

# 2022/2023 Gateway to THA Policies and Procedures Handbook

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## THOMAS HEYWARD ACADEMY

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# THOMAS HEYWARD ACADEMY GATEWAY TO THA (K1-K2-K3) IMPORTANT DATES FOR 2022-2023 SCHOOL YEAR

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- No Daycare/Offices Closed (Summer Office Hours: Monday-Thursday: 9AM-1PM.)
- Start Date for New Students: August 11, 2022 (full day)
- End Date: August 4, 2023 (full day)
- Full Days

<u>Important Dates to Remember-Closures</u>	
<u>SEPTEMBER:</u>	<u>5: Labor Day</u>
<u>OCTOBER:</u>	<u>10: Columbus Day</u>
<u>NOVEMBER:</u>	<u>23, 24, &amp; 25: Thanksgiving Holidays</u>
<u>DECEMBER:</u>	<u>19, 20, 21, 22, &amp; 23: Christmas Holidays; 30: New Year's Eve</u>
<u>JANUARY:</u>	<u>16: MLK Day</u>
<u>FEBRUARY:</u>	<u>20: President's Day</u>
<u>MARCH:</u>	<u>17: Spring Weekend</u>
<u>APRIL:</u>	<u>7: Good Friday/Easter</u>
<u>MAY:</u>	<u>29: Memorial Day</u>
<u>JULY:</u>	<u>3, 4, 5, 6, &amp; 7: Summer Break (Administrative Offices will be Closed.)</u>

K3 Teacher: Ms. Roxanne Williams (Phone #: 843-592-5010) Email: [rwilliams@thomasheyward.org](mailto:rwilliams@thomasheyward.org)  
 K2 Teacher: Mrs. Angie Malphrus (Phone #: 843-226-8189) Email: [amalphrus@thomasheyward.org](mailto:amalphrus@thomasheyward.org)  
 K1 Teacher: Mrs. Soraya Guzman (Phone#: 843-505-1544) Email: [sguzman@thomasheyward.org](mailto:sguzman@thomasheyward.org)

Updated: 7/13/22

## **FEES & FACTS TUITION**

### **Every family must enroll with FACTS Tuition to pay tuition and fees.**

- \$150.00:     **Registration Fee** - applicable to all students each year. (A reduced registration fee may be implemented during spring re-enrollment period for current students.)
- \$6,240.00:   **Tuition** per year per child for Grades K1, K2, and K3. Payments are made for 12 months at \$520.00 per month beginning in August 2022.

## **Confidentiality Policy**

The confidentiality of all student records that include name, address, and other information about the child and family and information that may identify the child is kept in locked files and in a double locked office.

Access to records only involves the administration and faculty during school hours and with acknowledgement of Administration. Sign out is required with office personnel.

## **Guidelines for Child Abuse and Neglect**

Per South Carolina law 67-7-310, all our staff have a legal responsibility to prevent or report child abuse and neglect of any children involved in our program.

1. Definition:

Child abuse is defined as a child who has had non-accidental physical injuries inflicted upon them. Injuries which are at variance with the history given of them. Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment, or cruel punishment.

Child abuse includes:

- Non-accidental physical or mental injury (i.e., shaking, beating, burning)
- Any form of sexual abuse (i.e., sexual exploitation)
- Neglect of a child (i.e., failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e., excessive belittling, berating, or teasing which impairs the child's psychological growth)

- At risk behavior (i.e., placing a child in a situation which might endanger them by abuse or neglect)

Child neglect is defined as a child who has been abandoned by their parent/guardian. Or a child who has been denied proper care and attention physically, educationally, emotionally, or morally. Also, when they've been allowed to live under circumstances, conditions or associations injurious to their well-being.

2. Staff Responsibilities:

As childcare providers we are mandated by law to report ANY SUSPICION that a child is being abused, neglected, or at risk. Mandated reporters must orally report to SCDSS or a law enforcement agency within 12 hours of the suspecting that the child has been abused or neglected. Within 48 hours the mandated reporter must submit a written report to SCDSS.

