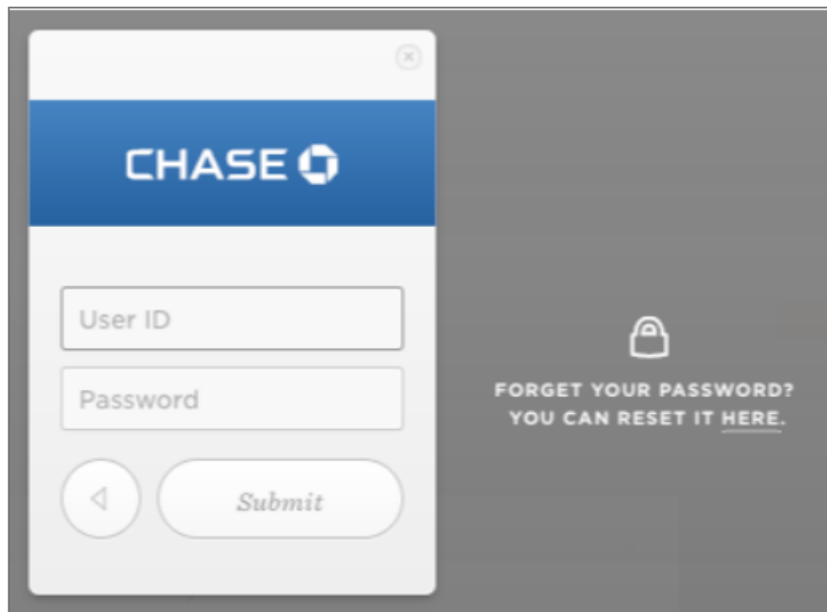


Step 4a: If adding a bank account, Click “Connect Your Bank Account”

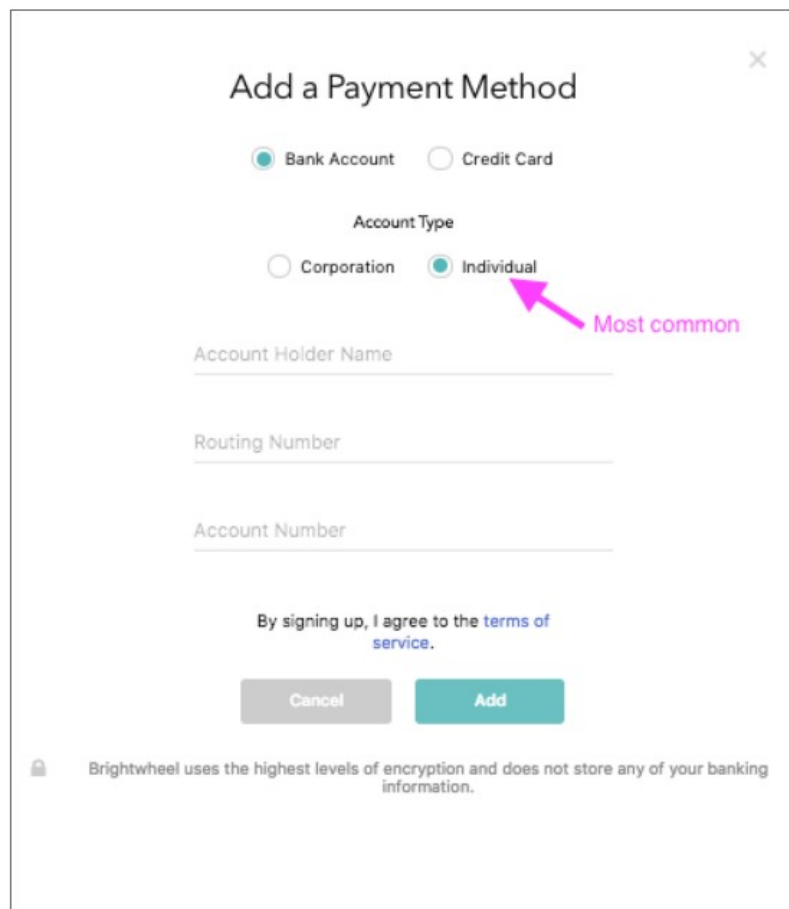


Follow the steps listed to select your bank account and sign in.





