



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

Parent Handbook Policies and Procedures



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.

Vision

C.A.R.E. Academy will be an example in Charleston County for high quality, community based and progressive yet stimulating early childhood education. Our children will be lifelong learners.

Philosophy

We believe that the quality of childcare facilitates growth and development of each child, that exposure to the arts, music and science creates an environment where children can go beyond creative. Each child in our care receives an educational experience that is imaginative, stimulating and fun. Opportunities through play, decision making, and social interaction with peers are fostered through a loving environment.

We recognize that every child learns differently, therefore we will always use every type of learning style to assure state objectives are met. Our environment will create an atmosphere for physical, cognitive, social and emotional growth, as we provide a safe, affordable service for the Charleston Community. Every child has equal value to our program and we actively work to promote and support full inclusion of children with diverse abilities and disabilities as well as those from all socio-economical, ethnic and religious backgrounds. Our children are treated with respect and are made to feel safe and secure.

We believe that every teacher employed with C.A.R.E. Academy has a heart for children and wants to see every child in their care become confident learners. All teachers promote independence in group settings while assuring a balance of support and authority; cultivating an atmosphere of love, positive self-control, self-correction and positive self-concept.

As Parents your voice matters to us and we take your suggestions and concerns and turn them into life learning experiences. We welcome diversity and multi-culturalisms and we encourage acceptance in that even though we are different we are yet still the same. We promote parent involvement as we recognize the importance of family experiences and that it enhances the quality of care and learning at our center. We believe parental closeness is important at home as it helps to encourage parent involvement in our center. Parents are the child's first teacher and children learn best when their parents are involved.

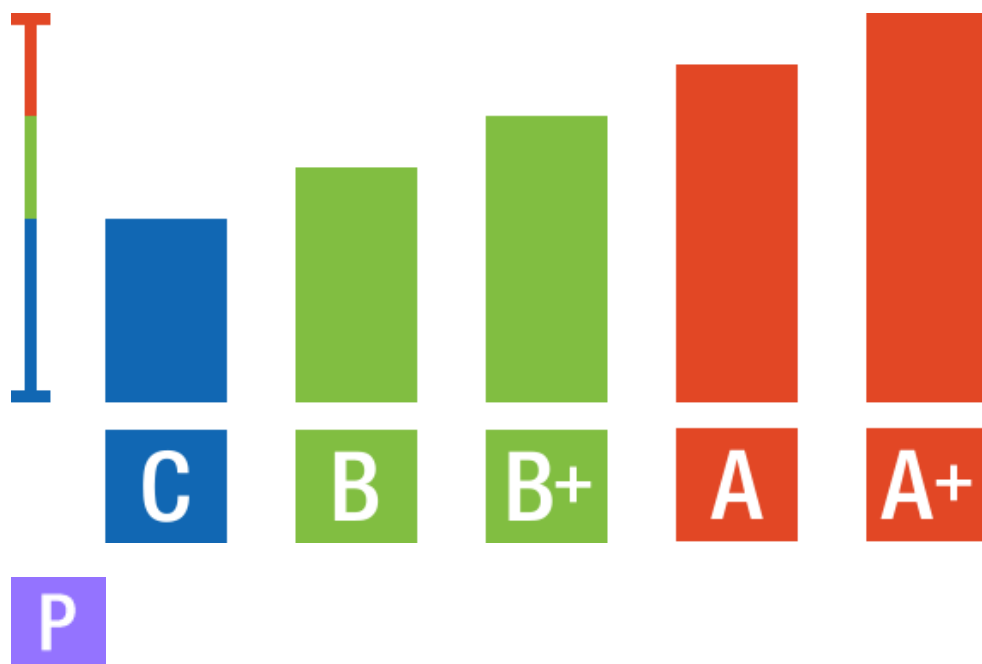
Qualifications of Center Staff

C.A.R.E Academy is licensed through the South Carolina Department of Social Services Childcare 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.

What is ABC Quality?

Within Levels A and B, highest performing providers are recognized by A+ and B+ designations. At each level, programs receive regular on-site reviews to measure performance on the program standards for that level.



P = pending

Programs that have received a P rating are enrolled in ABC Quality and are waiting for their quality level to be assigned.

Operating Information

Hours of Operation

C.A.R.E. Academy is open Monday - Friday, 6:30 am – 6:00 pm.

Holidays and Closings

The center will be closed on the following Holidays:

New Year's Day

Thanksgiving Holiday

Good Friday

Christmas Holiday

Memorial Day

3 In Service Days

Independence Day

3 Professional Development Days

Labor Day

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. Please see calendar on next page.

Care Schedules

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 3-4 days a week, 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. (**vacation week and discounts does not apply to Part Time Rates**, please see our Part Time Care Policy).