### **Transportation**

Thomas Heyward Academy does not transport children to and from school.

### **Field Trips**

A field trip permission form for private cars and bus must be completed for each student prior to departure. All information must be completed and submitted no later than the day of the field trip. A form for each child must be given to the student's driver on the day of the field trip with a list of children to be in the vehicle.

Chaperones must read the CHAPERONE LIST and sign, even after signing the chaperone agreement on the permission slip.

Staff on trip must have current CPR/First Aid certification and access to a first aid kit.

Staff must be familiar with the current policies in the Crisis Planning and Response Manual and the Thomas Heyward Handbook/Faculty Handbook.

Copy of travel directions will be given to each driver.

All field trip information must be given to the front office before the day of the field trip.

Staffing ratios remain the same as if in the building.

## Emergency Plans

An emergency is defined as (but not limited to) an accident, allergic reaction, sickness or injury, in which the immediate concern is to aid the affected person.

If a student is seriously injured an Administrator will be contacted immediately and will assess the situation. He/she will take the appropriate medical action and will call 911 for paramedics if deemed necessary.

It is the adult on duty's (teacher/assistant/coach) responsibility to contact an administrator directly in the case of an emergency and stay with the injured/sick child or get the student to the office.

The office assistant, CPR trained staff member or first responder will provide emergency aid.

The office assistant or division head will advise the Head of School about the incident, locate the student's medical/health file, and alert the student's parents. If the parents are not available by phone, the office assistant will leave a message for them to call back directly and promptly.

Teachers and/or assistants holding class away from an easily accessible telephone should have a cell phone with them in case of an emergency.

If a serious accident or injury occurs an accident report form must be completed within 24 hours by the person or persons who witnessed the incident in conjunction with office staff. This form will be kept on file in the school office. A separate report needs to be completed for each student involved.

School personnel are instructed to never move a child who has fallen off playground equipment. The child is to be made comfortable and an administrator is to be called immediately.

The reporting teacher or assistant will make a follow-up call to the family to review the details once the injury has been treated.

All K1, K2, K3, and K4 students must have a completed emergency information sheet on file in the front office by the first day of school. This form includes names, addresses, phone numbers, emergency contacts, child's usual source of medical care and dental care, health insurance info, transportation arrangements for emergency situations, special conditions, disabilities, allergies, and parental signature giving consent for emergency treatment.

### **Fire:**

In the event of a fire, evacuation from the building will be through the closest fire exit posted in each room and stated in the Crisis Planning and Response Manual. Staff will be responsible for

supervising the children under their care and leading them through the fire exit and to the designated area away from the building. Name to face attendance will then be taken.

### **Severe Weather:**

In the event of severe weather, faculty/staff will adhere to the school's safety policies and procedures found in the Crisis Planning and Response Manual for each event (i.e., tornados, floods, earthquakes) to keep children safe. Parents will be notified once the immediate danger has passed. All K-wing staff members are trained in CPR, First Aid, AED, and Jacob Kits are available in each classroom in the event of an emergency.

### **Sick Students Policy**

Thomas Heyward does take care of sick students. Parents will be called and required to have the child picked up from school as soon as possible. All children must be picked up in a timely manner. Any child displaying signs/symptoms of sickness, vomiting, diarrhea, or who has a fever of 100.4 F or higher will be isolated from the class and sent home immediately. Children cannot return to school until they have been fever free (without medication) for no less than 24 hours.

### **Administration of Medication**

Teachers will only administer EMERGENCY over the counter medications which include prescribed inhalers and PRESCRIBED premeasured commercially prepared injectable medication (i.e., Epi-pens), non-prescription topical medication, and EMERGENCY oral medications (i.e., Benadryl).