Step 4b: If your bank is not listed in the options in that pop-up, navigate back to the main “add payment method” window and click “add your account manually”.

A screenshot of the "Add a Payment Method" form. The form has a title "Add a Payment Method" and a close button (X) in the top right. It features two radio buttons: "Bank Account" (selected) and "Credit Card". Under "Bank Account", there is an "Account Type" section with two radio buttons: "Corporation" and "Individual" (selected). A pink arrow points to the "Individual" option with the text "Most common". Below the radio buttons are three input fields: "Account Holder Name", "Routing Number", and "Account Number". At the bottom, there is a line of text: "By signing up, I agree to the [terms of service](#)." Below this text are two buttons: "Cancel" and "Add". At the very bottom, there is a small padlock icon followed by the text: "Brightwheel uses the highest levels of encryption and does not store any of your banking information."

YOUR NAME
1234 Main Street
Anywhere, OH 00000

123

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

044072324 000123456789 123

**ROUTING
NUMBER**

**ACCOUNT
NUMBER**

**CHECK
NUMBER**

Step 5: (Only If You Added Bank Account Manually)

1. Once the account is connected, we need to verify your account.
2. This can take 2 business days. (Just remember if you did this after 5pm, the business day starts the next day) Keep an eye on your account!

Once you see the few cents is deposited in your bank account, add the numbers on this screen. (This screen will wait for you and will be here when you sign back in).

Confirm Your Bank Account

Connected!

You're almost ready. For security purposes, the next step is to verify the bank information provided. Please review the following:

1. Two small deposits of a few cents will be sent to your account.
2. Please check your account in the next 24-48 hours.
3. When you see the deposits, return here to confirm the amounts in the form below.


\$0. First Amount _____

\$0. Second Amount _____

Verify

Invoices
Payment Settings

Payment Methods



BANK NAME

Ends in: 1234

Delete
Verify

Click to bring back verification screen

Step 6: Once you successfully verify your payment method, you can pay your invoices here on your main payments page.

Payments						
Invoices		Payment Settings				
Date	Student	Amount	Status	Due Date	Take Action	
January 10, 2017	Luke	\$1.00	unpaid	January 12, 2017	View Invoice	
January 5, 2017	Luke	\$1.00	paid	January 11, 2017	View Invoice	
November 16, 2016	Leia	\$1.00	paid	November 17, 2016	View Invoice	
November 1, 2016	Luke	\$1.00	cancelled	November 4, 2016	View Invoice	

When viewing unpaid invoices, you will see:

Select Payment Method

Pay Now

Unpaid

Lucas School

School

Billing

Address

EIN

Luke

Millennium Falcon

Due Date:

01/12/2017

Amount:

\$1.00

Details

testing

\$1.00

\$1.00

Print Invoice

Done

In the event [C.A.R.E. Academy](#) is not paid for services rendered up to the termination date:

First action: [C.A.R.E. Academy](#) reserves the right to give written notice and take action by not providing care for my child/children until payment is made for services.

Second action: [C.A.R.E. Academy](#) also reserves the right to give a written notice and take action at which time the matter will be taken to small claims court where court & attorney fees and loss of income will also be added to the bill.

If a parent should decide to terminate their child's enrollment, a two weeks notice must be given. Tuition is to be paid during that two week period.

C.A.R.E. Tuition Vacation Week

Each full time child enrolled in C.A.R.E. Academy receives a free vacation week. In order for a vacation week to be processed, the parent must notify the academy two weeks in advance of requesting the vacation week. Vacation weeks may not be passed over to siblings and children are not allowed to be in attendance while in a vacation week status.

Drop Off and Pick Up

All children must be signed in/out and walked to/from class by a parent or drop off or pick up designee daily. **Drop off must be no later than 10:00 am.** All drop off designees must be 18 years of age or older unless written consent is given prior to drop off or pick up. Anyone picking up their child must present photo identification. At any time someone other than a pick up designee picks up your child, the Academy must be notified in writing or by phone of the name of the person picking up your child, prior to pick up. This person must have the family code and present Identification in order to sign your child out.

Children must be picked up no later than 6:00 pm daily. Parents must contact the Academy if they anticipate on being late (late charge still applies). Parents may receive one written warning regarding late pick up. If parent is late after receiving written warning a charge of \$1.00 per minute will be assessed to your child's bill and must be paid with the next weekly tuition payment.

