

THA After School Care

The After School Care (ASC) at Thomas Hart Academy is designed to provide organized, supervised care and activities for 2K through grade 8. ASC is directed and supervised by qualified and caring individuals who actively promote each child's development and growth. The program is open daily, Monday-Friday, from 2:30-6:00 pm. If the school is closed for a national holiday, the ASC will be closed also. In order to participate in the ASC, students must be enrolled full time at THA and current with payment of all tuition and fees. Thomas Hart Academy's After School Care has been granted a "child care license" by the Department of Social Services indicating that the program has met all requirements and standards set forth by the State of South Carolina. All childcare teachers/assistants are fully qualified as they meet all DSS requirements.

Program and Fees:

Parents will be billed monthly for any ASC charges incurred. The program will start after the regular school day has ended. Parents will provide a snack. Students will follow a regular schedule of outdoor play, arts and crafts, music, games, and other supervised activities.

The flat daily fee is \$7 for the first hour or less (2:30-3:30). Beginning at 3:31 the flat daily rate increases to \$16. This rate is until 6pm. All children must be picked up no later than 6:00pm.

At 6:05 a tardy fee of \$10 per child will be assessed. At 6:15 pm, an additional fee of \$75 per child will be assessed. We understand that circumstances happen however, out of consideration of our ASC employees we need to be conscious of our time.

Registration:

Registration and authorization forms must be completed and in possession of the Director prior to any student participating in the After School Care.

Supplies for Students:

The ASC will not provide a snack for each child. Children may bring their own individual snack or a snack to share.

A complete change of clothing in a baggie is required for 2K through grade 1 students. Please label all items with the child's name.

Required Forms:

There are a number of forms which must be completed and on file with the Director prior to a child participating in the program. This is a DSS regulation.

Additional information may be obtained and questions answered by calling the school office (843-332-4991).

Please complete the following paperwork for each student at Thomas Hart Academy.

Student Name/Grade _____

Thomas Hart Academy: After School Care Parent Agreement Form

Please **initial each** of the following to indicate that you have read and agree with each of the statements listed below. I fully understand and agree that:

- _____ 1. The ASC will be billed on your monthly statement.
- _____ 2. The ASC will be open from 2:30 until 6:00 pm for children enrolled in grades 2K-8.
- _____ 3. Each child must be toilet trained before attending the ASC, excluding 2K students.
- _____ 4. The ASC will be closed on the following observed holidays: Labor Day, Thanksgiving Vacation, Christmas Vacation, Martin Luther King Holiday, and Spring Vacation, etc.
- _____ 5. A late fee of \$10 will be charged for pick up after 6:05. This fee applies to **each** child that is picked up late. At 6:15, you will be billed an additional \$75 per child.
- _____ 6. Each child in 2K-grade 1 is required to have a change of clothing that is left with the ASC. Director to be used for emergencies. Clothing must be labeled and placed in a baggie. ASC is not responsible for lost clothing.
- _____ 7. A parent will be called to pick-up sick children. It is understood that the child will not return to the ASC until the illness has passed.
- _____ 8. Students with homework will be supervised and offered help when necessary.
- _____ 9. Disciplinary measures used for inappropriate behavior are outlined in the Student Handbook. Parents are referred to the Handbook for an explanation of disciplinary procedures.
- _____ 10. Children will be encouraged to play outside in the play area daily, except during inclement weather. **Sunscreen will not be supplied or applied by ASC staff.**
- _____ 11. The ASC staff is not responsible for changing a child's clothing for any reason other than the clothes have become soiled or torn or that a health concern is being caused by a particular article of clothing.
- _____ 13. In the event of an emergency, the ASC has my permission to administer first aid or obtain medical assistance. I agree to pay all expenses incurred due to an emergency involving my child.
- _____ 14. The ASC has my permission to administer prescription medication as directed by the parent or family physician. A written note must be given to the Director before medication will be given.
- _____ 15. The ASC Program and staff are not responsible for lost, stolen or damaged tablets or any personal electronic device. The ASC Program and staff are not responsible for any lost, stolen or damaged personal property. You bring at your own risk. Mark all items accordingly.

Parent/Guardian Signature

Date

DSS Regulated Program Policies

All children who attend our preschool and our After School Care (ASC) are students at Thomas Hart Academy. All students and parents are given a copy of the Student Handbook at the beginning of the school year and should be familiar with necessary information. What appears below is primarily taken from the Student Handbook.

**Release of Children – DSS Regulation No. 114-503 F (2): This policy must include a security system to prevent the inappropriate release of a child to an unauthorized person, and it should be communicated with parents.*

When picking up children, parents are expected to enter the gym or Library or playground for the ASC. The doors will be locked. A member of the After School Care will open the door so that parents/guardians may sign out their children. A child is allowed to depart the ASC with his/her parent/guardian or another individual who is authorized in writing by the parent/guardian. The names of these individuals are listed in the Student Emergency Contact Information Book. All unfamiliar persons picking up a child from ASC will be required to recite the CODE assigned to the particular child before he/she is released.

