Haynsworth Private School

Parent Handbook

WELCOME

Thank you for choosing **Haynsworth Private School**. The policies formulated will help to inform everyone as to his/her responsibilities. The policies have been established to ensure a consistent environment for our children. Your cooperation is necessary for the good of our school.

We look forward to providing your child with a caring and enriching school year.

Sincerely,

Haynsworth Staff

Hours of Operation

Services are provided from 7:30 am. to 5:45 pm. Monday through Friday.

School hours are as follows:

2, 3, & 4 Year Kindergarten: 8:30 - 12:00

Kindergarten: 8:30 - 2:30

Grades: 8:30-2:30

Summer Day Camp 7:30 – 5:45

Late Stay

Late-stay is available until 5:45. Please respect these hours. A fee of $1.00 per minute will be added to your monthly bill for any child left past 5:45 pm. If a conflict occurs in your schedule and you know you will not arrive on time please call the front office.

864-235-3010

Arrivals and Dismissals

To keep everyone safe the following procedures will be in effect when school begins, NO EXCEPTIONS!!

1) DROP OFF IN MORNINGS – Small building K-2 children will go directly to their building and into front hall only. Big building will drop off in the back of the building only. Drop off is between 7:30 am and 8:30 am. The school day begins at 8:30 am. Please be on time.

2) Temperatures will be taken before entering school. Anyone with a temperature of 100.0 or higher will not be admitted. Parents will be asked to confirm that fever, cough and/or shortness of breath are not present.

3) If fever becomes present, child cannot return to school until fever free for 24 hours per the CDC, without fever reducing medications.

4) Parents and visitors will not be allowed in the classrooms with the exception of special events. TBA

5) **Stay home if you are sick.** Watch for signs of illness (fever > 100.0, cough, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell) in your children.

6) We have contracted with BioPure to come in weekly for additional safe disinfecting of our buildings.

7) PICKUP PLAN –Everyone will be provided a sign that must be placed in the front passenger window. Please do not put your sign in the windshield.

Before 4:55 – Please have pick up sign in passenger side window and park in front. You can also call the office, 235-3010. After 4:55 – If your child's classroom is in the small building, please just park in front of school.

If your child's classroom is in big building, please drive around the back of school and we will have pickup there from 4:55-5:45. We will have your child ready, but parents must place children in car.

Permission for a child to leave school with anyone other than the parent(s) must be registered with the office. Please inform them that we will ask to see their drivers license for the protection of your child.

Holidays

Holidays are Labor Day, Thanksgiving, Christmas, New Year's, Martin Luther King Day, President's Day, Good Friday, Spring Break and Memorial Day.

See School Calendar for specific dates.

Closing Due to Inclement Weather

Haynsworth Private School will make its own decisions regarding schedule adjustments for inclement weather. Our procedure is as follows: If inclement weather forces a closing or delay of school, this decision will be announced over television stations WYFF Channel 4 and FOX Carolina. Please watch for the Haynsworth announcement included in the private schools section. We will also send an email as well as possible teacher communication.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

**We do not plan on shutting down due to COVID/FLU related issues unless it is deemed absolutely necessary. If that should occur, we will not issue refunds because the school will continue to incur expenses and staff will continue to be paid.

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

An enrollment fee is due at the time of enrollment. This fee is non-refundable and is due annually.

The fee schedule may be paid as follows:

A: ***MONTHLY DRAFT***: first payment will be made to the school office and all remaining payments will be by bank draft (See payment schedule on our website).

B: ***QUARTERLY***: to be paid at the beginning of each school quarter directly to the school office.

Late-stay students will combine tuition and late-stay fees which include Thanksgiving, Christmas and Spring Break for which late-stay is provided. The payment schedule for drafts is for 10 four week periods.

Late Tuition Payment and Returned Check Charges

Late tuition of more than 10 days will necessitate a letter of notification and may require immediate withdrawal of a child until the account is current. All report cards, transcripts and school records will be held until account is current. Please do not put your child or the school in this situation. A $15.00 monthly late fee will be charged for any past due amount. There will also be a $30.00 returned check fee.

Absence

Attendance on a regular basis is crucial to a student's work and the development of good habits. In order for students to gain the full measure of educational benefits that Haynsworth has to offer, regular attendance is necessary. Attendance is recorded on an 180 school day basis. A student must be in his/her class half of the day to be counted as present.

Tardiness

The school day begins promptly at 8:30 am. Children should be in their classroom and ready to begin work at this time. When children come late to school they lose valuable time, interrupt the classroom, and may miss an important explanation of the work to be done. **If your child arrives after 8:30 am. they must check in at the office prior to going to their classroom. If a student is tardy 10 unexcused times, it will equal 1 absence.**

Bulletin Board

The bulletin board by the front entrance provides school news, upcoming events, holiday closing dates, announcements, etc.