Release of Children Policy

Each child may be released only to the child's parent (s) or person (s) authorized by the parent (s) to take the child from the center and to assume responsibility for the child in an emergency if the parent (s) cannot be reached. Each parent or authorized person picking up the child must show ID at all times. No child will be released, if ID cannot be shown.

If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent (s) or person (s) authorized by the parent (s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent (s) or person (s) authorized by the parent (s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent (s) or person (s) authorized by the parent (s) have failed and the staff member (s) cannot continue to supervise the child at the center, the staff member shall **call South Carolina Department of Social Services, Child Protective/Preventive Services at 803-898-7318** to seek assistance in caring for the child until the parent (s) or person (s) authorized by the child's parent (s) is able to pick up the child.

If the parent (s) or person (s) authorized by the parent (s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person (s) authorized by the parent (s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the **South Carolina Department of Social Services, Child Protective/Preventive Services at 803-898-7318** to seek assistance in caring for the child.

Custody and Related Court Orders

The day care staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pickup list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

Emergency Closing

C.A.R.E will follow the weather closing procedures of the Charleston County School District. If Charleston County School District schools close due to inclement weather, C.A.R.E Academy will close also. School closings are broadcast over local radio and television stations. In the event of an emergency and the center must evacuate, we will move to the nearest emergency shelter. Each parent will be notified and will have one hour to obtain your child. If we are unable to contact the parent your emergency contact will be notified.

Parents please be sure to keep all of your emergency numbers current and correct. This information is vital to the care of your child.

Curriculum

C.A.R.E. Academy will provide a daily curriculum for each class regardless of age. The lessons will range in offering of songs, letters, numbers, colors, shapes, bible verses and more. Children may also take part in daily devotion which will consist of praise and worship, bible teaching and prayer.

Supplies

Each child will need to bring the following items:

- Pull ups
- 2 Changes of clothing- to include underwear if toilet trained
- Sippy cups (labeled with child's name)
- Mat and blanket for daily naps (labeled with child's name)
- At time specific items maybe requested by teachers in order to do special projects with your child.

What Your Child Will Need While at C.A.R.E. Academy



Extra set of clothes, just in case of an accident or if lunch was so awesome.



3-4 Bottles or a Sippy Cup if age 3 and under, labeled with child's name.



Sleeping mat (as displayed) and blanket, labeled with child's name



The Academy does take all children outside should weather permit. **Please ensure your child has weather appropriate attire and sneakers or shoes with rubber bottom soles (no croaks allowed) to be outside.**

Meals and Snacks

C.A.R.E. Academy serves breakfast, lunch and afternoon snacks based on USDA My Plate Standards every day. All meals will be posted on the Monthly Calendar which can be found at the Academy on the parent bulletin board. **After 8:30 am breakfast will no longer be served.** Please be sure to feed your child ahead of time if your child will be arriving after this time. Our Brightwheel app is a great source to see what your child is eating on a daily basis.

Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:


- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:


- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool care programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center



State Agency Director,
SC Department of Social Services
Child and Adult Care Food Program
Post Office Box 1520
Columbia, SC 29202
803-896-0959



USDA is an equal opportunity provider and employer

English Version

Infants Breast Milk and Alternative Formulas

An infant statement is provided for all parents to inform us of whether your child will be breast feed, be on Enfamil (provided formula) or if the parent will provide their own formula. Please note that we do not serve formula to children who are over twelve months of age. If your child still requires formula after that age, you will need to provide the Center with a doctor's note regarding the exception, and you will need to provide the appropriate formula for the Center to use.

Discipline

In case of disciplinary measures, C.A.R.E. Academy uses positive guidance/re-direction several times, and if necessary, the time-out method. Time out is removing the child from the situation and placing him/her by him/herself for a period of one minute for each year of the child. Time out is used as a last resort only. If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

Immunizations

State law requires C.A.R.E. Academy to maintain and update Certificate of Immunizations. This is form specific and subject to be checked at any given time by DHEC officials. Please ensure to bring your child's immunization records as soon as it is received. Your child will not be allowed to attend C.A.R.E Academy unless immunizations records are submitted and updated as needed.

