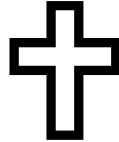


Holy Cross Academy



Policy Booklet

**Holy Cross Academy
203 E. College Street
Simpsonville, SC 29681
864-963-5986
Fax 864-228-2423**

*"I know not what the future holds,
But I know who holds the future."*

*Mrs. Stacia Rogozinski
Director*

*Mrs. Lara Widener
Assistant Director*

Hours

Holy Cross Academy Child Development Center is open from 6:30 a.m. until 6:00 p.m. Monday through Friday.

Parents are expected to bring all preschool children into the building and to make sure that they are under a teacher's supervision before leaving them. **All preschool children must be signed in and out at the front desk.**

We have an open-door policy and welcome any parent that wishes to visit their child when present.

Please make sure your child's teacher is aware of your presence when you pick up your child. Children must be picked up by 6:00 p.m. each day. Parents are charged \$1.00 per minute, per child when they are late.

Tuition Payments

All fees must be paid on Friday for the coming week. Payments may be made with cash, check, automatic bank draft, or credit card. Any fee not paid by Monday of the following week will be charged a \$15.00 late fee. If the past due tuition is not paid by Friday, the child will not be permitted to return on the following Monday.

There is a \$30.00 fee for all returned checks. All families will be placed on a cash-only status after 2 returned checks.

A child's absence for any reason or for any length of time (including holidays) during the time enrolled does not reduce the fee.

If a parent wishes to withdraw their child for a period of time, a space cannot be reserved for the child unless the parent continues to pay the full tuition.

Parents are required to give at least 2 weeks notice prior to permanently withdrawing their child from the program.

Student Records

All enrollment forms must be completed before an applicant can be admitted. A separate record is kept for each child. The file is kept confidential, but is immediately available to the administrators, the child's teacher/caregiver, parents, or guardian upon request. Access to records is limited to the above unless requested by court order. Student information shall be updated by the parent as changes occur.

Immunizations

Up-to-date immunization records must be submitted on DHEC form 1148/South Carolina Certificate of Immunization before we can accept a child. As your child receives new vaccinations, updated records must be submitted to the office. A child may not attend school if their immunization records are more than 30 days past due. If there is a delay due to illness, we must have a note from your doctor.

Security

The doors to Holy Cross Academy remain locked at all times. Families are given a code upon enrollment that grants them access into the building during the hours of operation. All classrooms have a portable attendance tracking system to account for all children and their location at all times throughout the day. Children will not be released to anyone other than a parent without parent permission and proper identification.

Release of Children

Parents are not permitted to send siblings under 14 in to pick-up their younger children.

Please notify the center **in writing** if anyone other than a parent is to pick up a child. This person will be asked to provide picture identification before your child will be released. People designated on the student information sheet will be allowed to pick up your child/children in an emergency should we be unable to reach you.

In the event parents or the emergency people listed on the application form cannot be reached after 6:00 p.m. legal authorities will be contacted and the child or children will be released to them at 6:30 p.m.

Transportation

Holy Cross Academy provides state approved and properly insured vans/buses for the transportation of children enrolled in the academy. All drivers of these vehicles are at least 21 years of age and hold a current and valid state driver's license. All drivers have been checked through the Department of Motor Vehicles and must have a clean driving record.

Written parent permission is required before any child is permitted to ride on a van/bus. When children are on the vans/buses they will not be left unattended at any time. All children must remain seated and in an age-appropriate child restraint system when the vehicle is in motion.

Children who are going on a field trip must leave from the center with the group. Parents are not permitted to drop-off their child at the field trip destination unless they plan to stay with their child and transport them back home or to the center.

Holidays

Holy Cross Academy will be closed for the following holidays in 2011:

Monday, Jan 17	MLK
Friday, April 22	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, Sept 5	Labor Day
Thursday, Nov 24	Thanksgiving
Friday, Nov 25	Holidays
Friday, Dec 23	Christmas
Monday, Dec 26	Holidays

Tuition rates remain the same during holiday weeks. When public school is closed for holidays or teacher work days, an additional fee will be charged for children in the after-school program.

Inclement Weather

Holy Cross Academy typically follows Greenville County Schools, but if we feel we can get here safely and have enough staff members to keep all of the classrooms in ratio, we will open. **Our definitive status will always be posted on Channel 4 News. ALWAYS DOUBLE CHECK OUR STATUS; OUR POSTING MAY CHANGE DEPENDING UPON CHANGING WEATHER CONDITIONS!** For quicker access to our status, log on to www.wyff4.com and click on **Closings/Delays Have Been Reported Here**. On the next page, click on **H** to find Holy Cross Academy.

Tuition rates are not reduced if we are closed or on a delayed opening due to inclement weather.

Meals

Children who arrive before 8:30 a.m. may bring breakfast from home. All others should have eaten before arriving at the center. Lunch and snacks are provided by the center. The preschool children will say a blessing before they are served lunch. Holy Cross Academy will provide meal alternatives if your child has a specific allergy to items on our menu. Please indicate any food allergies on your enrollment form.