C.A.R.E. Academy LLC

Schedule for 2021 School Year

*Dates and events may change.

2020	
Event	Tentative Date
C.A.R.E. Academy Closed for Thanks Giving	Thursday-Friday, November 26-27
Butterfly Awards (Pre-School Class) Virtual Event This event will be recorded and emailed for those who aren't able to view at the scheduled time.	Friday, December 11 @ 9:30am
Christmas Celebration	Tuesday, December 22
C.A.R.E. Academy Closed for Christmas Break	Wednesday- Friday, December 23-25
C.A.R.E. Academy Closed for New Years	Thursday, December 31
2021	
C.A.R.E. Academy Closed for New Years	Friday, January 1
C.A.R.E. Academy Closed for Professional Development SCECA Conference (Virtual)	Thursday, February 4 @ 12pm - Friday, February 5
Easter Egg Hunt (TBA)	Thursday, April 1
C.A.R.E. Academy Closed for Good Friday	Friday, April 2
Teacher Appreciation Week	Monday, May 3 - Friday, May 7
Muffins for Moms	Friday, May 7 (at drop off)
Spirit Week	Monday- Friday, May 17-21
C.A.R.E. Academy Closed for Memorial Day	Monday, May 31
C.A.R.E. Academy Closed for In-Service	Friday, June 11
Donuts for Dad	Friday, June 18 (at drop off)
C.A.R.E. Academy Closed for Independence Day	Monday, July 5
C.A.R.E. Academy Closed for In-Service	Friday, August 6
C.A.R.E. Academy Closed for Labor Day	Monday, September 6
C.A.R.E. Academy Closed for In-Service	Friday, October 15
Halloween (kids may wear costumes)	Friday, October 29
C.A.R.E. Academy Closed for Thanks Giving	Wednesday-Friday, November 24-26
Christmas Celebration	Tuesday, December 21
C.A.R.E. Academy Closed for Christmas Break	Thursday- Friday, December 23-24
C.A.R.E. Academy Closed for New Years	Friday, December 31

2507 Ashley River Road, Charleston SC 29414

843-277-2177 center

843-789-4683 fax

careacademyschools@gmail.com email

www.careacademyschools.com website

Enrollment, Waitlist and Withdrawing Policies

Enrollment Information

To enroll your child in C.A.R.E. Academy, you will need to complete registration by going to www.careacademyschools.com and clicking on the What You Need Page. Also complete the enrollment packet received during your tour and submit a copy of your child's immunization form and Parent's Drivers License.

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 updated information to the center in a timely fashion.

Enrollment Packet

- Online Parent Handbook
- Signed Enrollment Agreement
- Child's Immunization Form— must be signed by child's physician and on a SC state approved form. Please see Policy on Immunization
- Discipline Policy
- Physical Policy
- Nutritional Policy
- CACFP Meal Application
- Infant Statement (if applicable—all under 12 Months)
- Liability Insurance Acknowledgment
- Notice of Provisional Employment

Annual Enrollment Fee

Enrollment fee is \$100.00 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. (See Tuition and Fees for a breakdown of the Enrollment/Registration Fee).

Tuition Schedule

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

Birth to 2.5 years	\$230.00 per week
2.6 years to 3.5 years	\$225.00 per week
3.6 to 5 years	\$200.00 per week
Daily Drop Off Rate	\$60/day
Part Time	See Fee Schedule in packet

5% Multi Child Discount Taken off of eldest or first child

Fee Schedule

Late Pick up rate:	\$2.00/per minute
NSF Checks or other returned items	\$35.00/item
Late payment	\$50.00/per instance
Enrollment/Registration Fee:	\$100.00/\$75.00 annually

Tuition and Registration fees are subject to change with adequate notification.

Waitlist Information

All returning families receive priority on C.A.R.E. Academy's waitlist. If you are a new family ready to join our waitlist, please visit our website at www.careacademyschools.com and click on the tour page. You may do so at no charge. Waitlisted families are first come first served by age group. As spots come available, a member of our staff will contact our waitlisted families by email or phone.

Withdrawals

If a parent should decide to terminate their child's enrollment, **a 30 day written notice must be given in writing. Tuition is to be paid during that 30 day period regardless if the child is present or not.** The Termination Policy is in effect regardless of the reason of Termination. Termination may not be requested within two weeks of using a vacation week. Please be respectful of this policy when terminating your agreement with C.A.R.E. Academy.

Billing Policies

How to Pay for Tuition

Once a parent has enrolled their child in C.A.R.E. Academy, the parent is then responsible for enrolling in MyProcure in order to make online payments or payments in the center using a debit/credit card at the kiosk. As the parent you will need to go to follow the steps below to sign up and gain access to your billing and statements.