Parking

Parking during drop off and pick up times can be busy. Please drive with care when entering the parking lot. Please do not block the entrance to the back parking lot or park on the side of the planter in front. DOT can and will ticket you.

Illness

Parents should notify C.A.R.E. Academy if there has been an illness in the family over the weekend. A child will not be allowed care if he/she has a fever, diarrhea, or other contagious symptoms. **Children must be fever free for at least 24 hours without medication before they are able to return to the Academy.**

This is a **well-child** childcare facility. This means that if your child is not feeling well, for any reason, you will need to find alternate care. Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness in my home have been developed with the help of the Health Department and Pediatricians. In order to protect the entire group of children, as well as your own child, we ask that parents assist C.A.R.E Academy by not bringing their child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100.4°F under the arm
- Vomiting, in excess of typical infant spit-ups or upset stomach
- Diarrhea (1)
- Conjunctivitis ("pink eye")
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- A communicable disease (measles, mumps, chicken pox, etc.)
- Excessive colored discharge from eyes or nose, indicating possible infection
- Head lice
- Unexplainable rash with fever

In general, if your child is too sick to go outside and play, then your child is too sick to attend child-care. If your child becomes ill during daycare, you will be phoned at work and asked to pick your child up immediately.

If your child has a common cold (slight cough, sneezing, clear runny nose and/or a temperature below 100 degrees) your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home. Please refer to the DHEC School Exclusion document found on DHEC's website.

Medication

Please dispense all medications at home whenever possible. For times when this is not possible, an **Administration of Medication Form** must be filled out in order for C.A.R.E. Academy to dispense any medications. **All** prescriptions *and* over-the-counter medications must be in their original container (s), and prescriptions must display the pharmacist's label with the doctor's and child's name. Medication can be given if it is in the original container, labeled with the child's name, and C.A.R.E. Academy has a signed medical authorization with it.

Communication with parents

Communication is key. C.A.R.E Academy will do everything in its power to communicate with you through the Brightwheel App, letters, phone, text, or email. Brightwheel is your way of keeping track of your child daily. Brightwheel is also a means of communicating with our Parents, informing them with school closing, events, exciting news about their child or reaching a parent when a teacher has a concern in the classroom. It is imperative that all parents download the Brightwheel app so that they may receive all means of communication. You may access the Brightwheel app using 3 different methods:

- Email
- Text
- 10-Digit Code

At any time you have a concern or question regarding the care of your child, you may speak with the Director or email the Director at careacademy@myschools@gmail.com.

Reporting Absences

Since teachers plan their daily activities based on the number of children expected for the days and hours children are scheduled and meals are planned by the number of children in the building at 10 am, we ask that parents/guardians notify the center if their child is going to be absent, late for any reason, or if they plan to pick up especially early.

Birthdays

You may plan a special celebration for your child's birthday at the center. All aspects of the celebration must be approved in advance.

Consider these suggestions:

- Bring in a book to be read in your child's honor
- Bring in mini cup cakes
- Donate something to the classroom in your child's honor such as a puzzle, toy or materials for a special project
- Share a tradition by reading a story or playing an instrument

Termination Policy

C.A.R.E. Academy requires all families to put in a two week notice. Tuition will be charged to all families regardless of whether their child stays two weeks or not. Please be respectful of this policy when terminating your agreement with C.A.R.E. Academy. Non-payment of childcare fees, as mentioned in the Parent Provider Agreement, may result in late fees being added to your account and or disenrollment of your child(ren).



Want a window into your child's day? A real-time feed of their school activities? Photos delivered straight to your mobile phone?

Meet brightwheel, a free and easy-to-use mobile app that helps schools and teachers stay better connected with families.

What is brightwheel?

Teachers use brightwheel for recording and tracking daily events and activities in the classroom and managing administrative tasks. As a parent, you'll get private, real-time updates on your child delivered to your mobile device throughout the day.

[Daily Updates](#). A real-time feed of activities throughout the day.

[Photos](#). Watch your child's day unfold with snapshots delivered right to your mobile device.

