

## **Attendance**

Children will be expected to come to school on the days they are registered. Regular attendance is best for your child and is vital for their adjustment to their preschool experience. Please consult our yearly calendar and try to arrange your vacation time when the children are not in school. Children should arrive on time for their preschool class at 8:30am so they can fully participate in the planned activities. Late arrivals can be distracting to other children and to the staff. Early morning care will begin at 7:00am and children participating in “The Breakfast Club” will be in a multi-age setting until 8:30am when the morning preschool session begins.

## **Child Absences**

Please call Cross Schools 706-2000 before the scheduled class time if your child will not be attending school that day. Please notify the school immediately if the reason for the absence is a communicable illness.

## **Drop off and Pick up**

The front entrance to our school will remain locked throughout the day. Please use this door when arriving. Do not go to your child’s classroom door from the outside to enter the building. These doors are for emergency exiting only and will not be unlocked during school hours. Hours for Cross Preschool full extended day will be 7:00 a.m. to 6:00 p.m. School Day and Part-time classes are 8:30 a.m. – 3:00 p.m. Parents will be expected to sign their children in each morning and sign them out when their day is finished. Children arriving later than 9 a.m. will be dropped off in the lobby and escorted to their classroom by a staff member.

***Please be prompt when picking up your children. Once children have left their classroom with their parent/guardian or designated transporter, they are the responsibility of that adult both inside and outside of the building.***

Our employees are off duty after 6:00 p.m. If you are late more than two times to pick up your child (according to the Cross clock), there will be a charge

of \$5 for the first five minutes and \$5 for each additional minute. You will be asked to sign for the late charge and will be billed by the office. Pick up time for School Day and part-time students is 3:00 p.m. There will be a late pick up fee of \$5 for the first five minutes late and \$5 for each minute thereafter. After 5 times of picking up late you are subject to dismissal.

**We cannot release your child to anyone other than those designated on the release form on file in our office. Please let us know if you would like to add someone to the list. Photo ID will be asked for if we have not met the person designated to pick up your child.**

In cases of domestic situations we are frequently asked not to release a child to a parent. By law we are not allowed to deny a parent access to their child unless we have a copy of a court order instructing us to do so. We will agree to contact you should the estranged parent come into the school.

### **Separation Anxiety/Good-bye**

Very often young children and parents experience a feeling of separation anxiety when entering a new school situation. We are prepared to handle any intense situation that saying good-bye may cause. Should your child become distraught, please remain calm. The teaching staff will take your child so that you can say a quick, yet up beat "Good bye" or "Have a fun day at school, I will be back in a while." Crying usually stops within a few minutes by distracting the child with activities or toys. In some cases it may take a few days for the anxiety to disappear, usually once the routine has become familiar and secure for the child. Please feel free to call the school approximately 15-20 minutes after leaving to check on your child. Please refrain from staying in the building for too long as this may make the transition even harder for your child. Once the routine and trust have been established, you may feel free to stay longer or watch from the viewing window.

***Parents should refrain from using their cell phones while dropping off and picking up their children. This is an important time of day for children and they will be best served with your full attention.***

## Parent Involvement

Parents are welcome to visit Cross Schools at any time. We only ask at the beginning of the school year that you give us a few weeks to settle in, take care of any separation anxiety issues and develop a routine that is comfortable for your child. For your convenience, there are viewing windows in the hallway.

**All parents and other visitors will need to sign in at the reception desk and obtain a name tag before entering the class hallway.**

Our staff will keep you informed about your child and the activities at school. You will receive a monthly activity sheet as well as frequent newsletters and notes home.

Throughout the school many special events are planned and we rely heavily on parent volunteers. We ask that each family volunteer a minimum of five (5) hours during the school year.

## Communication

The communication that you have with your child's teacher will be vital to their success at school. Please keep us informed of any changes or events in your child's life that may affect behavior. You are welcome to ask questions, to discuss concerns, or make suggestions at any time. The following are some ways you can be involved:

1. Parent/Child Orientation – for all families in our program. The date of the open house will be given in advance. There will be a separate parent orientation meeting for parents only. Please look for the date set on our annual calendar.
2. Birthdays – please plan to bring in a simple, special snack for your child's birthday. Mini muffins, mini cupcakes, donuts, cookies are suggested (not large birthday cakes). Your child's teacher will let you know what time you should arrive and how many you should plan to serve. *Please note – this should not take the place of any birthday celebration outside*

*of school. Balloons are not allowed in the school and party favors and other decorations are strongly discouraged. If you would like to invite members of your child's class to a birthday outside of school, a list of names and addresses will be provided and invitations should be sent from home and **not passed out at school.***

3. Time/talent – please let us know if you have a hobby or talent you would like to share with your child's class or with the school as a whole. Music, cooking, gardening, nature lessons, arts/crafts are examples.
4. Parent Conferences – bi-annual evaluations are sent home and conferences will be scheduled by request of parent or teacher. However, you may request a conference with teachers at any time. (Children should not be present during these discussions.)

