



Welcome to SolVerus Academy. Below are some areas that we would like to share with you in helping make your decision to join our school.

We believe that God created the World and everything in it (Genesis 1:1). Every child is “fearfully and wonderfully made” (Psalm 139:13). In light of this truth, the Staff of SolVerus Academy commit themselves to love every child in the name of Jesus Christ (John 15:12) as Christ loves us. Our staff will partner with your family to provide a secure, safe, and loving Christian environment where children can develop spiritually, socially, emotionally, intellectually, and physically. We believe all of life belongs to God (Psalm 24:1-2) and comes under His Lordship (Colossians 1:18). Therefore, we will make every effort to imitate the love of God (1 John 3:1) in the teaching and learning environment.

1. **First Day:** This is an exciting day for parents, children and staff. If your child is under 12 months, he/she should bring a small blanket, bottles, formula, wipes, diapers, baby food and at least two changes of clothing. Toddlers and Preschooler’s will need a small blanket for naptime, a sippie cup (if needed), diapers, wipes, and at least two changes of clothing. All children may bring a special item for naptime to make them feel more comfortable. Please make sure you label everything with your child’s name. It helps us for all toys to be left at home.
2. **Illness:** Illnesses are common in-group care. The health and safety of each child is our primary focus. Being clean and safe are the only ways we can help prevent illnesses. We need your cooperation in abiding by the rules of our illness policy. Please keep your child at home when needed. This only protects your child and the well being of the other children.
3. **Open door policy:** Our center, along with the door to the director’s office, is always open to visits. Our parents are welcome to view the activity in your child’s classroom at any time on the video monitors located in the director’s office. We do ask parents to limit classroom visits (if possible) and view the classroom on our monitors, as this helps our teachers stick to their lesson plans without disrupting the class.
4. **Curriculum:** We use the Abeka (Christian) curriculum starting with K-2. We have also incorporated several other curriculums into our lesson plans to create a very stimulating program. We are not providing a babysitting service. Our program is intended to offer children an advanced learning opportunity for the developmental stages of pre-school. In addition to our curriculum we offer Sign Language, Spanish, Bible Studies, Gardening, Dramatic Play, Soccer Shots, Arts/Craft, Music Activities/Songs and Technology Introduction.
5. **Christian Learning Environment:** Our center is a faith-based center with Christian values and philosophy. We practice and teach faith-based principles and encourage prayer with the children daily. Bible stories and teachings are part of daily lessons.



SOLVERUS ACADEMY
CHRISTIAN PRESCHOOL

Christian Learning Center

REGISTRATION INFORMATION 2019-2020

Students 1st day will be: _____

Gender: Male / Female Student DOB: _____

Child's Name: _____

Mother's Name: _____ Mom's Cell# _____ Moms Work# _____

Mothers SS# _____ Mom's Employer: _____

Home Address: _____ City _____ St _____ Zip _____

Mothers Email: _____

Fathers Name: _____ Dad's Cell# _____ Dads Work# _____

Fathers SS# _____ Dad's Employer: _____

Father's Email: _____ **Code Word for pick up** _____

Paternal Parents are Married or Divorced: _____

Does your child live with: MOTHER FATHER BOTH PARENTS

Are you interested in volunteering in your child classroom for activities or special events?: YES NO

Person(s) Responsible For Pick-Up and Delivery _____

Other Person(s) Allowed To Pick up: Name and Relationship

Child's Doctor _____ Phone No _____ Address _____

Child's Dentist _____ Phone No _____ Address _____

In case of emergency when parent cannot be reached, please notify: MUST HAVE 2 CONTACTS

Name _____ Phone: _____ Relationship: _____

Name _____ Phone: _____ Relationship: _____

Child's Medical/Special Needs: _____

Other Important Information: _____



SOLVERUS ACADEMY
CHRISTIAN PRESCHOOL

Christian Learning Center

Medical & Other Parental Consents

Student Name: _____

In case of emergency, I _____ (Parents Name) give permission to

SolVerus Academy to obtain medical assistance for my child _____ (child name.)