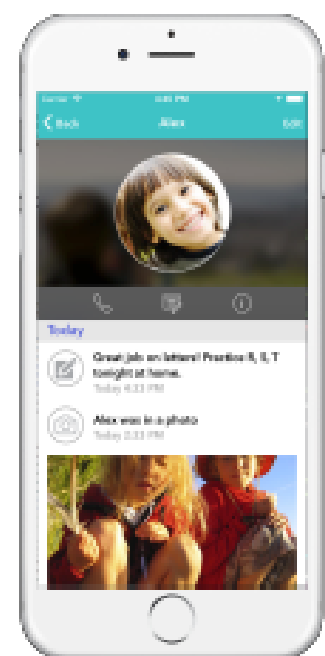
[Stay Connected](#). Stay in touch with your teacher and strengthen school learning with activities at home. Get notifications for photos, notes, & check-ins.

[Digital Check-in](#). Easy digital sign-in with your personal Check-in code. ALSO: Check-in with your own device by scanning an image at your location!

[Messaging](#). Leave notes for your teacher when your child is sick or running late.

[Calendar](#). Quickly view upcoming events and important dates at your child's school.

[Paperless Billing](#). Secure, online system for receiving invoices and receipts for tuition, as well as paying bills digitally. (No more checks!)



Why use brightwheel?

Parents report that the peace of mind brightwheel delivers is invaluable! We know it's tough being away from your little one all day, especially in these early years. With brightwheel you'll feel connected and engaged with your child's development on a whole new level.

Download today for iPhone, iPad & Android



Have questions? We're here to help. Shoot us a note at help@mybrightwheel.com or visit www.mybrightwheel.com/support.



Frequently Asked Questions

How may I contact CARE Academy?

Parents may contact CARE Academy through the brightwheel App, by email at careacadmyschools@gmail.com or by phone at 843-277-2177.

What time does CARE Academy open and close?

CARE Academy opens at 6:30 am and closes at 6:00 pm.

Does CARE Academy provide breakfast and lunch?

CARE Academy provides Breakfast (8-8:30 am), Lunch (11:30 am-12:00 pm) and a PM Snack (3PM).

What day is payment required; Friday or Monday, and when is payment considered late?

Payment is required on Friday, but may be paid on the following Monday. Payment is considered late 6:30 am Tuesday.

Will I receive a late fee if my child is picked up after 6pm?

Yes, if your child is picked up after 6pm, you will receive a late fee of \$1 per minute you are late. This policy stands even if the center is contacted regarding late pick up.

What is the Tuition Payment Late Fee?

The late payment fee is \$5 per day and will be added to the next weeks' invoice.

Does CARE Academy take Debit/Credit Cards?

Yes, CARE Academy does take Debit/Credit Cards. There is a fee for processing. Currently this fee is under 3% for Visa and MasterCard holders and under 4% for American Express card holders. The current fee charged for all cards can be found near the check in/out area. Please see a member of the CARE Academy staff with questions concerning debit/credit cards. Remember making a Brightwheel payment is always cheaper.

Does CARE Academy provide diapers and wipes?

CARE Academy provides diapers and wipes (sizes 1 to 5) to all children who are not yet potty trained. Pullups are not included and must be provided by the parent. If pull ups are not provided and diapers are used, there will be a \$5 charge assessed to your weekly tuition.

Does CARE Academy have a playground?

Yes, CARE Academy does have a playground. Our playground is structure free for the encouragement of physical activity and safety.

Can my child have any type of Mat to sleep on?

All mats must have a wipeable vinyl surface. CARE Academy encourages parents to purchase the KinderCare Mats (Blue and Red or Blue and Green).

May I purchase a sheet for my child's mat?

Yes, you may purchase a sheet for your child's mat. Parents will be responsible for taking sheets and blankets home on Fridays to wash.

Does CARE Academy have loaner mats until my child's mat is delivered?

There may be a loaner mat available when your child registers, but loaner mats are not guaranteed.

Does CARE Academy have a multi-child discount?

Yes, CARE Academy does have a multi-child discount. The 5% discount only applies to full time families and is applied to the eldest or first child.

Does CARE Academy have a military discount?

Yes, CARE Academy does have a military discount of 5%. This discount only applies to full time families.

What if I have multiple children and I am in the military?

Only one discount applies to full time families.

Does CARE Academy offer a tuition free vacation week?

Yes, CARE Academy does offer one free vacation week per year to full time families; however, each full-time family must notify the Center Director two weeks prior to taking the tuition free vacation, please refer to our Vacation Week Policy.

