



FAMILY HANDBOOK

2026 - 2027

WELCOME

Dear Family,

Welcome to Preschool at Holly Springs Center. We are a play-based, nature-focused preschool that offers care for students 2 through 5 from 7:30 am until 5:30 pm daily. Our warm, caring staff offer a supportive environment where children feel loved and included. We strive to promote creativity, responsibility, physical development and healthy eating. We believe that play is where learning occurs best and spend the majority of our days exploring, creating and working together to develop social connections and a love of learning.

Thank you for choosing Preschool at Holly Springs Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Jen McKittrick

Preschool Director

Shannon Quattlebaum

Holly Springs Center Executive Director

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ABOUT US

Mission and Curriculum

The Preschool has a vibrant curriculum that supports the Holly Springs Center's slogan—From Heritage Roots Sprout Innovative Growth. Our curriculum incorporates the "South Carolina Good Start, Grow Smart Academic Standards and Approaches to Learning."

We will integrate Language and Literacy, Math, Physical Development and Health, Science, Social Studies, Engineering, Technology, and the Arts in a program that is tailored to the way young children learn best. We will embrace play-based learning methods using hands-on, project-based, experiential learning, and developmentally appropriate materials.

Every day at Preschool at Holly Springs Center, students will make connections to nature and the arts, especially traditional arts, taking full advantage of HSC's School of Mountain Arts (for example, pottery making, learning traditional music & dance, culinary arts, gardening, raising small farm animals). They will also be involved in innovative Arts programs such as STEAM (Science, Technology, Engineering, Arts, Math) labs, legos, robotics, and Makerspaces (space to discover, create, problem-solve) with age-appropriate activities. Definition of Family

In this handbook, we refer to the family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

Hours of Operation

Child care services are provided from 7:30 AM to 5:30 PM Monday through Friday.

Holidays

We follow the School District of Pickens County for all closings and holidays. A calendar will be shared before each school year and will include the days that the Preschool is closed.

Admission & Enrollment

All admission and enrollment forms must be completed and the enrollment fee paid prior to your child's first day of attendance.

An enrollment fee of \$150 per child or \$250 per family is due at the time of enrollment. This fee is **non-refundable**.

Based on the availability and openings, our facility admits children from 2 to 5 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Preschool at Holly Springs Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we will work with your family to create a plan for success for your child and all other students in her class. Modifications and accommodations will be made to include children

with varying abilities in all activities and routines. Specialized services, such as speech, occupational therapy, etc, are welcome to be carried out in our classrooms throughout the school day when needed.

Preschool at Holly Springs encourages parents to include their child's teacher and director in any IFSPs or IEPs. Meetings may be hosted here at school. With parents' permission, teachers will communicate with specialized service providers and special education providers to help develop individualized learning plans for your child.

Non-Discrimination

At Preschool at Holly Springs Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child to Staff Ratios

Children are supervised at all times.

We maintain the following standards for maximum child-to-staff ratios:

Age	Child to Staff	Maximum Group Size
2 year-olds	1:6	12
3 year-olds	1:10	10
4 year-olds	1:14	14

Communication & Family Partnership

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Newsletters provide class and Kindercare news, events, announcements, etc.

Email. Families are required to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates. We also use email to discuss the needs and development of your child.

Conferences. Family & teacher conferences occur by request. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Brightwheel. All students will have a Brightwheel account which will offer an opportunity to communicate quickly with your child's teacher and director through a messaging app. We will also use Brightwheel to send invoices and accept online payments.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is not feasible to have a long discussion during regular program hours. If a situation requires a discussion, please arrange for an appointment ahead of time with the classroom teacher or preschool director.

Publicity

Photos will often be taken of the children at the center for use within the center, for social media posts, or on our website. Written permission will be obtained prior to the use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Referrals for Services

Preschool at Holly Springs maintains a list of current resources to assist parents with referrals to mental health, developmental and social services. Staff will help parents make connections with these services if the need arises. Special considerations will be made to help accommodate needs for resources, different cultures and languages.

Outings and Field Trips

Weather permitting; we conduct a minimum of 45 minutes of supervised outdoor play and/or walking trips around the campus every morning for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. Outdoor play will not occur if the outside temperature is less than 32°F degrees or it is raining, sleeting or snowing.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show or music and movement videos without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. We encourage families to participate and share their cultural heritage with our classrooms.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We celebrate holidays such as Halloween, Easter, Christmas and Valentine's day. If you have a cultural holiday that your family celebrates, we encourage you to collaborate with us so that we can share a celebration with our students. Please coordinate in advance with the classroom teacher when you wish to send in treats for a birthday or other celebration.