Dear parent/guardian,

C.A.R.E. Academy LLC is pleased to offer **MyProcure**, a free online portal for you to access account information and easily pay tuition. MyProcure is safe, secure and created with your convenience in mind.

Log in today!

1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with C.A.R.E. Academy LLC) and choose **Secure login**.
3. Enter the confirmation code sent to your email, choose a password, and press **Submit**.
4. Then you may:
 - a. View your child's account and more.
 - b. Use the **Pay** button to make a payment with your card.

Thank you!

C.A.R.E. Academy LLC and MyProcure

Rates and Payments

All tuition payments are due in full and in advance of the week services are rendered. This includes whether your child attends or is absent. Tuition credit is not given nor is it refundable for holidays, sick days, inclement weather days or any other absences that may occur. Tuition must be paid in full at close of business to continue to be enrolled and have access to the center. Our tuition rates are on year-round tuition, which is broken down into weekly rates, and guarantees your child a year-round spot. This rate is subject to change upon a 30-day notice.

Tuition Due Date

Tuition is due on Friday by 6pm.

Forms of Payment

You may choose whether you would like to make weekly, bi-weekly or monthly payments ***as long as your payments are in advance of the preceding care week. You may also choose how you will make your payments; Online, Re-Occurring ACH or Check.***

Online Payments (Credit or Debit Card Payments)

Should you choose the online payment method: Check or Debit Card Payments should be made by going to [www. Myprocare.com](http://www.Myprocare.com) or at the check in/out Kiosks. Late fees will apply if the tuition is not paid by close of business on Friday. **Should your payment fail to submit on Friday, you are responsible for paying over the weekend to include the late fee. If your payment is not made over the weekend. Your child may not be received the following Monday.**

Re-Occurring ACH Payments

Should you choose Re-Occurring ACH method: **ACH payments are initiated in the center only**, using the required Authorization form provided. Payments will be pulled on Thursdays, debited from your checking account on Fridays and will post to your Procure Account on Fridays. **Should your payment fail to submit on Friday, you are responsible for paying over the weekend to include the late fee. If your payment is not made over the weekend. Your child may not be received the following Monday.**

Checks

Check payments may still be taken in the center. Please wait for your receipt. **If your payment is not made on Friday, you are responsible for paying over the weekend to include the late fee by using the online payment method. If your payment is not made over the weekend. Your child may not be received the following Monday.**

SC Voucher Payments (ABC)

C.A.R.E. Academy will accept voucher payments for enrolled children when the following conditions are met:

- SC Voucher authorizations must be received BEFORE children can begin attending any C.A.R.E. Academy program, unless the tuition is paid in advance by the parent. This money will be refunded once ABC authorizes payments for those days.
- Parents are responsible for submitting the necessary paperwork to ABC in a timely manner to ensure authorizations are renewed before the current authorization expires. Parents/guardians will be charged for any days that a child attends after authorization has expired.
- Please note that ABC will only pay for a limited number of absentee days. If these limited days are used and absentees continue excessively, parents will be notified and could result in the child being dropped from the program.
- Vouchers will not cover additional expenses for enrolled children (field trips, late pick-up, etc.). Parents/guardians will be responsible for these costs.
- Parents/guardians will be charged for days that are not covered by ABC if the child continues to attend the center.

Parents/guardians are required to notify ABC and the center of changes in employment and/or school enrollment status.

No child will be guaranteed a spot in any C.A.R.E. Academy without a current SC Voucher authorization agreement in place or advanced payment of the following week's tuition.

Tuition Change

Weekly tuition decreases when children reach the age of 2.5 years and then again at 3.5 years. Please notify us one week before your child reaches these benchmarks so your account can be properly adjusted. Our system does not automatically make these cost-saving adjustments.

Delinquent Accounts

Accounts two weeks or more delinquent- the Director has the right to discontinue services. All unpaid accounts will be turned over to a collection agency. Any balance left unsettled will be sent to collections after 30 days.

Sign in and Pick up Procedures



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.

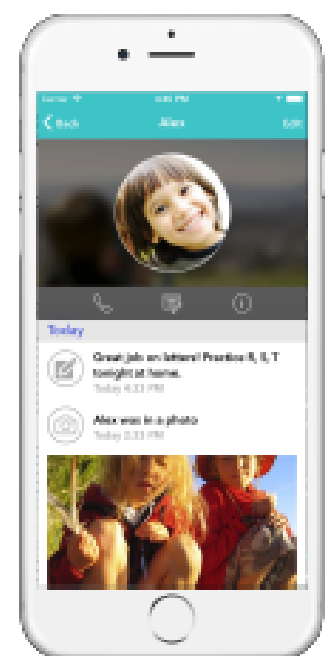
Stay Connected. Stay in touch with your teacher and strengthen school learning with activities at home. Get notifications for photos, notes, & check-ins.