I agree to be responsible for the payment of such medical care.

Parents Signature

Date

PHOTOGRAPHY PERMISSION

I give permission for my child to be photographed and understand that the images may be used in marketing material for SolVerus Academy from time to time.

Signature

TUITION

I understand that fees are due on Monday in advance of each week and that a late fee of \$20 will be applied on Wednesday of the applicable week fees are due.

If fees become two weeks delinquent or more, childcare and academic services will be terminated.

Signature

PLAYGROUND POLICY

I hereby give permission for my child _____ to participate in playground activities and utilize the playground equipment at SolVerus Academy.

I further agree to release from liability and hold harmless SolVerus Academy from accidents in the classroom or on the playground involving other children and/or injuries that my child may sustain during the normal course of playtime activities. I understand that it is my responsibility to dress my child appropriately, to include proper shoes and/or playground attire each day.

Parents Signature _____ Date _____/2019

Parents Signature _____ Date _____/2020

Parents Signature _____ Date _____/2021



MEDICATION & TRACKING POLICY

- **MEDICATION** DSS requires all prescription medications to be in the original bottle.
- Medications will be administered one time per day at lunch.
- The parent is responsible for the administration of the first dosage.
- All medications must be given to the Director or the Assistant and be “signed in” on a Medicine Log Sheet in the main office. DO NOT leave medications on a counter, in the refrigerator, in a diaper bag, backpack or cubby. We must lock all medicines away.
- Our teachers (excluding the infant rooms) **MAY NOT** administer medication to your child unless they are medicines needed in the event of an emergency. Medicines are to be administered by our director or assistant director or one of our trained infant room staff members. **We will not** administer Tylenol, Benadryl, Ibuprofen to children under the age of 2 without written instructions from a physician.

STUDENT TRACKING POLICY

All children must be signed “in” and “out” daily by whomever is dropping off or picking up. If you have sole custody of your child, and/or special arrangements must be made, you are responsible for letting the Director know and making available any court documents for your child’s records.

I have closely read Solverus Academies medication and daily tracking policy and agree to follow these policies.

Signed _____ Date _____/2019

Signed _____ Date _____/2020

Signed _____ Date _____/2021



Privacy Policy Notice

Students Name: _____

During the course of processing your application and rendering childcare services, we accumulate non-public personal information from you and from other sources about your child's immunization and health, parental/guardian employment, previous childcare references, and other personal information in order to make an informed decision about granting you enrollment and continued services. We restrict access to nonpublic personal information about you to those employees who need to know that information, as their position requires. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information. We collect nonpublic information about you from the following sources: (i) information we receive from you on applications or other forms; (ii) information about your childcare record with our affiliates, others; or us and (iii) information we receive from a consumer reporting agency.

We may disclose the following kinds of nonpublic personal information about you: (i) information we receive from you on applications or other forms, such as your name, address, phone number, (ii) information about your transactions with us, our affiliates, or others, such as your payment history or account balance; and (iii) information we receive from a physician, DSS, or medical information on your child. We may disclose nonpublic personal information about you to the following types of third parties: To those involved in the ordinary course of regulating our facility and/or credit collection agencies regarding delinquent account balances. These third parties include DHEC, DSS, EMS, Fire Marshall and Departments, Local Police and/or Sherriff's department (if necessary).

By signing below, you acknowledge receipt and are in agreement with this Notice.

Parent/ Guardian

Date

Witnessed By

Date



SOLVERUS ACADEMY
CHRISTIAN PRESCHOOL

Over the Counter Medication Authorization Form
(To be filled out by a parent or legal guardian)

Student Name: _____ DOB: _____

Emergency Contact Name: _____ Number: _____

If you would like to authorize the use of any of the items listed below, please check the box and initial.

Diaper Rash Ointment - Parents Initials _____

I authorize the staff of SolVerus Academy to put diaper rash ointment on my child whenever the teachers deem necessary to avoid/prevent diaper rash. I understand I must provide the diaper ointment for use.

Teething Tablets- Parents Initials _____

I authorize the staff of SolVerus Academy to give my child teething tablets with the dosage directed per tablet instructions, as needed.