The Lead Teacher will administer prescription medication. It will only be accepted if the proper medication authorization form has been fully completed. The parental responsibilities include completing the medication authorization form ENTIRELY, providing the medication, and providing all devices needed to administer the medication (i.e., cups, oral syringes). After use, they will be washed and returned with the medication. A copy of a blank medication authorization form will be attached to this packet; additional copies can be picked up at the front office.

All medications must be in their original child resistant safety container and clearly labeled with the child's name and dosage instructions from the doctor/ pharmacy. **No medication will be given if the container is prescribed to anyone other than the child which we are administering medication.** All unused or expired medication will be returned to the parent/guardian or disposed of if it is not picked up within one week following the termination of the medication authorization order. Unused medication must be picked up by an adult, it will NOT be sent home with the child.

## **Supervision**

The staff to child ratio is posted in each classroom. The ratio varies by age of the youngest child in each room. Children must be supervised by sight and sound at all times including nap time and outdoor play.

NO CHILDREN WILL BE LEFT ALONE FOR ANY PERIOD OF TIME.

**Potty training** - A staff member will supervise and assist children while they are using the bathroom.

**Playground/ Outdoors** - It will be the responsibility of all staff to supervise the safety of children on the designated toddler playground area. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Staff will use tracking sheets any time the class leaves the room to maintain an accurate number of students present. A copy of our tracking sheet is attached and found in our classroom.
- Children will be escorted by staff to their designated play area.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment supervised.
- A head count will be taken prior to re-entering the building and compared to the tracking sheet.
- Children may not go inside for any reason (including bathroom), nor may they go outside unless they are accompanied by a staff member.
- 

## **Release of Children**

Doors to the Gateway to THA building will be locked between 8:30 am and 2:15 pm. To check a student in or out between these times, please go to the front office.

If an individual comes to check out a child that was not expected or is unknown, the parent/guardian is called to confirm that the child may go with that individual. If no parent can be reached, the child will not be allowed to leave the premises. A photo ID will also be required before the child will be released. Sign-out must be completed.

## **Free and Full Access**

Parents/guardians of Thomas Heyward Academy students have free and full access to their children enrolled unless a court order states otherwise. The visit must not disrupt the class routine or activities.

## **Operations**

### **Days and Hours of Operation:**

The Gateway to THA program will operate Monday through Friday from 7:30 am until 5:30 pm year round. During the school year, class time begins between 8:30 and 8:45. Please have your children present by that time to prevent them from missing academic instruction.

Gateway to THA will follow the same school schedule for most holidays and will be closed for one week during the summer. A copy of our schedule is attached. Tuition is due regardless of any vacation absence or days when the child is sick.

NO child will be released to a person who is NOT listed on the child's pick up list unless there has been written or verbal contact with the parent/guardian to confirm the identity of the individual. A photo ID will be used to confirm.

## **Parent Agreement**

Please call and let a staff member know if your child is going to be absent for any reason. Our program must adhere to DSS ratio regulations, and this information is very important for the teacher to know this in order to plan accordingly.

An adult must accompany your child to and from his/her classroom and sign in and out each day. Again, this is a requirement of DSS to make sure that every child is accounted for, please make this a daily routine.

Parents must provide an up-to-date shot record and a birth certificate for their child.

Any changes in address, phone number, pick up person etc., must be given to the front office or your child's teacher in writing ASAP. Communicating these changes to the office is the responsibility of the parent.

Toys are not to be brought from home except on special days. We will notify the parents when these days occur.

## **Food**

THA does not provide lunch for our Gateway program:

K1/K2 Parents must supply a lunch and 2 snacks.

K3 Parents must supply a lunch and 1 snack.