Rest Time

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Children are welcome to bring a lovie to help them relax. Cots and blankets are provided by the Center.

PRESCHOOL POLICIES

Attendance and Withdrawal Policy

Absence

If your child is going to be absent, please message us via Brightwheel. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us as well.

Withdrawal

A written notice one month in advance is required by the center when a child is being withdrawn.

Closing Due to Extreme Weather Policy

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Brightwheel. We will follow the SDPC for any closures or delays. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Drop Off and Pick Up Policies

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. We will not open the front door until 7:30 AM.

We close at 5:30 PM. Please allow enough time to arrive and leave by closing time.

Car Line Rules

- Children can be unloaded directly from your car immediately before Preschool.

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- While we are unloading children in the morning, please use extreme caution.
 - Please bring your vehicle to a complete **Stop** so that we can unload safely.
 - If you plan to walk your child in, please park your car in a regular parking place, not in front of the building, before walking him/her in. We encourage you to unload from the car line after the first week.
 - Parents please try to avoid involving teachers or directors in lengthy conversations during car line time in order to assure a safe and speedy departure for all.
 - Refrain from using your cell phone while picking up or dropping off your child.
 - If your child is riding home with someone other than yourself, you **must** provide written permission and give it to your child's teacher or you may call the office and speak with the director. The child will not be allowed to go home with anyone unless we have previous permission. The person's ID will be checked or a family code word is required.
 - We ask that you never ask your child to walk/run across the parking lot to meet you.
 - If you need to buckle your child in his/her car seat, please pull forward in the line before buckling him/her in. Staff will not buckle children into car seats.

Drop Off Times

At The Preschool at Holly Springs, we understand that occasional delays may happen due to unforeseen circumstances. However, timely arrival is essential to ensure your child receives the full benefit of our daily routine, including a nutritious breakfast and a smooth transition into the classroom.

Drop off occurs between 8:00 a.m. - 8:30 a.m.

If you would like your child to eat breakfast at Holly Springs, they need to be dropped off between 8:00 am and 8:30 a.m. Children arriving after 8:25 am will go directly to their classroom instead of eating breakfast. Please make every effort to have your child at the center by **8:30 a.m.** This allows them to participate fully in morning activities and meals. Breakfast ends at 8:45 a.m.

Unless prior arrangements have been made with the Director, children who arrive **after 9:00 a.m.** will **NOT** be admitted for the day. This policy supports the structure of our classroom environment and helps minimize disruptions to the learning experiences for all children. If late arrival occurs **more than three (3) times**, and no prior communication or resolution plan has been established, we regret that your child's enrollment may be discontinued.

Dismissal and Pick Up Policies

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must have prior approval from the director. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

Dismissal Times

Preschool dismissal occurs at 11:30 a.m. Children will not be released early unless a parent/guardian has previously arranged for an early pick up time that day. Do not expect staff to bring your child out for dismissal early if you arrive early.

Middle Care pick up occurs no later than 3:00 p.m. After 3:05 p.m. the child will be sent to after care and you will be charged for after care that day.

Late Care pick up occurs no later than 5:30 pm. After 5:30 p.m. you will be charged for extra care by the minute.

Toileting and Diapering Policy

- All children enrolled in 3k or 4k must be fully toilet trained. Before the start of school, please work with your child on toileting by themselves and pulling back on their clothing.
- Children must be able to indicate to the teacher the need to use the toilet.
- Parents need to supply extra underwear (and pull-ups if needed).
- Children in the 2k class need to be sent with a supply of diapers and wipes as needed.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review.

Behavioral Issues

Children are guided to treat each other and adults with self-control and kindness. Each student at Preschool at Holly Springs Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect

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- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We do not ever use corporal punishment. We maintain a zero-tolerance of bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

When a child has a challenging behavior day, the classroom teacher will refer the child to the preschool director's care to provide time and space for the child to calm themselves in order to rejoin their class.

If a child is unable to participate in the classroom activities due to behavior, the preschool director will notify the parent/guardian that the child needs to be picked up from Preschool early and will not be able to stay for any extended care times that day. If this occurs repeatedly, a suspension or expulsion will be considered.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. A plan will be made with parents to create a discipline strategy that benefits both the child and the program.

Suspension and expulsion will only be considered as a last resort after all alternative options have been exhausted. Examples of such instances may include:

- A child appears to be a danger to others.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel recommendation.
- A temporary suspension may be used in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals, flip-flops and crocs are not appropriate for center play and make it difficult for your child to participate in some activities.