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.



Drop Off

All parents must sign children in and out using our digital sign in method, Brightwheel. Once your child is enrolled in the center using our Procure Registration, the parent will receive an invitation to sign up for Brightwheel. Once the sign up for Brightwheel is completed, the parent will have a 4 digit code that will be used to enter the building and check the child in and out. Once you have checked your child in you will then walk your child to class . **Drop off must be no later than 9:00 am.** All drop off designees must be 18 years of age or older. **Anyone picking up your 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 using Brightwheel or by phone of the name of the person picking up your child, prior to pick up. This person must have the family code if one exists and present Identification in order to sign your child out.

Parents or pick up designee should check child's cubby daily in order to get soiled clothing or replenish clothing and or pull ups, as well as documents, letters or field trip forms from the office.

Pick Up

Children must be picked up no later than 6:00 pm daily. All Children must be signed out using Brightwheel by a parent. 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. If a parent should be more than 15 minutes late without notification, the pick up designee and/or emergency contacts will be contacted. If the staff is unable to reach the parent or the emergency contact, DSS will be contacted.

Supplies

C.A.R.E. Academy supplies diapers and wipes. We also provide all meals, breakfast, lunch and a PM Snack. Parents are not permitted to send in outside food unless the child is unable to consume certain items for religious or health reasons. If this should be your situation, please have be sure to have a Doctor's note stating the health risk or reason for not being able to consume the food item. A Parent note is accepted for religious purposes. Please see our Nutrition Policy for further details.

Supplies

Each child will need to bring the following items:

- Pull ups/Underwear
- 2 Changes of clothing- to include plenty of underwear if toilet training
- Sippy cups (labeled with child's name) (under 3 years)
- Blanket for daily naps (labeled with child's name)
- At times, specific items maybe requested by teachers in order to do special projects with your child.

All clothes in the cubby should be appropriate for the weather.

Outside Toys

Outside toys are not permitted in the center. It is very important that we have multiples and take consideration of the toy and its impact on the children when planning the equipment and materials for each classroom. Outside toys can most times be a distraction, be dangerous (small parts), be the cause of children spats. Exceptions to this policy will be that a child may bring a favorite sleep toy for naptime only. The sleep toy should be placed in the child's cubby upon entrance to the center. No other toys are permitted. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

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. (Please label)



3-4 Bottles or 2 Sippy Cups if age 2.5 and under, labeled with child's name.



Blanket, labeled with child's name. A crib sheet may also be used.

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.**

Curriculum and Daily Schedules

Curriculum

Infants, One's, Two's and Three's

Currently our children ages 6wks through 24 months utilize the Creative Curriculum which provides responsive daily routines and meaningful learning experiences. Students 24-30 months are taught using the High Scope Curriculum.

Pre-School Three's and Four's

C.A.R.E. Academy is now apart of the First Steps family and has partnered with First Steps for the use of the High Scope Curriculum. In our continued efforts to prepare our children for Kindergarten the High Scope Curriculum affords us a unique design to provide a rich academic foundation while promoting independence, decision making, cooperation, creativity, and problem solving in young children. Pre-school level Spanish is also offered in the Pre-school classroom.

Meals and Snacks

C.A.R.E. Academy serves breakfast, lunch and afternoon snacks based on CACFP and 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 and on our website. **After 8:50 am breakfast will no longer be served, after 11:30 am Lunch 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.

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 or is on a formula other than the one provided, 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.

Caterpillars 2 Daily Routine

Routine care as needed throughout the day

6:30 – 9:00 (130 min) (20 min)	Greeting Time/Breakfast: Greet families and children individually. Help children store belongings, select a quiet activity, eat breakfast and plan our day.
9:05 – 10:05 (60 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
10:10 – 10:35 (25 min)	Small Group time: Small groups of children meet with the teacher to experiment with materials, try out new skills, and solve problems. Activities are developed based on children's interest and skills, materials or content area that suit children's development learning needs.
10:40 – 11:10 (30 min)	Outside Time: Children and teacher spend time outside, enjoying vigorous and often noisy play in the fresh air. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up. (Planned Activity at least 5 min)
11:15 – 11:30 (15 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
11:30 -12:00 (50 min)	Lunch: Help children to prepare the tables for lunch. Encourage conversations about the day's events, the meal itself, and topics of interest to children. Guide children in cleaning up after lunch, brushing teeth, setting out cots/mats, and preparing for rest.
12:00-2:30 (2.5 hours)	Rest Time: Help children relax so they can fall asleep. Supervise rest area, moving about so each teacher gets a break. Provide quiet activities for children who don't sleep. Adjust length of rest time to suit age of group and needs of individual children.
2:30 – 2:50 (20 min)	Snack: Set up snack so children can serve themselves and prepare some quiet activity choices.
3:00 – 3:30 (30 min)	Outside Time: Supervise the playground toys and materials (swings, climbers, slides). Observe and interact with children as they jump rope, play ball games, blow bubbles, make nature discoveries, and so on. Extend study work outdoors, if appropriate. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up. (Planned Activity at least 5 min)
3:30 – 4:10 (40 min)	Small groups: Set out a limited number of choices for children such as computers, library, toys and games.
4:15 – 4:50 (35 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
5:00 – 6:00 (60 min)	Planning, Work, Clean Up, Recall with Parents: Children can plan what they want to do during work time, time to carry out their plans, and a period for reviewing and recalling what they have done and learned.