Benadryl - Parents Initials _____

**** We will not administer Benadryl to children under 2 without a doctors written instructions.**

I authorize the staff of SolVerus Academy to give my child a dose of Benadryl in the amount of _____. This dosage will only be given if my child has a reaction to a food or bug bite or if needed for a seasonal allergy.

Tylenol or Ibuprofen - Parents Initials _____

**** We will not administer Tylenol or Ibuprofen to children under 2 without a doctors written instructions.**

I authorize the staff of SCA to give my child a dose of Tylenol in the amount of _____. This dosage will only be given if my child has a low-grade fever unrelated to a contagious illness, pain or headache.

Sunscreen - Parents Initials _____

I authorize the staff of SCA to put sunscreen on my child whenever they go outside to play or have water play. I understand that I need to provide the sunscreen in order for it to be applied on my child.

Other (Non-prescription): _____ - Parents Initials _____

Specify Instructions:

Parent/Legal Guardian Signature

Printed Name

Date

****Please Note - this form must be re-done each year.****



SOLVERUS ACADEMY
CHRISTIAN PRESCHOOL

Christian Learning Center

Emergency Preparedness Information

This sheet will travel with us in event of an emergency evacuation.

Student Name _____ D.O.B. _____

Special medical needs and conditions:

Father's Name: _____ Work #: _____

Cell #: _____ Email: _____

Mother's Name: _____ Work #: _____

Cell #: _____ Email: _____

Emergency Contacts:

1. _____ Relation _____ Phone # _____

2. _____ Relation _____ Phone # _____

Doctor's Name: _____ Phone #: _____ Hospital Preference: _____

In the event of an emergency contact _____ first at: _____

I give permission for my child to leave with my emergency contact in the event of an emergency or center closing if I cannot be reached in a timely manner.

Signature: _____ Date: _____

I hereby authorize any licensed physician or medical treatment center to treat my child in case of an emergency that the above-named physician cannot respond to.

Signature: _____ Date: _____

I give permission for my child to be transported in a Solverus Academy staff vehicle in the event of an emergency evacuation.

Signature: _____ Date: _____



SOLVERUS ACADEMY
CHRISTIAN PRESCHOOL

Christian Learning Center

ENROLLMENT POLICY

Please be advised that SolVerus Academy is a private facility. Your child’s enrollment is not guaranteed we will check your child’s reference from previous caregivers. We reserve the right to decline admission to any child.

Your application must include your child’s registration fee in order to be submitted for approval. In the event your child’s enrollment is declined all fees will be refunded. You will be notified via telephone or you may contact the office at (864) 292-9909 within 24 hours of submitting the application to obtain enrollment results.

Student Name: _____

Most Recent Caregiver: _____

Reason for leaving: _____

Has your child had behavioral issues in the past: YES NO

Please Explain:

Do you attend Church? YES NO Name of Church? _____

Pastors Name: _____

OTHER: _____

Are you a Christian? YES NO

What does being a Christian mean to you?

Parents Signature

Printed Name

Date



Financial Responsibility Agreement

Tuition Fees:

Solverus Academy operates solely on tuition payments. All Fees are due on Monday morning and past. A late fee of \$20 will be assessed if your payment has not been made after Tuesday of each week. Childcare and/or academic services will be terminated if fees become more than one week overdue.

Withdrawals:

Solverus Academy requires a two (2) week written notice for withdrawal or termination of services. The request forms are in the office or found online at: www.solverusacademy.com and must be returned to the office for processing. Parents will be charged the regular tuition rate for this period if proper notice is not given.

NSF Fees:

If you provide payment that results in a returned check for non-sufficient funds your account will be assessed a NSF fee of \$35 and a late fee of \$20. You will have a 24-hour period to pay the check and fees or childcare services will be terminated.

If your account has three (3) checks returned for NSF we will no longer receive personal checks on your account. You will be required to pay by certified check, cash, or money order.

Credit Card Fees: There is a 3% convenience fee charged to your account for each transaction which you pay by credit card which will be added to your account balance.