Please label lunch boxes and provide a way to keep perishable foods cool. A microwave is provided to heat food if necessary. THA encourages healthy lunches and snack choices and food that is appropriate for your child to feed themselves. Round firm foods such as hot dogs and grapes are not recommended, but if provided they need to be pre-cut into small pieces. Soft drinks and candy are not permitted. Other foods such as popcorn, nuts, fruit gummies and bread with plain peanut butter can be a choking hazard for many children. Due to possible choking, mixed peanut butter and jelly or mixed peanut butter and applesauce are a good alternative to plain peanut butter sandwiches. Fruit with peelings may also become a choking hazard, so we ask that any such fruit like apples or pears be peeled and pre-cut into small pieces.

## **Clothing**

When dressing your child for school please keep the weather and diapering/potty training in mind. Clothes that are easily removable make diapering and potty training an easier experience, i.e., no belts or onesies. We aim to help children become independent in the bathroom, so easily removable clothes are important.

Children are to wear closed toed shoes with a back. If shoes are new, please have your child try them out at home first. If they cannot walk, run, or climb without falling or tripping please do not send them to school. Shoes should also fit properly. Make sure they are not too snug so that it doesn't blister or too loose, so they don't walk out of them (falling off when they walk) or trip over them.

## **Handwashing**

### **Staff handwashing:**

- Upon entering the classroom
- Before and after each diaper change
- After toileting
- Before and after eating/preparing meals and snacks
- After blowing their nose, sneezing, or coughing
- Before and after assisting with sensory play
- Whenever hands are visibly soiled

### **Student handwashing:**

- Upon entering the classroom
- After each diaper change
- After toileting
- Before eating meals or snacks
- After blowing their nose, coughing, or sneezing
- After playing outside
- After participating with sensory play
- After leaving the classroom for any reason

### **Proper handwashing technique that will be practiced with staff and students:**

1. Wet the hands with warm water and apply a small amount of liquid soap to the hands.
2. Rub hands together vigorously with soap and water for 20 seconds (about two rounds of singing the “Happy Birthday” song).
3. Wash all surfaces of hands including the backs, palms, wrists, between fingers, and fingernails.
4. Rinse hands thoroughly to remove the soap lather.
5. Dry hands with a single use paper towel.
6. Use a paper towel to turn off water and dispose in the nearest waste receptacle.

Per DSS regulations, children will not be allowed to use any alcohol based hand sanitizer. Hand sanitizer station provided in the classrooms meet DSS regulations. Children will be taught proper hand washing techniques.

### **Discipline**

Teachers are trained and instructed to manage their classrooms in a professional manner. If/when a student’s behavior requires further attention, the teacher will refer to Administration.

Children learn appropriate behavior through our School Rules Unit, which is taught the first few weeks of school. Rules established are common courtesy rules, which follow the Golden Rule: Do unto others as you would have them do unto you.

Examples of common courtesy rules are sitting quietly while the teacher is reading a story.

Cases of unacceptable behavior (such as biting/hitting) will be addressed by the teacher and Administration. When these situations occur, parents will be notified, a conference may be required, and the student(s) in question may be sent home.

Practicing common courtesy policies will help prevent unacceptable behaviors from occurring. If an unacceptable behavior continues, and at the discretion of the Head of School, a student can be asked to leave the Academy.

No corporal punishment will be used for any of our students. Our goal is to teach common courtesy and use discipline only when necessary.

### **Positive Discipline Practices**

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflict in the Gateway program are:

#### **Positive Guidance:**

When disputes arise among children or between a child and staff, the staff will encourage a “talking it out” process where the goal is to acknowledge feelings and find solutions using the children’s ideas whenever possible. We understand that toddlers may not have the highest vocabulary for this method and will work diligently to help them gain the words to use to verbally express what they are feeling.

#### **Setting Clear Limits:**

Staff will encourage and model positive behavior, positive reinforcement, the use of peer support, and clearly defined and reviewed rules.

#### **Redirection:**

A child who may be aggressive, disruptive, or destructive of other children’s work may be asked to choose another activity in another area of the classroom/playground.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal humiliating or frightening punishment under any circumstances. No child will be physically restrained *unless* it is necessary to protect the safety or health of another child or others.