Is CARE Academy allowed to administer Tylenol or Motrin to my child?

Please refer to the Administration of Medicine Policy in your packet.

Does CARE Academy offer transportation?

At this time CARE Academy does not offer any form of transportation.

C.A.R.E. Academy

Policies and Procedures

Free and Full Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at C.A.R.E. Academy, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) C.A.R.E. Academy must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent (s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign up the request for more liberal interpretation of the order.

In the absence of a court order on file with C.A.R.E. Academy, both parents shall be afforded equal access to their child as stipulated by law. C.A.R.E. Academy cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, C.A.R.E. Academy suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. C.A.R.E. Academy staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of C.A.R.E. Academy will accompany visitors at all times, throughout the center. C.A.R.E. Academy will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, C.A.R.E. Academy cannot have a child at the agency when the child's parent is prohibited access. C.A.R.E. Academy will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Confidentiality Policy

CARE Academy is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. CARE Academy will not disclose information except as required by law or when there is threat to the health and safety of the individuals and families we serve.

All family records are kept on site in the front office area within a locked filing cabinet.

Release of Children/Drop Off and Pick Up

C.A.R.E. Academy is committed to ensuring the safe release of children at all times. The following are our safe release procedures:

- 1) Upon arrival, children are to be signed into Brightwheel. The same procedure will be followed when children are picked up. The tablet displaying Brightwheel is located in the Center's Reception area. A parent or an authorized adult must bring a child into the building, check in and notify a staff member responsible for the child. Under no circumstances should a child enter by him or herself.
- 2) Children will be allowed to leave with persons whose names appear on their pick up list. Picture ID will be requested. People may be added to the pickup list in the office or to Brightwheel.
- 3) Children must be picked up no later than 6:00 pm daily. Parents must contact the Academy if they anticipate on being late (late charge still applies). Parents will receive one verbal warning regarding late pick up. If parent is late after receiving verbal warning a charge of \$1.00 per minute will be assessed to your child's invoice and must be paid with the next weekly tuition payment.
- 4) If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy of file, and comply with the terms of the court order (please see Free and Full Access policy).

If the parent(s) or person(s) authorized by the parent(s) fail to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call South Carolina Department of Social Services, Child Protective/Preventive Services at 803-898-7318 to seek an assistance in caring for the child until the parent(s) or person(s) authorized by the child's parents(s) is able to pick up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement of the Director and/or staff member, the child would be placed at risk or harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the South Carolina Department of Social Services, Child Protective/Preventive Services at 803-898-7318 to seek assistance in caring for the child.

C.A.R.E. Academy

Administration of Medications

Purpose

To ensure safe and accurate administration of routine medications to all children in child care. Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in a child care setting.

Medication Administration Policy:

The following requirements must be met before administering medications.

- Written Authorization from the child's Health Care Provider
- Parent Written Authorization
- Medication in the original labeled container
- Proper care and storage of medication
- Documentation of medication administration

Nebulized medications and emergency injections (Epi-Pen®) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

Parents are responsible for providing all medications and supplies to the center. Special arrangements must be considered regarding the safe transport of medications for children attending camp programs.

Staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Staff must count and record the quantity of controlled substances (e.g., Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or are no longer being used at the center should be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by the Director.

Medication Administration Procedure

Care and Storage:

Medications administered in child care settings should be stored in a secure, locked, clean container and under conditions as directed by the health care provider or pharmacist. Medications that require refrigeration should be stored in a leak-proof container in a designated area of the refrigerator separated from food OR in a separate and locked refrigerator used only for medication.

Once all requirements are met, the care provider will administer the medications utilizing the

5 Rights of Medication Administration

1. Right Child
2. Right Medication

3. Right Dose
4. Right Time
5. Right Route

Documentation

Any medications routinely administered must be documented on the Medication Log by the person administering the medication.

Medication Incidents

A medication incident is any situation that involves any of the following:

- Forgetting to give a dose of medication
- Giving more than one dose of the medication
- Giving the medication at the wrong time
- Giving the wrong dose
- Giving the wrong medication
- Giving the wrong medication to the wrong child
- Giving the medication by the wrong route
- Forgetting to document the medication

Medication Incidents are documented on a Medication Incident Report and reported to the child's parents, program administrator and health care provider (as appropriate). Medication Incidents that involve medication given to the wrong child or an overdose of medication require consult with Poison Control.