Collection or Attorney Fees:

If it becomes necessary to forward your account to our legal counsel for debt recovery you will be responsible for all collection and/or attorney fees.

Unpaid Delinquent Accounts: If your account remains unpaid in excess of 30 days it will be turned over to a collection agency and reported to all 3 credit bureaus on your personal credit report.

I have read and understand my financial responsibility to Solverus Academy for providing childcare and educational services for my child(ren). I agree to abide by the obligations stated above.

Signature-Financially Responsible Guardian

Printed Name Date

Student's Name

2nd Student's Name

South Carolina Department of Social Services
 Child Care Regulatory Services
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
 TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: _____ County: _____ Select County ...

Address: _____
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
 Address: _____
Street Address City, State, Zip
 Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
 Address: _____
Street Address City, State, Zip
 Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: **Mon** **Tue** **Wed** **Thurs** **Fri** **Sat** **Sun**

Check all meals Child will receive daily: **Meals are not offered** **Breakfast** **Morning Snack** **Lunch**
 Afternoon Snack **Dinner** **Evening Snack**

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee



PARENT INFORMATION

Welcome to SolVerus Academy

We hope you will take a moment to familiarize yourself with our policies and procedures, and if you have any questions, please do not hesitate to ask. Our staff will be more than happy to answer your questions.

Solverus Academy Mission Statement:

We begin with age-appropriate environments that encourage children to learn, play and explore. At the heart of every project and activity, there is a specially trained teacher. Because children learn differently than adults, they need experiences and get-on-the-floor teachers.

The mission of Solverus Academy is to develop in children a love for God and a love for learning. We will provide opportunities to learn together, to play together, and to foster the academic and social skills needed for school success. Solverus Academy is a private, faith-based preschool available to children in the Greenville and Mauldin communities.

HOURS OF OPERATION

Monday – Friday, 7:10 am – 6:00 pm. Our center will close promptly at 6:00pm. A late charge of \$5.00 is assessed immediately at 6:00 p.m., and for every 5-minute increment thereafter an additional \$5.00 will be added.

A management person and one staff member must remain at the center with any child after closing hours. Proper legal agencies (Police, Child Protective Services, etc.) will be notified regarding any child remaining at the center beyond 30 minutes of closing.

SPECIAL FEATURES

SolVerus Academy is designed to meet the needs of children, including the safety and well being of each child. Modern equipment and educational toys provide children with stimulating learning experiences. Two separate age-specific playgrounds are designed to offer imaginative and safe, secure play.

Teachers and personnel incorporate center-based learning techniques with the Abeka Curriculum as well as state guidelines in education to offer each child an opportunity for successful achievement. We have an electronic access door and video monitored classrooms to ensure the safety of all children. Parents are issued an access code upon enrollment.

Students earn vacation time each year, tuition will not be charged during this week if the child has been enrolled continuously and the billing account is current.

LICENSE

SolVerus is licensed by the State, we meet or exceed all state standards pertaining to building, classroom equipment, staff ratios, safety and health procedures, nutrition, curriculum and playground equipment. Important information is posted in the reception area, including our state license, weekly menus, parental access notice, fire and severe weather evacuation notices, and management staff identification. Solverus management is required to report to the appropriate State agency suspected child abuse, neglect, exploitation, or deprivation.

CURRICULUM

We provide center-based learning concepts with age appropriate activities utilizing the Abeka curriculum, which covers areas including math, science, language arts, social studies and the arts. The program provides lessons and activities, which foster curiosity and incorporate age-appropriate activities. Our teachers will jointly plan activities based on weekly themes and child interest. The variety of methods and styles will benefit the many different style learners in the classroom.

VISITATION

Our “Open Door” policy lends itself to parental visits at any time. However, we do ask for your cooperation in not disrupting classroom programs. All visitors are required to sign in and present identification at the front office and must be accompanied by a member of the management team while in the building.

TUITION FEES

Solverus Academy operates solely on tuition payments. All fees are due on Monday morning. A late fee of \$20.00 will be assessed if your payment is made after Wednesday 2pm. Childcare and/or academic services will be terminated if fees become two weeks past due.