**Administration of Medications – DSS Regulation No. 114-503 F(3)(e): Policy must include signed and dated parental consent before administering any medication to any child. Reference DSS Regulation 114-505 D to ensure completion of policy.*

Medications

1. All medications are kept in the school office. Students are not permitted to keep medication in the classroom or on their person.
2. In order for the ASP to give medications, written consent from the parent/guardian must be on file with the ASP Director. If a child will be taking medication all year or for several months, the parent/guardian's written consent must be on the school's Medication Information and Consent Form. Medication that will be given for only a few days or weeks (antibiotics, antihistamines, cough syrup, etc.) needs only a handwritten parent/guardian note. The handwritten consent needs to include the date, child's name, medication, dosage, time and number of days to be given.
3. All medication must come to the ASP in a labeled prescription container. The label must include the date, child's name, medication, dosage, time, number of days to be given, and the physician's name. Over-the-counter medications are to be kept in the original container. Medication that comes to school in an envelope, baggie, Kleenex, or other unmarked or improperly marked container will not be given.
4. Prescription medication will be stored in the school office; not in the ASC room.
5. A physician's signature is required on the appropriate form if a child takes any medication. All medications are kept under lock and key, and a log is kept every time this medication is dispensed.

**Discipline and Behavior Management – DSS Regulation No. 114-503 F(3)(f): A clearly defined procedure must include whether or not corporal punishment will be used according to DSS Regulation No. 114-506 B(2). This policy must be re-signed by parents and staff if any discipline policy changes are made. Parents and staff must sign a facility agreement acknowledging their understanding and acceptance in order to implement the discipline and behavior management policy.*

Disciplinary Policies

1. General Policies – Thomas Hart Academy expects students to observe accepted principles of good citizenship and treatment of others. All students attending the preschool and After School Program should conduct themselves in a manner that adds to the special ambience that exists at THA. When

students neglect to follow acceptable behavior, the personnel of the preschool and ASP will respond with the following guidelines in mind.

2. General Disciplinary Response – Preschool and After School personnel are responsible for establishing and maintaining his/her own system of discipline and classroom management. The procedures will be clearly communicated to students and parents at the beginning of the school year. All students will be treated with the dignity and respect that children deserve. Thomas Hart Academy does not believe in corporal punishment. Inappropriate behavior often presents an opportunity for learning to occur. In all situations, preschool and After School personnel will discuss the inappropriate behavior with the student. Depending upon the nature of the offense, different responses will occur.

3. Responses to Inappropriate Behavior (minor offenses) – With younger children, appropriate consequences may include removal from the group for a period of time, loss of play time, sitting and watching peers play, etc. Examples of minor offenses might include: failure to do as preschool and After School personnel ask, annoying others, not following rules, simple rudeness, etc.

**Confidentiality - DSS Regulation No. 114-503 – This policy must safeguard the confidentiality of all records of children to include name, address, and other information about the child or family and information that may identify a child*

All information pertaining to children is kept in a confidential place.

**Tracking children (Supervision) – DSS Regulation No. 114-504 A(3): Procedures for the presence of each child as they enter or exit the premises, enter and exit a vehicle, or move to a new location in or around the center.*

Children will be supervised by a qualified staff person at times. A tracking form is used to track children as they move to different locations during the day.

**Emergency Medical Plan – DSS Regulation No. 114-505 C. This plan must address conditions under which emergency medical care or treatment is warranted, steps to be followed in a medical emergency, the hospital/medical entity to be used, the method of transportation to be used and a staffing plan to include who will accompany the child with records to the emergency location and will stay with the child until parents arrive.*

Life threatening medical emergency means that the student requires immediate medical intervention to stabilize and prevent the medical condition from getting worse. Examples include: compound fractures (bones protruding from skin), severe cuts, internal bleeding, severe burning, difficulty breathing, heart problems, shock, severe allergic reactions to insect bites, poisonous plant contact, or animal bites, ingestion of chemicals/poisoning, and unconsciousness.

1. Remain calm. Call 911 immediately if the situation warrants. Stay on the line to receive instructions. Be ready to give the address of Thomas Hart Academy: 852 Flinns Road
2. If the scene is safe, proceed to the victim and assess the severity of the injury. Do not move the sick or the injured person unless his/her safety is at risk. Report the accident to the Director; she will call the parent/guardian.
3. Administer CPR and/or first aid if necessary and if trained. If not trained, the individual must get an individual certified in these areas to report to the accident immediately.
4. The Director will pull the student's medical and insurance information and have it available to the medical responders when they arrive.
5. The Director or his/her designee will accompany the child to the hospital.