DO NOT INDUCE VOMITING UNLESS INSTRUCTED BY POISON CONTROL.

POISON CONTROL NUMBER IS: 1-800-222-1222

Disposal of Medications

Medications that have not been picked up by the parent, once notified by staff, must be disposed of by:

- Take unused, unneeded, or expired prescription drugs out of their original containers
- Mix the prescription drugs with an undesirable substance, like used coffee grounds or kitty litter, and put them in impermeable, non-descript containers, such as empty cans or sealable bags, further ensuring that the drugs are not diverted or accidentally ingested by children or pets
- Wrap these containers so that the content cannot be easily seen
- Throw these containers in the trash
- It is the responsibility of the designated staff person to dispose of medications with one witness present.
- Document on the Medication Log or Disposal Log the, date, time, child's name, name of the medicine(s), and signature of staff person.

Mildly Ill/Sick Child

This is a well-child childcare center. This means that if your child is not feeling well, for any reason, you will need to find alternate care. Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness have been developed with the help of the Health Department and Pediatricians. In order to protect the entire group of children, as well as your own child, I ask that parents assist C.A.R.E. Academy by not bringing their child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100°F under the arm
- Severe coughing/sneezing
- Vomiting, in excess of typical infant spit-ups or upset stomach
- Diarrhea
- Conjunctivitis (pink eye) while in the contagious stages
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- A communicable disease (measles, mumps, chicken pox, etc.)
- Excessive colored discharge from eyes or nose, indicating possible infection
- Head lice
- Unexplainable rash

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child becomes ill during daycare, you will be phoned at work and asked to pick your child up immediately.

If your child has a common cold (slight cough, sneezing, clear runny nose and or a temperature below 100 degrees your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home.

Please dispense all medication at home whenever possible. For times when this is not possible, an Administration of Medication Form must be filled out in order for a member of our staff to dispense any medications. All prescription and over-the-counter medications must be in their original containers (s), and prescriptions must display the pharmacist's label with the doctor's name. If you have any questions, please feel free to discuss them with the Director.

OK to Attend

Children with the following conditions do not have to be excluded from childcare, if they feel well enough to participate in regular activities:

- Canker Sores
- Chronic Hepatitis B or C
- Colds or coughs, without fever or other signs of illness
- Cold Sores
- Croup
- Cytomegalovirus (your child may need to stay out of PE and sports)
- Disease spread by mosquitos: Malaria, West Nile Virus
- Diseases spread by ticks: Babesiosis, Ehrlichiosis, Lyme Disease, Rocky Mountain Spotted Fever, Tularemia
- Ear Infection
- Fifth Disease
- HIV infection
- Mononucleosis (your child may need to stay out of PE and sports)
- MRSA, if child is only a carrier
- Pinworms
- Rash without fever or behavior change
- Roseola, once the fever is gone
- Thrush
- Urinary Tract Infection
- Warts, including Molluscum contagiosum
- Yeast Diaper Rash

C.A.R.E Academy Child Care Discipline Policy

Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, (Insert the name of your child care center here) uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Use food as a form of reward or punishment.
- ◆ Use or withhold physical activity as a punishment. 8/28/2014
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, C.A.R.E Academy will inform the child's family and make contact with Baby Net for assessment and assistance.

Child Room Transition Tracking

Children in the infant through 30 month classrooms are not permitted to leave the classroom unless accompanied by a teacher to the outside playground or in case of an emergency.

Children 31 months and older are allowed to move about the center with the Director or a Teacher to go to the restroom and or center area. As the Director or Teacher accompanies the child to another area within the center, the Director or Teacher will mark the below tracking sheet with the room/area she is taking the child to. Once the Teacher and Child have returned to the classroom, the Teacher will update the tracking sheet to show the child back in the classroom.

C.A.R.E. Academy											
Daily Tracking Chart											
Date:		Room:			Teacher(s):						
Child's Name	Arrival	Departure	Children are tracked as they leave and enter a room. To track, indicate the symbol representing the child's location (ie. BA for bathroom) and then write the time the child left and reentered the room.								
Location →											
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											

Tracking Codes: CR#= classroom number BA=bathroom PG=playground O=office D = deck MPR= Multipurpose Room

**if no code, write out location

C.A.R.E Academy Child Care Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, C.A.R.E Academy has developed the following child care nutrition policies to encourage the development of good eating habits that will last a life time.