OTHER FEES

Annual Registration Fee – Book Fee for K-2 through K5 – Summer Activity Fees

MEALS

We provide an AM snack, lunch, and an afternoon snack. Menus are posted and have been approved by DHEC. If your child requires a meal other than the one posted, please feel free to send a substitute. Parents **are not** charged extra for meals. If your child has a food allergy, please notify the teacher and the director. The allergy will be posted in the classroom and in the kitchen to notify the staff of your child’s special needs.

For birthdays or special occasions, parents are welcome to send special treats to the center. Please let the staff know in advance of your plans. We are a peanut free school. Please do not bring any treats to class that have been made with or include nuts.

SPECIAL ACTIVITIES

Children will be provided the opportunity to play outdoors daily except in the event of inclement weather or extreme temperatures. (Temperatures below 32 degrees). During hot weather, extra water is available at all times, and many activities may be planned in the shade or indoors.

INCLEMENT WEATHER

We will make every effort to open if roads are not too hazardous for the safe transportation of our staff. We DO NOT follow Greenville county schools schedule. We will post delays and/or closings on WYFF New Channel 4 and on our website at www.solveusacademy.com. We will also send out an email to all parents with email addresses on file.

VACATION

Each student may earn one week's vacation credit after been enrolled for one full consecutive year. The 5 days must be taken a full week at a time, and on consecutive days. The credit is to be used during a five-day absence only. In order to use this credit your billing account must be current, and the 5 days must be taken a full week at a time and on consecutive days. Vacations credit request forms must be submitted in writing no less than one week in advance. These forms are in the office and must also be returned to the office for processing.

ILLNESS

If your child has a temperature of 101 degrees, a rash, diarrhea, is vomiting, has a green nasal or ear discharge and/or is inconsolable because he/she feels bad, you will be telephoned to pick your child up. He or she should be picked up within an hour of our call. According to state regulations, children must be free from abnormal temperature for a minimum of 24 hours and show no signs of illness to attend the center. If a child is exposed to a communicable disease while in the center, we will notify you promptly. Likewise, we request that you report to us when your child is exposed to a communicable disease outside the center. Eastside Academy notifies the Health Department of any communicable disease. For the health of your child and the other children attending the Center, we cannot allow any child who has contracted an infectious disease or skin disease to attend the Center. We require a physician's notification that the child has received proper medical treatment and is healthy before the child can be re-admitted. Your child must remain out of the center for at least one full day.

We Exclude Children with the Following Conditions

To ensure the overall health and safety of all the children, we ask that you not bring your child to SolVerus Academy if one or more of the following exists:

- Fever, 101°F or higher, accompanied by behavior changes or signs or symptoms of illness until medical professional evaluation finds the child able to return, or until symptom free for 24 hours
- Symptoms or signs of possible severe illness, such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child
- Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms
- Diarrhea, defined as loose, watery, and frequent stools; children may be allowed to return once the diarrhea resolves for 24 hours
- Norovirus, children and childcare center staff with diarrhea and/or vomiting should remain at home until 24 hours after diarrhea and/or vomiting cease, and until stools are formed
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting illness (two or more episodes within the last 24 hours) should not return until they have been symptom free for 24 hours
- Mouth sores with drooling, unless a health care provider determines the condition noninfectious
- Rash with fever or behavior change, until a health care provider finds the child able to return to ECA
- Scabies or other infestation, until 24 hours after treatment
- Pediculosis (Lice) if found while at the Center, the parent/guardian will be notified to pick up the child; may return after appropriate treatment is completed and child is free of live lice
- Tuberculosis, until medically cleared by a health care provider
- Impetigo, until 24 hours after treatment
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox, until 6 days after onset of rash or until all sores have dried and crusted
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Erythema infectiosum (5th Disease), keep child at home if fever is present
- Mumps, child may return to childcare five days after start of symptoms or after symptoms are gone, whichever is longer (usually about 9 days after onset of parotid gland swelling)
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff
- Herpes simplex, children with herpetic gingivostomatitis, an infection of the mouth caused by the herpes simplex virus, who do not have control of oral secretions
- Measles, until 6 days after onset of rash
- Rubella, until 6 days after onset of rash
- Meningitis (bacterial), until 24 hours after starting antibiotics.
- Unspecified respiratory tract illness
- Coxsackie (Hand, Foot, and Mouth Disease), until there is no weeping lesions or excessive drooling and child has been fever free for 24 hours
- Conjunctivitis (pink eye) with white or yellow discharge, until 24 hours after treatment, however, children who have a clear, watery eye discharge and do not have any fever, eye pain, or eyelid redness do not have to be excluded.