Butterflies 1 Daily Routine

Routine care as needed throughout the day

6:30 – 8:50 (120 min) (20 min)	Greeting Time/Breakfast/Message Board: Greet families and children individually. Help children store belongings, select a quiet activity, eat breakfast and plan our day.
9:00 – 9:20 (20 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
9:25 – 9:45 (20 min)	Small Group time: Small groups of children meet with the teacher to experiment with materials, try out new skills, and solve problems. Activities are developed based on children's interest and skills, materials or content area that suit children's development learning needs.
9:50 – 10:30 (40 min)	Outside Time: Children and teacher spend time outside, enjoying vigorous and often noisy play in the fresh air. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up. (Planned Activity at least 5 min)
10:35 -11:25 (50 min)	Planning, Work, Clean Up, Recall: Children can plan what they want to do during work time, time to carry out their plans, and a period for reviewing and recalling what they have done and learned.
11:30 – 12:00 (30 min)	Lunch: Help children to prepare the tables for lunch. Encourage conversations about the day's events, the meal itself, and topics of interest to children. Guide children in cleaning up after lunch, brushing teeth, setting out cots/mats, and preparing for rest.
12:00-2:30 (2.5 hours)	Rest Time: Help children relax so they can fall asleep. Supervise rest area, moving about so each teacher gets a break. Provide quiet activities for children who don't sleep. Adjust length of rest time to suit age of group and needs of individual children.
2:30 – 3:00 (30 min)	Snack: Set up snack so children can serve themselves and prepare some quiet activity choices.
3:05 – 3:25 (20 min)	Small groups: Set out a limited number of choices for children such as computers, library, toys and games.
3:30 – 4:00 (30 min)	Outside Time: Supervise the playground toys and materials (swings, climbers, slides). Observe and interact with children as they jump rope, play ball games, blow bubbles, make nature discoveries, and so on. Extend study work outdoors, if appropriate. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up. (Planned Activity at least 5 min)
4:05 – 4:55 (50 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
5:00 – 6:00 (60 min)	Planning, Work, Clean Up, Recall with Parents: Children can plan what they want to do during work time, time to carry out their plans, and a period for reviewing and recalling what they have done and learned.

Butterflies 2 Daily Routine

7:30 – 8:50 (60 min) (20 min)	Greeting Time/Breakfast/Message Board: Greet families and children individually. Help children store belongings, select a quiet activity, eat breakfast and plan our day.
9:00 – 9:40 (40 min)	Outside Time: Children and teacher spend time outside, enjoying vigorous and often noisy play in the fresh air. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up.
9:45 – 10:00 (15 min)	Large Group Time: Building a sense of community. Movement and Music, interactive storytelling, and reviews.
10:00 – 11:10 (70 min)	Planning, Work, Clean Up, Recall: Children can plan what they want to do during work time, time to carry out their plans, and a period for reviewing and recalling what they have done and learned.
11:10 -11:25 (15 min)	Small Group time: Small groups of children meet with the teacher to experiment with materials, try out new skills, and solve problems. Activities are developed based on children's interest and skills, materials or content area that suit children's development learning needs.
11:30 – 12:00 (30 min)	Lunch: Help children to prepare the tables for lunch. Encourage conversations about the day's events, the meal itself, and topics of interest to children. Guide children in cleaning up after lunch, brushing teeth, setting out cots/mats, and preparing for rest.
12:00-2:30 (2.5 hours)	Rest Time: Help children relax so they can fall asleep. Supervise rest area, moving about so each teacher gets a break. Provide quiet activities for children who don't sleep. Adjust length of rest time to suit age of group and needs of individual children.
2:30 – 3:00 (30 min)	Snack: Set up snack so children can serve themselves and prepare some quiet activity choices.
3:15 – 4:00 (45 min)	Small groups: Set out a limited number of choices for children such as computers, library, toys and games.
4:00 – 5:00 (60 min)	Outside Time: Supervise the playground toys and materials (swings, climbers, slides). Observe and interact with children as they jump rope, play ball games, blow bubbles, make nature discoveries, and so on. Extend study work outdoors, if appropriate. Help children to put away or carry in toys and materials, hang up jackets, toilet, and wash up.
5:00 – 6:00 (60 min)	Planning, Work, Clean Up, Recall with Parents: Children can plan what they want to do during work time, time to carry out their plans, and a period for reviewing and recalling what they have done and learned.