### **CONFIDENTIALITY**

Registration information on each student is kept in a locked file cabinet in the Director's office. Inquiries received regarding children enrolled in Cross Schools are denied unless a written request is submitted by the parent or legal guardian. Telephone inquiries regarding student's attendance at school are denied.

### **COMMUNICATION**

Activity sheets from the classroom will go home with students. Please read all information going home on a regular basis so that you will be properly informed of all events at the center. A separate newsletter will go home to each family on a quarterly basis.

Communicable illness notices will go home when needed so that parents will be informed of the possibility of their child coming down with an illness.

Pertinent information is regularly posted on Facebook. Be sure to "friend" Cross Schools to receive regular updates.

## **Discipline**

The teachers will be responsible for handling disruptive, discourteous and unsafe behavior when it occurs and for guiding children's behavior. The emphasis is not on negative punishment, but rather handling issues in a positive way, so that children will learn self-control and self-discipline. We make every effort to prepare the environment, set the routine in the classroom and the expectations for good behavior to enhance a positive self concept through reinforcement of good behaviors. Parents will be contacted if misbehavior continues and a plan to positively modify behavior will be designed with parent support.

**PHYSICAL AND VERBAL ABUSE ARE NEVER USED. CHILDREN ARE NEVER TO BE HUMILIATED OR FRIGHTENED.**

**The following discipline techniques are used at our center:**

- A teacher and child discuss misbehavior and why it is unacceptable in order to help the child understand inappropriateness.
- Distraction is used – especially with younger children. A child's interest and attention is diverted to another activity, toy, etc.
- A contingency method is sometimes used where one activity will depend on another. Ex.: "When we finish picking up the toys, we will have time to go outside." "You may choose another puzzle when you put this one away."
- If misbehavior is repeated, the child may be removed from an activity or group to have "moment" elsewhere in the classroom. This allows the child a short period (not to exceed one minute per year of age) to consider more positive behavior.
- Specific "biting policy" states that a child may be dismissed if they bite a classmate more than three times. Each situation is handled individually however a strict no tolerance policy is in place.

## **Tuition and Fees/Registration**

Our annual operating budget is dependent on the tuition and fees collected. Tuition and fees will be set and approved on an annual basis by the Cross Schools Board of Trustees. Parents will be required to fill out and sign a tuition agreement form each year at registration. All tuitions are paid by bank draft and a late fee of \$25 will be assessed for any returned bank drafts. Upon request a year end statement will be provided for tax purposes. Registration for the coming school year will be scheduled with advance notice given to parents. Priority will be given to returning students and their siblings first and opened to the children on the waiting list and the public following the date of registration. Registration fees will be paid once per year at the time of registration.

*Cross Schools does not discriminate in the enrollment of children based on race, color, religion, sex, national origin or abilities.*

## **Management of Communicable Disease**

Staff will be trained in the recognition and prevention of communicable diseases. This training is in the form of CPR/1<sup>st</sup> Aid training.

The following precautions will be taken if it is suspected that a child has a communicable illness:

The center will immediately notify the parent or guardian of the child's condition when signs and symptoms of illness are observed.

A child with the following signs or symptoms of illness shall be immediately isolated and then discharged to his/her parent, guardian or person designated to pick the child up at the center and will not be allowed to return until symptom free for a full 24 hours after the last episode of illness:

- Diarrhea (more than one abnormally loose stool within 24 hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis – inflammation of the mucous membrane lining of the eyelids.

- Temperature of 101 degrees F. in combination with any other signs of illness.
- Untreated infected skin patches (Impetigo)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Thick green/yellow runny nose
- The presence of head lice or nits in a child's hair. Parents will be notified immediately and the room will be cleaned thoroughly with all cloth items being bagged or washed. All children in the center will be checked everyday for a period of 7 days. Children with either live bugs or nits will not be allowed to return to school until fully treated and all nits and bugs have been removed from the hair.

A child with any of the above signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether a child should be discharged shall be made by the Director/Assistant Director. The child, while isolated at the center, shall be carefully watched for symptoms listed above.

A child isolated due to suspected communicable disease or lice shall be:

- Cared for in the administrative area.
- Within sight and hearing of an adult on a resting mat. All linens and blankets used by the ill child shall be laundered before being used by another child. The mat used by the child will be cleaned with a bleach solution.
- Observed carefully for worsening condition.
- Discharged to parent or guardian or designated person by them.

Our center will decide case by case whether or not to administer medication. If medication is to be given, medication administration forms must be filled out and filed in the Director's office.