DISCIPLINE POLICY

The following policies must be reviewed and signed yearly. Please take a moment to read these and sign at the bottom.

Discipline Procedures:

Proverbs 10:17 tells us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words (if age appropriate) when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Behavior Incident Report).

The following procedures will be enforced for continued spitting, kicking, hitting, biting, foul language or for any other inappropriate behavior:

1. Time Out (in age appropriate time-out area – facing group)
2. Warning (Behavior or Incident Report sent home to parent)
3. One Day Out
4. Permanent Removal from the Academy

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are also considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Policy – Page 2 Continuation

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Solverus Academy, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. (Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.")

Discipline is training to develop self-control and social competence. This is a joint effort between child, teachers, and parents. Good behavior is constantly praised, with a positive attitude. Methods of prevention, Prayer, Redirection, Distraction, Modeling and Discussion techniques are used to encourage self-discipline. "Time Out" with the child facing the group, no longer than one minute per year of age is the only disciplinary used to assist in solving an on-going or habitual behavioral problem for children over 3. Spanking, yelling, or belittling children is prohibited. This rule applies to all caregivers, teachers, directors and parents. The director may remove a child for continued misbehavior or excessive biting.

I have read carefully Solverus Academies discipline policy and I understand, agree and support these policies.

Parent/ Legal Guardian Signature: _____ Date _____



BITING POLICY

Solverus Academy recognizes that biting is a common behavior exhibited by young children as a part of normal child development and will address this challenging behavior in a positive and appropriate manner. Children bite for reasons relating to their developmental stage, expression of feelings or their environment. Therefore, our response to biting behavior will include observation, understanding, teaching and environmental changes.

When a biting incident occurs, staff will immediately move the biter away from the victim. The staff's response to the biter will be age-appropriate but will send a firm message of disapproval using such words as "Biting hurts!" or "No Biting!"

The victim will be comforted, wound examined, and first aid administered. If the skin is not broken, the area of the bite will be washed with soap and water and an ice pack used to reduce the swelling. If skin is broken, pressure will be applied to stop bleeding if necessary, the wound washed using mild soap and rinsed under running water. The wound will be bandaged, and an ice pack applied. Due to possible blood exposure, staff will have the child who has bitten immediately rinse his mouth with water.

If the skin is broken or the bite located near the eye, on the face or on the fingers, the parent/guardian of the victim will be notified immediately since medical attention may be necessary. If blood is present, the parent/guardian of the child who has bitten will also be called immediately because the child may have come in contact with blood from the victim. The parent/guardian may choose to seek medical attention.

After the victim's needs have been met, staff will talk with biter and the victim (if verbal) to determine why the incident happened.

Staff will complete a Bite Fact Sheet to be signed by biter's parent/guardian and an Incident Report to be signed by the victim's parent/guardian with the original forms kept in the appropriate child's file. A Bite Incident Report will also be completed by staff and given to the Director.

The Director will review the Bite Incident Report and work with staff to determine actions that should be taken to prevent future biting incidents. Actions may include shadowing the biter, changes in the classroom environment, and/or teaching the biter appropriate ways to express his feelings.

Ongoing biting behavior will be handled as any other ongoing challenging behavior following the policy as described under Discipline in the Policies and Procedures for Child Care Handbook.

All staff and volunteers will maintain the confidentiality of the children involved in biting incidents.