Personal Belongings

Please label all items brought from home with your child's name (i.e., clothes, jackets, water bottles) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Lost & Found

Lost and Found items will be placed on the fence or in a box on Fridays.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity arranged by the classroom teacher.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

TUITION AND FEES

All payment and fee processing will be completed by the Executive Director. She will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Shannon Quattlebaum at 864-878-9335.4.

Tuition Rates

Preschool Tuition

Preschool tuition is \$265/ month (MTWThF 8:30-11:30)

Some months have more days than others, but tuition is the same. December tuition will be discounted 25%.

If your child is enrolled in our program, you are responsible for paying each monthly tuition even if your child is absent. We will not give refunds for any days missed, including days missed due to behavioral or health issues.

Tuition is due by the 10th of each month. If tuition is not received by the 10th, your child will not be able to attend Preschool.

Scheduled Early Care and After Care Tuition

Early Care is care provided from 7:30-8:15 am at the rate of \$60/month

Middle Care is care provided from 11:30 am - 3:00 pm at the rate of \$180/month

After Care is care provided from 3:00 pm - 5:30 pm at the rate of \$125/month

Full day tuition from 7:30 am - 5:30 pm is \$630/month

Students who are not picked up within 5 minutes of their registered time slot will be charged the daily rate of the next time slot.

December monthly rates will be discounted 25% to accommodate the fewer days of care.

As Needed Early Care and After Care Tuition

Students may also take advantage of Early Care and After Care on an as needed basis for up to 5 days per month to accommodate emergencies and flexible schedules. This must be arranged with the preschool director at least 48 hours in advance to ensure we have adequate staffing. This will be billed with the following month's tuition. If more than 5 days are used, you will be billed at the monthly tuition rate for the type of care utilized.

Daily rates

Early Care from 7:30-8:15 \$5/day

Middle Care from 11:30-3:00 \$10/day

After Care from 3:00-5:30 \$10/day

Students who are not picked up within 5 minutes of their registered time slot will be charged the daily rate of the next time slot.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. **Late fees of \$5 for the first minute followed by \$2 for each additional minute late will be assessed beginning at the child's dismissal time and will be due upon arrival. Repeated late pick-up may result in child care services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
- **A non-refundable enrollment/ registration fee of \$150 per child or \$250 per family is due annually before enrollment.**

Payment

Tuition is due by the 10th of each month unless prior arrangements have been made. Payments may be split into bi-monthly payments with previous permission from the director. Any fees not paid by the end of the month may be subject to a 10% penalty.

All fees, tuition and any as needed care billed for the previous month, must be paid on time or your child will not be able to continue attendance at Holly Springs Center.

When paying tuition, if you choose to use cash or check, please hand that money directly to a staff member. Make checks payable to **Holly Springs Center**.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, or automatic electronic funds transfer.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Please send only water in water bottles. No juice or other sugary beverages should be sent to Holly Springs Center.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and are made with freshly purchased ingredients.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

HEALTH

Immunizations

According to South Carolina state law, a child cannot be admitted to any childcare facility without a valid SC Certificate of Immunization or a medical, religious, or special exemption at the time of program entrance. Children from out-of-state may obtain a special exemption and have thirty (30) days to obtain a valid SC Certificate of Immunization record from a healthcare provider or from the Health Department. Children that do not meet immunization requirements will not be allowed to remain in the program. Complete immunization information can be found on the South Carolina Department of Health and Environmental Control (SCDHEC) website.

If your child has not received immunizations to protect against diseases like Measles, Mumps, Rubella (German measles), Chickenpox, or other vaccine-preventable diseases your child may need to be removed from childcare if there are cases of these illnesses in the childcare program. Your preschool director will provide more information if there is an exposure or outbreak.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.

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- Illness that poses a risk of spread of harmful diseases to others.
 - Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear). If a child has had a fever, the child must be fever free for at least 24 hours before returning to Holly Springs Center.
 - Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
 - Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
 - Mouth sores caused by drooling.
 - Rash with fever, unless a physician has determined it is not a communicable disease.
 - Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
 - Impetigo, until 24 hours after treatment.
 - Strep throat, until 24 hours after treatment.
 - Head lice, until treatment and all nits are removed.
 - Scabies, until 24 hours after treatment.
 - Chickenpox, until all lesions have dried and crusted.
 - Pertussis (Whooping Cough), until 5 days of antibiotics.
 - Hepatitis A virus, until one week after immune globulin has been administered.
 - Tuberculosis, until a health professional indicates the child is not infectious.
 - Rubella, until 6 days after the rash appears.
 - Mumps, until 5 days after onset of parotid gland swelling.
 - Measles, until 4 days after onset of rash.
 - Has a physician or other health professionals written order that the child be separated from other children.