Child Care Nutrition

C.A.R.E Academy follows the child care nutrition guidelines recommended by USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

- We serve fruit at least 2 times a day.
- We offer a vegetable other than white potatoes at least once a day.

Grains

- We serve whole grains foods at least once a day.

Beverages

- We limit juice intake to once per day in a serving size specified for the child's age group.
When served, the juice is 100% fruit juice.
- We do not serve sugar sweetened beverages.
- We serve only skim or 1% milk to children age 2 years and older.

Fats and Sugars

- High fat meats, such as bologna, bacon and sausage, are served no more than two times per week.
- Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- We limit sweet food items to no more than two per week.

Role of staff in Nutrition Education

- Staff provide opportunities for children to learn about nutrition 1 time per week or more.
- Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include food that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a 4 week basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

C.A.R.E Academy Child Care Physical Activity

Policy Statement

C.A.R.E. Academy recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day C.A.R.E Academy will:

Daily Outdoor Play

- Encourage a least restrictive, safe environment for infants and toddlers at all times.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- Provide toddlers (ages 1 through 2 years old) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers and school age children (ages 3 through 12 years old) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so that total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff In Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times.
- Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 or older.

Screen Time Limitations

- Not permit screen time (e.g., television, movies, video games and computers) for infant and children under two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce

the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Activity

We at C.A.R.E. Academy have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name!

It is our expectation that children will go outside EVERYDAY! If you feel your child is too sick to go outside then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

Lockdown Policy

- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until the situation is resolved and either the Director or Emergency Personnel/Police Department official comes to the door.
- Notify parents/guardians about any lockdown, whether practice or real.

Firearms

Firearms and other weapons are not permitted in the building or any place on the premises.

Transportation/Field Trip Policy

All vehicles used for transporting children to and from our center will be currently registered and maintained in a clean and safe condition. No child will be permitted to remain unattended in the vehicle. Children will remain seated while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Smoking is prohibited in the vehicle at all times. Each vehicle used will:

- Be driven by an adult with a current state driver's license that authorizes the driver to operate the type of vehicle driven.
- Contain a first aid and bodily fluid clean up kit
- Be able to maintain temperatures between 60-90 degrees Fahrenheit
- Be equipped with individual, size-appropriate safety restraints (such as car seats and seat belts) that are appropriate for the vehicle and installed and used correctly
- Be enclosed
- Be locked during transport

The following vehicles are used at our center for transporting children: Currently no vehicles are used for transportation at our center unless in case of an emergency.

For each enrolled child, a transportation release form signed by the parent or guardian will be on-site at our center. When children are being transported, at least one person accompanying the children in the vehicle will have current CPR and First Aid Course completion.

C.A.R.E Academy Butterflies

Why the Butterfly you ask?

Metamorphosis is the magic that butterflies can teach us. Change ensures growth in children. Children give birth to ideas, activities, or qualities. Ideas and creativity need to be shaped, formed, developed and honed in children. Once the foundations are laid, our children will emerge and shine when conditions are right, just as the butterfly does. Our children's ideas and activities will only flourish on a higher level when conditions are right. C.A.R.E will provide the right atmosphere for our children to learn and flourish.

Symbolism and Power

The Butterfly represents the mind and our ability to change it when necessary. Butterflies represent the never-ending cycle of life; therefore, its medicine bestows not only the ability, but the clarity of mind needed before self-transformation. Each child as they learn will transform into someone great and will be a life-long learner, which is our mission.



Butterflies appear to dance as they flitter among the flowers. They remind us not to take things so seriously within our lives. They awaken a sense of lightness and joy. They remind us to get up and move, for if you do not move, you cannot dance.

Butterflies bring color and joy with them as do our children. The butterfly will teach you that growth and change do not have to be traumatic. Change can occur as gently and as joyfully as one wishes. Our children will have fun as they learn and will spread that joy of life to everyone they come in contact with. Through song and dance, children will learn and have fun, so the joy is shown on each and every one of their faces.



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