DISMISSAL POLICY

Solverus Academy is designed to meet the developmentally appropriate needs of all children and their families. However, there may be times that we need to re-evaluate a child's placement in the Center. If a child is not ready for the group experience, or if his/her needs are not met in the group setting, we may ask for removal of the child in a confidential conference with the parents/guardians. We do not believe that the child should remain in the Center unless he/she derives some benefit from the program and/or experiences. If dismissal is a possibility, the lead staff in the room will notify the Director, including detailed information on why dismissal is being considered. The Director and lead staff in the child's classroom will meet with the parents/guardians to determine future action, which may include a trial period. This trial period, with monitoring, will be for a one-week duration. At the end of the trial period, the child's experiences will be re-evaluated in a meeting with the parents/guardians, lead staff and the Director. At this time, the decision will be made whether or not the child can continue the program.

Children who pose a serious threat to themselves or others may be dismissed immediately from the program until further support is arranged. Other causes for dismissal: families who are more than one week behind in payments will not be able to bring their child to Solverus Academy until arrangements are made with the office to pay their bill in full; children who are absent from the Center for more than one week without notification will be dismissed from the program and will be charged the two week's tuition in accordance with our withdrawal policy. Re-admission will be permitted only if there is an opening available and may be subject to a re-enrollment fee of \$100.

WITHDRAWAL

Solverus Academy requires a two (2) week written notice of withdrawal. Parents will be charged the regular tuition rate for this period if proper notice is not given. If center management deems it necessary to withdraw childcare services, a two-week notice will be given to allow parents adequate time to locate other suitable arrangements.

CONCERNS

Our director or assistant director will be glad to help solve any issue that you may have. We would appreciate you addressing all concerns or comments with the Director or you may send an email to the owner at: info@solverusacademy.com.

CLOTHING

Your child will need to have (2) extra sets of clothing at the center at all times. Please make clothing seasonal. All clothing must be labeled. Clothing should be comfortable and appropriate for the academy setting.

INFANT/ TODDLER SUPPLIES

Diapers, pull-ups, bottles, sippie cups, baby food, formula, wipes and diaper rash ointment must be provided by the parent/ guardian as needed. All bottles/sippie cups must be labeled and dated each day. You should bring your child at least 3 bottles/sippie cups per day.

PERSONAL ITEMS

SolVerus Academy or its staff is not responsible for toys, clothing, money, etc. that may be lost. Do not send anything of value to the center. Classroom teachers will inform you if special items for “show and tell”, etc are needed. Only small blankets and pillows are allowed at the center since we are limited on space. Please remember to take art work, dirty clothing, blankets, etc. home each Friday. Blankets should be washed and returned.

TRANSITIONS

Moving “up” to the next age group is based upon age appropriateness, developmental appropriateness and space availability.

SMOKING

Smoking is prohibited on the premises by staff, parents or visitors.

EMERGENCY PREPAREDNESS PLAN

Medical Emergencies that would require immediate medical care by a healthcare professional:

- Loss of consciousness
- Breathing difficulties
- Severe Bleeding
- Seizure
- Neck or Back Injury
- Continuous clear drainage from nose/ears after a blow to the head
- Forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Possible broken bones

Steps to be followed in a Medical Emergency:

- Call 911 immediately upon recognizing symptoms of conditions that require immediate medical attention.
- Call the child's parent/guardian immediately after calling 911 to inform them of child's symptoms and where they will be transported for medical care.
- Provide first aid as you were trained until emergency personnel arrive.
- In the event EMS deem it necessary to take the child to the hospital the director or assistant director will go (if not on-site the teacher will go) and stay with the child until the parent arrives.

FIRE DRILLS

The director will perform a fire drill monthly. The Fire Alarm Company and the Fire Dept. will be notified prior to the drill, and after it is completed. The teachers are trained on how to exit the building. The baby rooms will be evacuated by placing the babies in 1 or 2 cribs and rolled to safety. Drills are performed without notifying the staff, they are also timed and documented. The director will ensure the building is clear before anyone will be allowed to re-enter.