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
803-898-0959



USDA is an equal opportunity
provider and employer

English Version

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.

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

Communication with parents

Communication is key. C.A.R.E Academy will do everything in its power to communicate with you through the Kid Reports App, letters, phone, text, or email. Kid Reports is your way of keeping track of your child daily. Kid Reports 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 in the Google or Apple play store.

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@schools@gmail.com.

Sick Days and Interruptions

Sick Days

Parent should notify C.A.R.E. Academy through Brightwheel when your child is ill or will be out of school for any other reason. Communication is key to making sure the child's best interest is placed first. If your child is ill, notifying the school allows us to take precautions if need be. Notifying the school tells us that your child and family is ok. Please see our Mildly Ill and Sick Child Policy in the Policies and Procedures Section.

Other Absences

If your child will be absent from school due to other reasons please do inform the schools Director or your child's Teacher so that we do not contact you to see if your child will be in attendance at school or plan activities that include your child.

Family Vacations

Each full time child enrolled in C.A.R.E. Academy receives a free vacation week per calendar year once they have been enrolled for 6 months. In order for a vacation week to be processed, the parent must request the vacation week, **two weeks in advance and in writing by emailing carea-cademicschools@gmail.com; Subject (Vacation Week– Child's Name)**. The Vacation week must then be approved by the Center Director, approval will be sent by email to the parent. Vacation weeks may not be passed over to siblings and children are not allowed to be in attendance while in a vacation week status. The Students account must also be at a zero balance and vacation weeks may not be used once termination is received, 30 days prior or less prior to termination or as a termination week.

Interruptions

Emergency Closings– Inclement Weather/COVID

There may be times when school will be interrupted due to inclement weather.

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 safety of your child.

Should the school close for inclement weather/COVID or any reasons beyond our control, tuition is still payable and will not be refunded or reduced. C.A.R.E. Academy will make every effort to remain open, but please do consider that liability is a great concern for us and we must adhere to regulations of DSS when closing.

Emergency Closings– Building Related

If at any time C.A.R.E. Academy has to close due to building related issues. Parents will be prorated accordingly.

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. All visitors are required to sign in upon entering the building. 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.

Personal Belongings

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children or if they become dangerous.

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.

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 9 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. Fees are also based on enrollment and not absences. To maintain a reserved space, fees must be paid during the absence of a child for any reason, payment is due on Fridays.

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.

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 with in 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

SC State Voucher Program

formally known as ABC Vouchers

C.A.R.E. Academy is an ABC Quality School and currently accepts SC State Vouchers. Although SC Vouchers is a subsidy, the client is responsible for any remaining weekly balance and must be paid on time, thus an automatic draft from must be signed. A connection card is required by all clients to be faxed to ABC before services are rendered. Once C.A.R.E. Academy has received approval for your child's start date, you will be notified.

The following is your rights as a client and our rights as a provider.

Client Fees:

The client fee is based on family size and income and is determined by the ABC Program. The provider, C.A.R.E. Academy, is responsible for the collection of client fees in advance of service delivery and documenting that those fees are paid in a timely manner.

- A. The client fee is to be collected weekly in advance of service delivery. Providers should not let clients get behind on their weekly fees.
- B. The provider may discontinue services to the client when client fees are not paid and the provider must inform the ABC Control Center before discounting services to a client for failure to pay the client fee.

Client Transfer:

Clients may transfer from one provider to another.

- A. Clients must notify the ABC Control Center either by phone or in writing and receive approval prior to the transfer.
- B. Clients are required to adhere to the provider's established policy for notification of transfer. Please see C.A.R.E. Academy's Termination policy.
- C. The effective date of the transfer will be the 1st Monday following the 7th working day after the ABC Control Center receives the telephone call or written notice from the client requesting the transfer. The client may not request transfer prior to C.A.R.E. Academy's two week termination.
- D. The ABC Control Center will notify providers in writing of approved transfers.

Discounting Services to ABC Clients:

- A. Providers have the right to stop serving a client or child if either is disruptive to the program or does not comply with the provider's established policies.
- B. Clients should be notified by the provider a minimum of three working days in advance of the effective termination date.
- C. Clients should be allowed to finish any week in which the provider has billed for the client.

Termination by ABC Program

The ABC Control Center may terminate a client's child care services. Once a decision has been reached to terminate services, the provider will receive written verification.