Staff

All employees of Holy Cross Academy were screened by SLED, FBI, and Central Registry prior to beginning employment. Our staff members are certified in CPR and First Aid, and are required to take continuing education courses each year in growth and development, curriculum, health and safety to enhance their knowledge on the best practices for childcare. Many of our staff have their certificates in Early Childhood Development or higher.

Curriculum

The 2K through 5K teachers instruct the children using thematic units. Weekly themes that relate to the current season are selected in advance. Art, songs, stories and lessons are all based on the theme being taught, linking the subject matters together. The 3K, 4K, and 5K classes will attend children's chapel at Holy Cross Episcopal church every other week. The director of children's Christian formation will teach non-denominational bible stories and songs to the children. These teachings will be reviewed and elaborated upon in the classrooms. Spring and winter programs are typically performed for graduation and Christmas.

Extra Programs

For an additional charge, gymnastics, computer, sports and fitness classes are available to children 2 and up weekly. Children who see an early interventionist, speech, occupational, or physical therapist may receive these special services while they are in our care.

Swimming/Water Play

Children in the 2K through 5K classes typically participate in sprinkler play once a week during the summer months. Parents must send a bathing suit and towel to school, which will be sent home to be washed after each "water day." Parents are advised to apply sunscreen to their child prior to sending them to school. With signed parent permission, staff will reapply as needed with sprayable sunscreen only.

Children ages 5 and up who are enrolled in the after-school program will go to a local swimming pool with a lifeguard on duty twice a week during the summer months. Staff water safety ratios will

apply. Signed parent permission must be received before your child is allowed to swim in the pool. We strongly advise younger children who are “beginning swimmers” to wear a life vest.

Injuries and Illnesses

Any minor accident will be reported to you on an accident report in your child's cubby. Our staff will provide First Aid for minor injuries. In the event of a serious injury, we will call 911 and attempt to notify the parents immediately. If parents cannot be reached the child will be released to EMS for further care. Parents will be required to pay all expenses incurred due to an emergency involving their child.

Please do not send your child to school if he/she has a fever, diarrhea, or a contagious illness.

We have specific guidelines from DSS concerning illness. If your child becomes ill while at school you will be called and asked to come and get them. The staff members at Holy Cross Academy will provide care for mildly ill children until they can be picked-up by their parent/guardian. Parents are expected to get their child within 1 hour of being notified of their child's illness.

Medication

If your child requires medication while at Holy Cross Academy we must have specific, written instructions for each medication. We cannot administer any medication without a signed medicine form for each medicine.

Medicine must be in the original container with the doctor's instructions. All medicine must be in a plastic ziplock bag with a medicine cup or doser. Medicine forms are available from the front office or from your child's teacher.

Discipline

Holy Cross Academy recognizes positive behavior by encouraging and praising children who are behaving in an acceptable manner; however, we understand that at times it is necessary to redirect children who are behaving unacceptably and will do so in an understanding way. No corporal /physical punishment will be used. Parents must refrain from using corporal punishment on your child while on the grounds of Holy Cross Academy.

Time out is the preferred means of discipline when redirection does not work. Your child will be in time out for one minute for each year of age at each occurrence. Your child will be in a staff member's sight when in time out.

If time out does not change a child's behavior, the parent will be contacted to discuss the problem. If your child's behavior continues to disrupt the class or is threatening to others, you may be asked to remove your child from the center.

Biting

Biting behavior in a group of toddlers is to be expected. Biting is a form of communication for young children who are nonverbal or who don't speak well yet. Although biting is not an acceptable behavior, it is tolerated on a short-term basis in children under 2 years of age.

The teachers at Holy Cross Academy use biting as a learning experience and attempt to teach children who bite more acceptable forms of communication, such as sign language, gestures, and appropriate verbal responses.

When a child bites, the biter is immediately removed from the situation by their teachers, firmly told that they should not bite, and put in time-out for one-minute per year of age. Parents are encouraged to bring in teething necklaces or clip-on teething rings to provide biters with a more appropriate alternative.

We typically do not send biters home because this is rewarding to the child and only exacerbates the problem. Immediate consequences and consistent instruction from both parents and teachers usually remedies the problem. In the event that the biting problem is severe and cannot be resolved using the methods described above, we may ask you to remove your child from Holy Cross Academy.

Clothing

Please send your child to school in safe, practical clothes. Children will go outside every day, weather permitting, and need to feel free to participate in all activities without fear of ruining their clothes. To prevent foot injuries, children are not permitted to wear flip-flops or open-toed sandals. Each child should have a complete change of clothes stored in their cubby. All clothing and other personal items must be labeled. If needed, please apply waterproof, 8-hour sunblock to your child prior to sending them to school in the spring and summer months.

Babysitting

It is the policy of Holy Cross Academy that we do not encourage our employees to take care of children enrolled in our programs at night or on weekends. Our insurance does not cover our staff when they are not working for Holy Cross. Our FBI checks and on- the-job-observations do not extend to our employees' homes or their relatives and/or friends.