EMERGENCY EVACUATION

In the event of a fire, natural disaster, or other situations that may pose a health or safety hazard we will evacuate the building in the following manner: We will pull the fire alarm to alert everyone to evacuate the building. This will alert both the police and fire department that we need assistance.

East North Street Campus Evacuation Plan: The children will be escorted and/or will walk to the Mitchell Road Elementary School gymnasium located at: 4124 East North Street (approximately 2-3 blocks from the center). We will request the road to be blocked by the sheriff's dept. and we will request a police escort to walk the children safely to the school. The teacher(s) will accompany each class. Infants will be rolled in cribs. The Solverus Academy driveway MUST remain clear so the bus, staff cars and emergency vehicles can quickly and easily reach the children. (if necessary).

Mauldin Campus Evacuation Plan: The children will be escorted and/or will walk to the cottage which is located beside the church property. Each teacher will take their classroom emergency plan book and their attendance sign in/out sheets with them. Children will only be released to their parent(s) the evacuation location.

The owner or director will place an announcement on WYFF Channel 4. In order to quickly evacuate the center, we will not be answering the phone. After all children and staff are safely evacuated, we will begin to call parents and notify them of our situation.

FIRE EVACUATION PROCEDURE

The following procedures will be followed in the case of a fire (or fire drill) in the Solverus Academy building:

☑ _Remain calm!

☑ _Remember R.A.C.E.E.

Rescue those in immediate danger

Line up the children in the room by the designated exit to be used in a fire evacuation

Infants and Wobblers are put into evacuation cribs (5 per crib)

Take emergency backpack (contains first aid kit, emergency info & extra supplies), emergency preparedness log, sign in/out sheets and walkie-talkies

Make sure all children are present before leaving the room

Alarm Activate the nearest fire pull station (located by each exit)

Director will call 911 (or designate someone)

Contain the fire by closing all doors and windows

Evacuate persons threatened by fire or smoke

Extinguish only if your safety can be assured

Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building, (minimum of 50 feet) After all children are accounted for, immediately exit and proceed (walking) to the designated meeting area.

Designated Meeting Area:

East North Street Campus:

Mitchell Road Elementary School Gymnasium – 4124 East North Street ~ Greenville, SC

Mauldin Campus: Assembly Area or Cottage next to the church

Roster Check:

All groups are to do a roster check of children to make sure all children are present.

Keep children grouped together and calm.

Parent/guardian Notification:

Begin to notify parents/guardians upon Director's request. All phone numbers should be located in backpack with first aid kit. Parents/guardians may come and pick up their child/children but are required to sign out on the departure log and record the time of departure.



Center Operations
Final Page of Handbook Acknowledgement

PARENTAL BEHAVIOR ACKNOWLEDGEMENT

We believe it is important that all of the adults in and throughout our facility model good behavior and assist us in maintaining our peaceful Christian environment. Therefore, yelling, cursing, displaying hostile or aggressive behavior or any kind towards staff, other parents or students is forbidden and will not be tolerated. Hostile or aggressive behavior from a parent or family member may result in immediate termination of our services. If there is an issue that has created heightened emotions, we expect that you will take the matter to a member of our management to seek resolution. We strive to maintain a healthy and Christian environment for the safety and emotional well-being of our students, staff and families that we serve. You may also submit a request for a meeting online at: info@solverusacademy.com

FINAL AGREEMENT

I have read, understand, and agree to the policies and procedures stated in the parent handbook regarding the following:

Hours of operation, Curriculum, Special Feature, Visitation, Tuition Fees, Other Fees, Meals, Special Activities, Inclement Weather, Illness, Holiday Closings, Discipline Procedures, Medication, Immunizations, Delivery and Pick up, Vacation, Clothing, Infant Supplies, Personal Items, Transitions, Withdrawals, Concerns, Smoking, Emergency Medical Plans, Fire Drills, and Emergency Preparedness Plan

Parents Signature _____ Date ____/____/2019

Parents Signature _____ Date ____/____/2020

Parents Signature _____ Date ____/____/2021

You will be given a copy of these policies for your records.

Directors Signature: _____ Date: _____