- A. If termination is initiated by the ABC Control Center, the provider and client will be notified in writing and all the all payments for services rendered after the termination date become the client's responsibility.

Administration of Medicine

Purpose

To ensure safe and accurate administration of routine medications to all children in child care. Because the administration of medicine 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 and entered in Brightwheel 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: 1-800-222-1722

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.

South Carolina Vaccine Requirement Information for Parents

All children enrolled in C.A.R.E. Academy must have a SC Certificate of Immunization provided at enrollment. You may obtain this from your child's pediatrician and may be brought in or faxed to our office at 843-789-4683.

[illegible]

Exemptions

Religious

Exceptions are due to Medical and Religious reasons. To obtain a Religious Exemption, parents must fill out a Statement of Religious Objection, this form can only be obtained at your local county public health department. Forms can not be emailed or mailed.

Medical

Only an individual licensed to practice medicine, surgery, or osteopathy or his/her representative may issue a certificate of medical exemption to immunization. There is one DHEC form, The South Carolina Certificate of Immunization, that meets both the certification and the medical exemption regulations (SC Regulation 61-8).

If your child should attend school and has not been vaccinated against disease, your child may be excluded from school for their protection until it is determined that it is safe for your child to return. Tuition is not waived in this instance.

Childcare and school immunization requirements are minimum requirements. Several other vaccines are recommended for all children but are not required. DHEC encourages you to consider all age-appropriate vaccines for children. **A new Hepatitis A vaccine requirement for childcare will begin July 1, 2020, and will begin for 5K with the 2020-2021 school year:**

Childcare: 2 doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least 6 months for any child born on or after January 1, 2019.

Please Visit: <https://www.scdhec.gov/health/vaccinations/childcare-school-vaccine-requirements> for requirements in Spanish



CHILDCARE IMMUNIZATION INFO FOR PARENTS

South Carolina Childcare Immunization Requirements 2019–2020

Childcare includes nursery or preschool programs (4K and younger) or any licensed childcare center. Children enrolled in childcare must be up to date on the following shots based on their age.

- Hepatitis B
- DTaP (whooping cough, tetanus)
- Polio
- Pneumococcal (pneumonia)
- Haemophilus influenzae Type b (Hib)
- MMR (measles, mumps, rubella)
- Varicella (chickenpox)

Infectious diseases such as measles, chicken pox, and whooping cough can spread quickly among babies and children who haven't had their shots. That's why it's so important to vaccinate all children. Vaccines are proven to be safe and effective.

Children who are fully vaccinated by age 2 are protected against 14 harmful diseases.

Follow these steps to make sure your child is up to date.

1. **Schedule** regular checkups as recommended by your child's healthcare provider.
2. **Ask** your child's healthcare provider about the vaccines your child needs.
3. **Obtain** a new South Carolina Certificate of Immunization every time your child has a shot.
4. **Give** a copy of the new South Carolina Certificate of Immunization to your childcare provider.

New Requirement for 2020

All children born on or after January 1, 2019, will need two hepatitis A shots for childcare attendance. Hepatitis A vaccine is given starting at age 12 months, followed by a second shot six months later. Talk to your child's healthcare provider at your child's next visit.

You can also get your child's vaccines at South Carolina Department of Health and Environmental Control health departments. For an appointment, call 855-472-3432.

ML-025708 5/19



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
- COVID-19 Symptoms

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 care, you will be phoned at work and asked to pick your child up immediately.

Children must be fever free for at least 24 hours without medication before they are able to return to the Academy.

Vomiting /Diarrhea

If one or more episodes of **vomiting occur within the previous 24 hours**, your child shall be excluded from the program. **If vomiting occurs during the school day, parents will be called and asked to pick up your child immediately.** Gagging due to excessive crying does not constitute vomiting.

If your child has a common cold (slight cough, sneezing, clear runny nose and or a temperature below 100 degrees) your child may attend school. 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. DO NOT SEND CHILDREN IN TO CARE WITH CUPS WITH MEDICATION, IN THEM, THIS IS NOT ACCEPTABLE PRACTICES FOR SEVERAL REASONS. 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

COVID-19 and other viruses

Our center uses CDC Guidelines along with our daily cleaning regiment as a method of guidance during these times. Our procedures is as follows:

Parents will sign in and drop off and pick up outside of the center. If a Parent must come into the center, you will be asked to wash hands and a mask must be worn.

When visitors are welcomed in the center , they will be asked to wash their hands and a mask must be worn .

Teachers are required to wash hands after entering the center, take temp and wear mask when in close contact with children.

A limited amount of toys are being used at this time. What items are used are sanitized after every use. All classroom surfaces are wiped down and disinfected multiple times a day.