### **Potty Training**

K2 children start the potty training process when the parents and teacher feel that the child is showing signs of being ready. The K2 teachers’ job is to support what the child’s family is doing at home. It takes a team effort. Without consistency, the child will take longer to become

trained. During this time, the teacher and parents will discuss the best process for training the child.

K3 children MUST be potty trained PRIOR to starting K3. The K3 classroom is not DSS regulated for diapering (includes pull-ups). Children must wear underwear in the K3 classroom. If a child has had 4 accidents in a weeks' time, they will be considered NOT potty trained and sent home for two weeks to allow potty training to be reimplemented before returning to school. Implementation of potty training is a DSS requirement and not a disciplinary action.

Parents must continue to pay tuition during this time to hold the child's spot in the program. When the child returns and accidents continue, further decisions will be made by school administrators.

**Definition of a potty trained child:**

1. They must be able to *verbally* tell an adult, "I have to go potty" BEFORE they have to go.
2. They must be able to be independent with their clothes while in the potty (taking clothes on and off with little to no assistance).
3. Be able to get on and off the potty with little to no assistance.
4. Be able to wipe themselves with little to no assistance.
5. Be able to wash hands independently.

**THOMAS HEYWARD ACADEMY  
POLICY STATEMENT REGARDING  
COMMUNICABLE DISEASES, INCLUDING COVID 19**

In consideration of a student, being admitted into Thomas Heyward Academy, and in further consideration of allowing the student to be enrolled in and attend Thomas Heyward Academy, and for the student to attend and participate in school-related events and any activities connected with the school, the undersigned Parents and Student, understand, acknowledge, appreciate and agree to the Academy's Policy Statement Regarding Communicable Diseases, including COVID 19, as follows:

1. I/We as student, and parents, understand that enrollment and attendance at Thomas Heyward Academy includes the possible exposure to, and illness from, various infectious communicable diseases, now known to science, and which may appear in the future, including, but not limited to, potentially fatal diseases such as : MRSA (Staff Infection), influenza, and COVID 19.

2. I/We, as student and as parent(s) of the student attending Thomas Heyward Academy hereby knowingly and freely assume all such risks of exposure and illness, at the school and at any school function, both known and unknown, now and in the future, even if arising from any alleged negligence of Thomas Heyward Academy or others.
3. I/We, as parents of the student, do assume full responsibility for my/my child's enrollment and attendance at Thomas Heyward Academy and for his/her safety from infection by communicable infectious diseases arising out of his/her attendance at school and participation in any school sponsored activities.
4. I/We, as parents of the student, hereby agree and promise that I will notify the school immediately and I will NOT send my child to school in the event that I learn or reasonably suspect that my child has been exposed to any person with a communicable infectious disease, requiring testing or quarantine, even if my child does not display any outward signs or symptoms of infection.
5. I/We, as parents of the student, also hereby agree and promise that I/We will NOT send the student to school if I know, or by the exercise of reasonable diligence and due care should know (for example by the child having fever, cough, sore throat, etc.) that my child may have contracted and be carrying a communicable infectious disease capable of infecting others.
6. I/We, Parents and Student, hereby willingly agree to comply with all safety protocol established and required by Thomas Heyward Academy, such as: use of face masks, social distancing, use of hand sanitizer, hand-washing requirements, and all other reasonable protective measures as may be recommended by health care officials or recommended or required by state or federal governmental agencies, and adopted by the Academy. That such compliance by parent and student is considered a part of the terms and conditions for enrollment for the protection of students, parents, and others against communicable infectious diseases.
7. I/We, as Parents and Students, willingly agree that if, at any time, I am present at Thomas Heyward Academy or at a school function of Thomas Heyward Academy, at any place and time, and I observe any unusual, dangerous, or significant hazardous activities by any student or adult, or if I observe any disregard of the Academy's infectious disease safety precautions, I will immediately remove myself from the location of such, and I will bring such activity to the attention of an official of Thomas Heyward Academy.
8. I/We, as Parents and Students, for myself, and on behalf of my heirs, assigns, personal representatives, and next of kin, do hereby release and agree to defend, indemnify and