If your child is not vaccinated for an illness due to medical or religious reasons and there is an outbreak in the school, your child will not be allowed to attend while the outbreak is ongoing.

Medications

- The Center requires written authorization to administer any medication or medical treatment. Prescription medication must be in the original pharmacy-labeled container, with the child's first name, last name, name of medication, dosage amount, times of the day the medication is to be administered and frequency of dosage.
- Over-the-counter medication may be administered under the following conditions:
 - Medication is in the original, labeled container
 - All medications shall be used only for the child for whom the medication is labeled. Container has been labeled with the child's first and last name

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- Written authorization is provided by parent or legal guardian
 - Administered according to dosage indicated by the manufacturer, unless written authorization for an alternative dosage is provided by a licensed healthcare provider
 - Administered for one date only unless accompanied by written authorization from a licensed health care provider
 - All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications. All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and expired medications shall not be used and shall be returned to the parent or disposed of in a safe manner.
 - Any errors in the administration of medication will be reported immediately to the family and notified in writing of a medication error or a suspected adverse reaction to medication and shall be recorded in the child's record.
 - To meet DHEC's standards (Department of Health and Environmental Control) if a child has an Epi-Pen, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff must be trained to administer emergency medication. Parents should complete an Emergency Consent Form to allow the staff to administer an Epi-Pen.
 - Sunscreen is considered a medication and will not be applied by staff. Students need to be sent with sunscreen on in the morning. Staff will make sure that afternoon outdoor play time takes place in a shaded area.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease listed below, please notify the preschool director in a timely manner. It is our legal responsibility to notify the local Board of Health or Department of Public Health to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)

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- H1N1 Virus
 - Any cluster/outbreak of illness
 - Tuberculosis

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is less than 32°F degrees or it is raining, sleeting or snowing.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or emergency contact.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with sprinklers and fire extinguishers.

Our fire evacuation plan is reviewed with the children and staff on a regular basis. We practice monthly fire drills to prepare children for an emergency.

Emergency Medical Plan

In the case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

- Call 911 Emergency Medical Service for the First Responders team to come to the Center and the parent/guardian will immediately be called after that.
- If parents cannot be reached, the Center will attempt to reach the emergency contacts and then the physician listed.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- First Responders will assess and determine whether the child needs to be taken to the nearest hospital or parents' preferred hospital by ambulance.

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- Emergency information for the child will be taken with the child to the hospital or emergency room.
 - A teacher will accompany the child to the hospital or emergency location and remain until a parent or guardian arrives.
 - A qualified staff member will be assigned to the classroom until the regular teacher returns.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

HOLLY SPRINGS CENTER POLICIES

Respectful Behavior

All people will be treated with respect and dignity. In return, we expect the same from all of our families, employees, instructors, students, and volunteers. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or your child's before and to remove you or your children from our classes or services.

Respectful behavior extends to our school grounds and property. All students, families, and visitors to Holly Springs Center are expected to treat our grounds and property with respect, this includes:

- Bringing only water in water bottles - no sugary or dye filled drinks in the building
- Only eating in designated areas
- Use only age appropriate areas and equipment. Preschool toys and equipment are meant to be used by 2-5 year olds only.
- No using wheeled vehicles in the building
- No running in the hallways
- No drawing/painting on HSC equipment, furniture or buildings
- No littering - please pick up after yourself both inside and outside of the building
- Clean up after yourself - there are cleaning supplies in all areas of the building. If there is an accident, ask an employee or volunteer with help finding cleaning supplies.

Smoking

The indoor and outdoor Holly Springs Center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises at all times..

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Weapons

A weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, employees, volunteers or guests (other than law enforcement officers) possessing a weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to both visible or concealed weapon

Family Handbook and Holly Springs Center Policies Acknowledgment

Please sign this acknowledgment, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

Signing this acknowledgment also shows your acceptance of our policies specifically related to Discipline, Nutrition, and Physical Activity as specified by ABC Quality. It also shows your acceptance of the Holly Springs Center Policies..

I have received the Preschool at Holly Springs Center Family Handbook, and I have reviewed the family handbook with a member of the Preschool at Holly Springs Center staff.

It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Preschool at Holly Springs Center Family Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date