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, C.A.R.E. Academy 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 and Tri-County Therapy for assessment and assistance.

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 1% milk to children age 2 years and older.

Fats and Sugars

- High fats 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. **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.

Special Dietary Accommodations

Accommodations of special dietary requirements based on physical, religious, or cultural beliefs should begin before a child is enrolled in our program. Parents may be asked to provide food that aligns with the dietary requirements. C.A.R.E. Academy will be sure to comply with all preferences.

If your child should have a special dietary accommodation, we ask that you review our online menu's at the beginning of each month and send us an email at info@careacademyschools.com, Subject: Meal Alternative, to discuss any items you may have a concern with in advance of that meal, so that we may work together in providing a alternative.

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 and at home, 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 and at home 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. 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 1 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. Limit screen time for children two years and older.

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 pushups 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

C.A.R.E. Academy has 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.

Physical Activity and Families

C.A.R.E. Academy will provide for its parents yearly Education on Physical Activity and screen time, to help assist with Physical Activity in the center and at home.

Professional Development

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

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.

No Smoking Policy

C.A.R.E. Academy is a smoke free facility. Smoking is not allowed on or near the premises. Infants and children, whose bodies are still developing, are especially likely to suffer adverse health effects when exposed to secondhand smoke. Eliminating smoking at all times on child care premises is the only effective way to protect children in child care from the hazards of secondhand smoke. We ask that if you are one who smokes, that you refrain from smoking before entering our facility as thirdhand smoke can affect the health of children in our center. Thirdhand smoke is residual contamination from cigarette smoke toxicants that can linger on surfaces long after cigarettes have been extinguished and can be found lingering on one's clothing. Infants and children are especially susceptible to thirdhand smoke exposure because of their immature respiratory and immune systems, lower metabolic capacity and tendencies to crawl, play on, breathe near, touch, their mouths.

C.A.R.E. Academy teachers are prohibited from smoking on the premises and/or before entering the building. We ask that Parents do the same as smoking thus inadvertently jeopardizes the health of infants and children who come in contact with them. If you must smoke we ask that you do it off the premises and be sure to change your clothing before entering the center.

Emergency Plan

On-site Evacuation: On Site Evacuation In the event that an emergency occurs at C.A.R.E. Academy and “on site evacuation” is necessary, the children will be relocated to Parking/Assembly Area. The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Roper St. Francis Hospital/MUSC by Emergency Vehicle where they will be examined by a health care professional and the parents/guardians will be contacted before transport.

Off-site Evacuation: In the event that an emergency occurs at C.A.R.E. Academy and “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to Riverpoint Christian Academy. The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Roper St. Francis Hospital/MUSC by Emergency Vehicle where they will be examined by a health care professional and the parents/guardians will be contacted before transport.

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.

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 or 843-793-2458.

What time does CARE Academy open and close?

CARE Academy opens at 6:30 am and closes at 6:00 pm. Children must be dropped off no later than 9 am, unless otherwise discussed.

Does CARE Academy provide breakfast and lunch?

CARE Academy provides Breakfast (8:30-8:50 am), Lunch (11:30 am-12:00 pm) and a PM Snack (3PM). Children must be present at 8:30 am to receive breakfast.

What day is payment required?

Payment is required on Friday by 6pm. Please keep up with your invoice on Tuition Express.

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 \$2 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 \$50 per instance and must be paid with the current's week tuition.

Does CARE Academy take Debit/Credit Cards?

Yes, CARE Academy does take Debit/Credit Cards using Tuition Express online and on site with a credit card authorization form or at the check in kiosk.

Does CARE Academy provide diapers and wipes?

CARE Academy provides diapers and wipes (sizes 1 to 6) to all children who are not yet potty trained. Pullups are not included and must be provided by the parent. If pull ups/ underwear is not provided and diapers are used, there will be a \$5 charge assessed to your weekly tuition.

Is my child allowed to bring in outside food?

Outside food is only allowed for families who have physical, religious or cultural beliefs. Please do not drop children off with breakfast, send in lunch or snack, as there is not enough to share.

Should I take my child's cup/bottle home every day?

No, each child should have a cup/bottle that stays at school. This prevents an absence of a cup, should a parent forget and leave it home.

Does CARE Academy have a playground?

Yes, CARE Academy does have a playground.

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

All mats must have a wipeable vinyl surface and will be provided by CARE Academy.

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 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. Families who receive ABC Vouchers or are in a part-time status are not afforded multi-child discounts.

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 at a time.

When will my child transition to the Pre-school room?

All children who enter the pre-school room must be at least 2.5 years of age, **fully** potty trained and be developmentally ready.

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 the Parent Handbook.

Does CARE Academy offer transportation?

CARE Academy does not offer any form of transportation.

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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