Newsletters

Weekly classroom newsletters provide school news, class events, announcements, etc. These newsletters go home on Friday in each students class folder during the school year.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Conferences

Family & teacher conferences occur twice a year for K4 and up. 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.

Publicity

Occasionally, photos will be taken of the students at the school for use within the school, yearbook or on our website. Written permission will be obtained prior to 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. Student photos will NEVER be used on social media.

Learning Environment

We provide a rich learning environment with curriculum and learning objectives 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.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Birthdays

Birthdays may be celebrated at school during the student's regular snack time. Birthday invitations will not be passed out at school, unless the entire class is included. Candles and latex balloons are not allowed at school.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children.

a) Limits and rules shall be those necessary to safeguard the children and premises, and stated on the child's level of understanding.

b) No corporal punishment shall be used.

c) Children shall not be deprived of meals, naps, or bathroom privileges.

A child with a discipline problem that cannot be resolved between the director and parents must be withdrawn from school immediately. No refund will be granted.

Withdrawal

In the event a child is withdrawn for any reason during the school year, the school requires a two month written notice. You will be obligated to pay for tuition during this two month period.

Immunizations

Immunizations mandated by the State of South Carolina are required for all children. SC Certificates of Immunization are to be obtained from your physician or a health source, completed and submitted to the office by the first day of school.

Insurance

Children must be covered by an insurance policy while attending Haynsworth School. Please furnish Insurance Company and Policy Number.

What To Bring

Toddlers: Need at least two complete changes of clothes and extra shoes or more per day if going through the toilet training program.

Preschoolers: Need at least one change of clothes with underwear and socks.

Kindergartners: Need at least one change of clothes with underwear and socks.

Please label all items brought from home with your child's name (i.e., clothes, diapers, nap items, etc. to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Clothing

Haynsworth School recognizes the importance of individuality in the area of personal attire. Our expectation is that our students wear neat, clean, appropriate 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, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever weather permits.

Tennis shoes are preferred. Sandals and other shoes must have backs on them.

Flip flops are not allowed.

Lunches & Snacks

Lunches are to be provided by the students. Lunch boxes should be clearly marked with the child's name on the outside. Please send any utensils needed for your child's lunch.

Students will need to furnish a morning snack (drink and 1 food item). This snack should be a nutritious snack of fruit, cheese, crackers, etc. No candy or fruit snacks. Late-stay students will be provided an afternoon snack.

Toys from Home

Toys from home are NOT allowed unless otherwise stated by the classroom teacher for a special day. We have toys in our classrooms for the children to play with and we do not want their personal toys to be become lost or damaged.

Cubbies

Upon enrollment each child will be assigned a "cubby". Cubbies are labeled with your child's name.

Health and Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, please do not bring a sick child to school. The school 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.

1) Temperatures will be taken before entering school. Anyone with a temperature of 100.0 or higher will not be admitted. Parents will be asked to confirm that fever, cough and/or shortness of breath are not present.

2) If fever, vomiting or diarrhea become present, children cannot return to school until fever free or symptom free for 24 hours per the CDC, without using medications.

3) Parents and visitors will not be allowed in the classrooms with the exception of special events. TBA

4) **Stay home if you are sick.** Watch for signs of illness (fever > 100.0, cough, difficulty breathing, chills, muscle pain, sore throat, etc. in your children.

5) We will include increased handwashing times throughout the day.

6) We will clean and disinfect more frequently.

7) Our staff is participating in wellness checks and up to date safety training.

8) We have contracted with BioPure to come in weekly for additional safe disinfecting of our buildings.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the office and classrooms. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

Prescription Medications require a written order from the child's physician. All medications must be in the original container. You must sign in all medication at the office to specify the dosage and time to be administered.

Non-Prescription Medications must be signed in at the office to specify the dosage and time to be administered. All Non-Prescription Medications must also be in original containers.

Non-Prescription topical ointments require a note signed by the parent specifying frequency and dosage to be administered . Sunscreen will not be applied at school.

Injuries

Safety is a major concern in child care so daily safety inspections are completed inside and outside the school area in order to prevent injuries. First aid will be administered by trained caregivers in the event that your child sustains a minor injury (ex. scraped knee). 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 state regulations.

Cell Phone Usage

The times you spend in the school dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you do NOT use your cell phone at any time while visiting the school.

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 Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the school.

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 school are confidential.

Center Policies

Our school policies are reviewed and updated as needed.

Parent Handbook Acknowledgment

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

This handbook may be updated occasionally 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.

I have received and read the *Haynsworth Private School* Parent Handbook.

_____ _____

Recipient Signature Date

_____ _____

School Staff Signature Date