hold harmless, to the fullest extent allowed by law, Thomas Heyward Academy and all employees of Thomas Heyward Academy, and all officers, officials, agents, board members, other students, participants, sponsoring agencies, individual sponsors, advisors, and if applicable, any owners and lessors of premises used to conduct any events, with respect to any and all illness, disability, death, or loss or damage to person or property, whether arising from the alleged negligence of the above described released persons/organizations.

9. I/We, as Parents and Students, fully understand that I/We have the right to consult with my child's physician before admission into Thomas Heyward Academy regarding the precautions used by the Academy, and that I/We should direct any questions regarding those precautions to the admissions staff of the Academy that I/We may have before enrolling into Thomas Heyward Academy, concerning the terms and conditions of the Academy's ***Policy Statement Regarding Communicable Diseases Including COVID 19***, I/We understand and agree that I/We may give up substantial rights by ratifying this Policy, however, I/We hereby agree to this Policy freely and voluntarily, without any inducement, other than stated above.
10. As Parent or Guardian of the above student, with legal responsibility for this student, the said Parent or Guardian certifies that he/she has read and explained the provisions of this ***Policy Statement Regarding Communicable Diseases Including COVID 19*** to my child/ward, including explaining the risks of his/her presence and attendance at Thomas Heyward Academy and all school activities, and the student's personal responsibilities for adhering strictly to the rules and regulations established by Thomas Heyward Academy, for protection against contracting communicable infectious diseases, including COVID 19.
11. As Parent or Guardian of the student, I/We hereby further verify that I have explained this ***Policy Statement Regarding Communicable Diseases Including COVID 19*** to my spouse/the child's other parent and verify that my child/ward, and any non-signing parent understands and accepts these risks and these responsibilities. I agree on behalf of the student, myself, my spouse, and/or for my child's other parent, do hereby release and agree to indemnify and hold harmless Thomas Heyward Academy and all other persons, organizations or entities named or unnamed, as to any and all liability for injury or death incident to my child's/ward's presence or participation in any such school activities as provided above.

**Memorandum of Understanding and Acceptance of Terms of Admission into  
Thomas Heyward Academy  
2022-2023**

**WE, the undersigned, as applying/re-applying parent, by our signatures below, hereby state and declare that we have read and understand and accept all of the rules, regulations, policies, guidelines, stipulations, punishments, and consequences of enrollment into Thomas Heyward Academy, as relating to academics, attendance, behavior, conduct, dress code, classes, fund raising, sports, school activities, fees, tuition, behavior, and conduct outside the school setting, and all other matters generally applicable to the student/parent/school relationship, as outlined in the Gateway to Thomas Heyward Academy Handbook.**

**We, the undersigned, take special notice of the following:**

**“ As a condition, rule and policy of being accepted into Thomas Heyward Academy whether as a new student or as a re-enrolling student, or to continue to be enrolled at Thomas Heyward Academy during any school year, the parent(s) and student, are hereby given notice and agree to the rule that any on-campus conduct or off-campus conduct, which negatively affects the image, reputation and good name of Thomas Heyward Academy, shall be dealt with severely, including, but not limited to, permanent expulsion. The offending acts and punishment shall be in the sole discretion of the Administration. The offending acts shall include any acts which are crimes, offenses, civil wrongs, acts against persons or property, acts of moral turpitude, acts showing a lack of conscience, and/or any other conduct or act which reflects negatively upon this Academy and the student body, at the sole opinion of the Administration. This shall include any such conduct or act, whether committed on campus or not, whether criminal charges or civil complaints are brought or not, and whether or not the student is later convicted or later exonerated.”**

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**Signature of Parent/Legal Guardian**

**Dated: \_\_\_\_\_, 2022 - 2023**