## EMERGENCY MEDICAL PLAN

Medical emergencies requiring attention from a medical professional will be handled as follows:

- In the event of an accident/injury/emergency the front office will be notified and make a determination regarding level of care required
- Office will call 911 to notify 1<sup>st</sup> responders
- Staff will provide first aid as needed until trained responders arrive
- Parent/Guardian will be notified of situation
- EMT personnel will determine which local medical facility to transport injured student
- If a child is to be transported to a medical facility the Director or other administrative personnel will accompany student to hospital if a parent/guardian is unable to arrive at school
- Staff members of Cross Schools will not transport injured/sick children

**PLEASE NOTIFY CROSS IN WRITING OF ANY ALLERGIES/SENSITIVITIES TO FOOD, MATERIALS, (SUCH AS FEATHERS OR PETS) AS WELL AS SPECIFIC HEALTH ISSUES YOUR CHILD MAY HAVE.**

### Safety Policy

The Cross staff members in charge of a child or group of children shall be responsible for their safety both in the classroom, on the playground, in the multipurpose room, and on field trips. Cross maintains an accident insurance policy for the staff and children during working hours.

The following guidelines shall be adhered to at all times:

- No child shall ever be left alone or unsupervised.
- For children arriving early in the morning, a staff member will be present at the entrance to greet them and their parent/guardian. The parent/guardian or transportation provider must accompany the child to the classroom to sign in for the day. Upon pick-up children must be signed out and depart through front entrance.
- A monthly fire drill shall be held at varying times.

- A plan will be posted in each classroom which explains the action to be taken and staff responsibilities in case of fire emergency or weather alert. The plan shall include a diagram for exiting the room.
- When children go on a field trip, a first aid box will be taken. Children will wear identification name tags. The medical form and the emergency transportation form shall also be taken on the outing for each child.
- All staff will be trained in first aid, infant/child CPR.
- Use of spray aerosols is prohibited when children are present.
- A staff member will immediately notify management when they suspect that a child has been abused or neglected.
- If a child is ill or injured at school an accident or illness form must be filled out, signed by the teacher and the Director or Assistant Director. Two copies will be made of the form. One copy will go home with the child and one will stay in the child's file at school.
- Supervision and monitoring of proper sanitation practices in hand washing, diapering, toileting and food preparation/serving will be adhered to at all times.
- Staff will be especially aware of the condition of the bathroom and changing table. The changing table will be cleaned after each diaper change.
- Students are tracked at all time after being signed into school. Upon arrival at the classroom parent/guardian must sign children in. Teacher's carry attendance rosters whenever out of the classroom to continually update attendance. Parents are required to sign out each day.

### **Snacks/Lunch**

Nutritious snacks will be provided for all students each day. Students enrolled in a full extended day will be provided with a nutritious snack following rest time. On special occasions, parents will be asked to provide a special snack or cooking item. Please look for a sign up sheet in the hall next to your child's class.

Specific guidelines for lunches brought from home will be given to families at the time of enrollment.

**Candy, sodas, gum and multiple items of "junk food" are not nutritious or appropriate for healthy school lunches.**

## **Fire/Tornado Drills**

Fire drills will be conducted in cooperation with Cross grades kindergarten through eighth grade on a monthly basis. Tornado drills will be conducted three times per year.

## **General Licensing Information**

Cross Schools is licensed by the South Carolina State Department of Social Services and will strictly adhere to all guidelines and regulations. A copy of our license will be posted in the entrance to the school. State rules and regulations governing childcare are available upon request.

## **Roster**

With individual parental consent, a roster of names and telephone numbers of children and parents/guardians will be published on a bi-annual basis. A class roster is posted in each classroom

## **Child Abuse Reporting Policy**

### **South Carolina Abuse Reporting Law**

South Carolina's Code 20-7-490, 20-7-495, 20-7-495,500,505 and 510 is designed to protect a child who has suffered any wound, injury, or condition of such a nature as to reasonably indicate abuse or neglect of such child. It is not necessary that the occurrence of abuse or neglect is certain. The statute mandates reporting suspected cases of child abuse. All staff working with children, paid or voluntary is considered mandated reporters in the state of South Carolina.

*All cases of abuse/neglect will be treated with the utmost respect for the child. We will not at any time discuss this case in front of other children, parents or staff not directly involved*

## Inclement Weather

In the event of inclement weather and/or the Center loses power, we will remain closed until the power is restored and/or travel is safe. Cross Schools will operate in accordance with Beaufort County Schools, or as Beaufort County and the State lift all emergency evacuation advisories. Some exceptions may apply to this general statement. No matter the situation, you may obtain information by checking Cross Schools' website [www.crossschools.org](http://www.crossschools.org). Facebook posts will also be updated regularly. This will provide you with current information regarding our inclement weather schedule.