**Evacuation Plan/Emergency Preparedness – DSS Regulation No. 114-505H (3): The facility must have an up to date written plan for removing children from the building in case of a fire, a natural disaster, or threatening situation that may pose a health or safety hazard. The plan should include procedures for staff training in this emergency plan.*

In the event that an evacuation order is received in the School office from the Emergency Operations Center, all students and staff will be transported to the Florence Civic Center, 3300 West Radio Drive, Florence, 29501. The procedures for addressing all emergency situations are located in all the classrooms.

**Transportation/Field Trips – DSS Regulation No. 114-505: Plans are required for routine travel and must be on file in the facility. Plans should include a checklist to account for the loading and unloading of children at every location. Written permission from parents for transporting children to and from the home, school, or other designated places including planned field trips and activities. Reference DSS Regulation No. 144-505 to ensure completion of policy.*

A written trip permission slip signed by the parent/guardian is required for all field trips involving preschool children. A copy of the permission slip is attached. The School does not provide transportation to or from school for any student. The preschool students must be transported to field trips by their parent.

**Care of Mildly Ill Children - DSS Regulation No. 114-509 B: If a facility chooses to provide care to children who are mildly ill, written policies are procedures specifying inclusion and exclusion from others are required. The plan must also include communicating with parents, recording illness, and listing type of care provided. Specify types of illnesses and symptoms which prohibit care from being provided. Staff must receive training on this plan.*

If children are absent from the regular school day due to illness, they are not allowed to attend the After School Program. If a child becomes ill while attending preschool or the ASP, the Director or assistant will conduct a brief assessment. If necessary, parents will be called. Mildly ill children will refrain from physical exertion and remain quiet until parents/guardians arrive. A mildly ill staff member will remain in his/her supervisory position if at all possible. With advanced notice, qualified substitutes will be employed.

Family Notices – Parents should be provided the following information upon arrival:

1. Liability Insurance - SC Statute 63-13-210 (A)(B): *All child care facilities will be asked to show proof of liability insurance. If a facility does not have insurance coverage, a written notice must be provided to parents of enrolled children.*

Thomas Hart Academy has liability insurance.

2. Provisional Employment – SC Statute 63-13-45 (A): *If a facility chooses to provisionally employ persons to provide care to enrolled children, written statements must be provided to parents indicating that the facility may provisionally employ a person in order to comply with SC laws and regulations when an unexpected staff vacancy occurs.*

Thomas Hart does not use provisional employed persons for the purpose of supervising preschool children.

3. Free and Full Access – DSS Regulation No. 114-503 F (1): *Free and full access must be granted to parents of children enrolled unless court order stipulates otherwise. The visit must not disrupt instructional activities or classroom routines.*

Thomas Hart offers free and full access to parents as long as it does not interrupt classroom activities.

All preschool children are required to have all necessary immunizations on file in the school office.

DSS Parent Authorization Form

Child's Name _____ **Grade** _____

Discipline

Do you understand the disciplinary policy of the school? YES NO

Does this day care use corporal punishment as discipline? YES NO

**It is not the policy of Thomas Hart Academy to use corporal punishment*

Signature Date

Medicine

I give permission for prescription and non-prescription medicine to be given to my child.

Signature Date

Emergency Medical Treatment

I give permission to Thomas Hart Academy to obtain emergency medical treatment which may include transportation.

Signature Date

Persons Authorized to take my child from Thomas Hart Academy:

1. _____ 2. _____

3. _____ 4. _____

Signature Date

TRANSPORTATION

I give permission for my child to be transported to and from the school field trips.

Signature Date

-----**Only 3K parents/guardians are required to complete this form**-----

3K Student Name _____

Thomas Hart Academy Potty Training Policy

All 3 and 4 year-old children enrolling in the school's preschool program should be potty-trained when he or she enters Thomas Hart Academy. This means a child can clean him/herself as well. Learning to wipe is part of potty-training, as well as being able to pull clothes up and down when using the restroom. Please have your child dressed in clothing that he/she can easily manage independently. Beginning pre-school is a major transition for children, and we want all children to feel successful in all endeavors, including potty-training. A child who is still potty training should be sent to school in pull-ups.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to be completely potty trained.

A child will not be considered potty trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely potty trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner.

Accidents occasionally happen, and they will be handled on an individual basis. Each child will keep a spare set of clothes in the classroom in case of an accident. If accidents occur, teachers will assist the child in the changing of clothes. Soiled clothes will be sent home. Teachers will notify parents of on-going problems through e-mails and/or phone calls.

Thomas Hart Academy reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with potty training.

I (we) have read and understand the policy of Thomas Hart Academy on potty training and will comply with those requirements.

Parent/Guardian Signatures

Date