## PARKING LOT SAFETY

Please enter and leave the parking lot with extreme caution. Be on the lookout for children at all times. Please hold your child's hand when going to and from your car. Children should not be allowed to sit, stand or walk on the sidewalk outside the preschool entrance without supervision from their parent/guardian.

When exiting the parking do not pass any school bus delivering children to Cross. Parking in ***NOT PERMITTED*** in front of the preschool during the hours of 7:45 – 8:30 AM and 2:30 – 5:00 PM.

## What Should I Provide for My Child

1. Clothes that are easily managed by the child and that can allow them to participate in all activities. (Your child may get a little dirty at school each day.)
2. Students enrolled in our Three Year, Pre-K & Transitional Kindergarten are required to be in uniform dress. The following guidelines are to be followed

### GIRLS

White or Red Polo Shirts  
White Peter Pan Collar Blouse  
White/Red Turtleneck  
Red/White Sweater (Crew/Button)  
Khaki Shorts/Skirt/Pants/Jumper  
White Knee or Ankle Socks

### BOYS

White or Red Polo Shirt  
White Oxford Cloth Shirt  
Red/White Turtleneck  
Red/White Sweater  
Khaki Shorts or Long Pants  
Closed Toe Shoe

## Closed Toe Shoe

Children have P.E. once a week with Coach Patrick and must dress in PE uniform for the day. Plain white or Cross Schools' crested tee shirts with solid color red shorts & tennis shoes. Gray sweatpants may be worn over gym shorts during the winter months.

We do not require preschool students to have the Cross Schools crest on their clothing but it is permissible. If you would like to order official Cross clothing (required for K-8<sup>th</sup>) you may obtain a Land's End catalog from the front office.

3. Each child should bring a backpack or school bag daily.

4. All children should have a complete change of clothing (for two year old children please send in two complete sets) including one pair of shoes and socks to be kept in their cubby in the classroom. If soiled, wet clothing goes home, it will be expected that a clean set will be brought in the next day.

***PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME!!***

5. Sneakers are best for school days. Please do not let your child wear sandals to school unless specified by the teacher for a specific activity.

6. If your child is in the two year old class and has not been fully potty trained, please send in a package of diapers and wet wipes. Teachers will notify you when the supply has run out.

7. All children will be asked to bring in one box of Kleenex per month. Look for a reminder in our entrance each month.

## **What Should I NOT Send to School?**

1. Candy, gum, sodas, toys such as action figures, toy guns, videos (unless requested by the teaching staff), pacifiers, or baby bottles are not appropriate in school. Please have your child leave these personal items in your car.

2. Three, four and five year old children will be assigned a share day during the week. On those days they may bring in an item designated on the activity sheet for that month. (Ex. a picture of their family when the topic is families.)

3. Dressy clothing, jewelry, watches, hoop earrings and shoes that will prohibit the child from playing freely at school.

### **Policy Regarding Parents Approaching Students**

Parents must refrain from approaching another student at the school in instances of student's conflict. The teachers are responsible for conflict resolution. If a parent sees a conflict or receives information from their child regarding a conflict during school hours, they must speak with the teaching staff personally or the Director/Assistant Director. Failure to honor this policy could result in the family's dismissal from the school. Parents may not photograph other students while at Cross Schools without permission.

### **Code of Conduct**

Cross Schools has an expected standard of behavior for both children and adults. Respect and Christian values are at the core of our policy. Situations causing concern to parents should be brought to the Director immediately. Any public, outward display of anger or disrespect could result in dismissal.

Children and parents are expected to respect each other and school property, to be considerate of other's feelings, to be polite and well-behaved, setting a good example of model behavior. Parental support is expected in promoting appropriate behavior. When inappropriate social, physical or academic behavior is exhibited, the classroom teacher assumes the responsibility for taking positive steps to discourage or stop the unacceptable behavior. Steps that may be taken include:

- A log of inappropriate behavior will be kept by the teacher
- Time out from recess may be used to discipline
- May be taken to Director's office
- Director may call parents to come to school to conference on appropriate actions to be taken at home and at school in order to help child to improve his or her behavior

*\*Some items in this handbook will be subject to change as necessary and will be approved by the Cross Schools Board of Directors.*

Parents,

There will be a 4-week introductory period to confirm that Cross Schools, Inc. is right for your child. During this time, a conference with the Director may be scheduled. Parents may withdraw their child or the school may request a student be withdrawn during this conference. Upon withdrawal during the introductory period, \$150 of the enrollment fee is refundable.

Please sign and return this page of the Cross Schools Parent Handbook. You may keep the rest of the handbook for your reference at home.

Thank you,

Susan Hackett  
Director

**I have read and understand the policies and procedures of the Cross Schools.**

\_\_\_\_\_ Date \_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_ Date \_\_\_\_\_  
**Father/Guardian Signature**