



# **Northwood Academy**

## **Pre-School**

*a division of Northwood Academy  
a ministry of Northwood Assembly*

### **Parent Handbook**

### **2011 - 2012**



## NORTHWOOD ACADEMY PRE-SCHOOL

*a division of*

Northwood Academy  
2263 Otranto Road  
North Charleston, SC 29406  
[www.northwoodacademy.com](http://www.northwoodacademy.com)

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Telephone (843) 764-2271

Fax (843) 764-2274

*e-mail: [preschool@northwoodacademy.com](mailto:preschool@northwoodacademy.com)*

Dear Parent(s),

Welcome to Northwood Academy Pre-school, the early education and nursery division of Northwood Academy. From its origin in 1983, we have provided Christ-centered care to tri-county families like yours.

You will find this pre-school handbook helpful in reminding you of the policies and procedures used in our operation. If ever there are questions that are not covered or any concern, we will gladly address them with you.

My staff and I are excited for the opportunity to assist your family through the many ages and stages of early childhood. We hope the information provided eases your mind about the placement of your precious child in our care. We understand what an important decision this is to you, and we take our responsibility very seriously.

Thank you for the trust you have shown us. If we can ever be of further assistance to your family please let us know.

Very Respectfully,

Karen L. Morgan  
Director  
Child Care Services

## **NORTHWOOD ACADEMY MISSION STATEMENT**

*To educate students with an emphasis on college preparation, through academic and character development supplemented by the arts, athletics, and the humanities, with Christian values forming the underlying foundation.*

### **STATEMENT OF FAITH**

**We believe** in God, the Father Almighty, maker of heaven and earth, who loved us and gave His eternal Son that we might have everlasting life.

**We believe** in Jesus Christ, His only Son, who was conceived by the Holy Spirit, born of a virgin, was crucified for our sins, buried and was resurrected from the dead. We believe He ascended into heaven and sits on the right hand of God and that He will judge each of us at the final Judgment.

**We believe** the Bible to be the only infallible, inerrant Word of God. That it is God-breathed and reveals God to man and is our guide for living.

**We believe** man's only hope of redemption is through the death, burial and resurrection of Jesus Christ, God's Son.

**We believe** in the Holy Spirit, that He indwells every believer. That He gives gifts to believers and enables us to live a victorious life.

**We believe** there is one church comprised of all born again believers. That the church is the body of Christ, equipped to do the work of Christ on earth.

**We believe** in the resurrection of the dead, in a literal heaven and hell. We believe that man is an eternal being who will exist forever. Where we spend eternity is determined by our living faith in Christ.

### **NORTHWOOD ACADEMY PRE-SCHOOL PHILOSOPHY**

- We believe that parents are the primary educators of their children – spiritually, physically, emotionally, academically, and socially.
- We believe God loves, cares for, and is concerned for children, and He equips workers for ministry to children.
- We believe that as a Christian pre-school, we are to cooperate with and support the parent as they provide a Christian education for their child.

## **NORTHWOOD ACADEMY PRE-SCHOOL STATEMENT OF PURPOSE**

The administration and staff of Northwood Academy Pre-school purpose to:

- Provide Christ-centered care for children of our community in the absence of their parent(s).
- Support the values found in a Christian home.
- Provide an environment that is safe and conducive to good health; a place where children can assemble, work, and play together while being guided in their growth and development.
- Provide developmentally appropriate opportunities for children to learn.
- Provide emotional, physical, and spiritual support to the children and their families.

## **NORTHWOOD ACADEMY PRE-SCHOOL AIMS**

Our aim is to strengthen each child:

- Spiritually – by inclusion of God’s Word and prayer in daily activities led by staff that model Christ-like character.
- Physically – by offering experiences which will develop large and small muscle coordination and motor skills.
- Socially – by encouraging participation and cooperation in group activities, getting along with others, which will help build the child’s sense of security, confidence in their abilities, and belonging.
- Intellectually – by exploring and using first-hand experiences which help to build enthusiasm for learning.

## **AUSPICES**

Northwood Academy Pre-school is an education ministry of Northwood Assembly, Inc., under the auspices of Northwood Academy, and is registered (#286) with the South Carolina Department of Social Services.

## **PRE-SCHOOL HOURS OF OPERATION**

6:30 AM – 6:00 PM Monday through Friday

## **“OPEN TO THE PUBLIC” BUSINESS OFFICE HOURS**

8:00 AM – 4:00 PM Thursday

7:30 AM – 6:00 PM Friday

During the (school’s) summer break, the business office opens to serve the public on Fridays only (7:30 – 6:00). The business office is closed Christmas week.

## **HOLIDAYS**

The center is closed for the following holidays:

New Year's Day (Holiday)

Good Friday

Memorial Day

Independence Day (Holiday)

Labor Day

Thanksgiving Day and Friday following

Christmas week

There is no charge for service during Christmas week closure.

## **ADMISSION**

Northwood Academy has an open admission policy with regard to race, color, national or ethnic origin. No discrimination is permitted against any student on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, athletic, and other school administered programs

South Carolina law requires a copy of each child's immunization record (DHEC #1148) be on file at the pre-school. South Carolina Department of Social Services (DSS) requires each child have a form 2900 (General Statement of Child's Health for Admission to Child Care Facility) on file. These are to be provided before the child starts pre-school and updated annually / with each new immunization.

## **VACATION**

Two weeks of vacation are available each year (June 1 – May 31) for nursery and pre-school children. Vacation is for absences of 5 consecutive service days and may be used for illness. A credit will be applied to the account when vacation is registered in the business office.

## **FEES/BILLING**

Current rate schedules and business office policies are available from the business office, located on the lower school campus, building E, first floor, or from our website: [www.northwoodacademy.com](http://www.northwoodacademy.com).

## **PROMOTION**

The director reserves the right to place a child in the group determined to be the most developmentally appropriate for the child. Normally, promotion occurs at the end of each school year, around the first week of June, for all children. Promotion from Northwood Academy Pre-school into our Lower School's Kindergarten program is not automatic. Each child enrolled in the Pre-school and eligible for kindergarten will be evaluated for school readiness by Lower School staff.

## **FOOD SERVICE POLICY**

Generally, all food is to be provided from the home. Microwaves are available for lunch heat-ups for all pre-school groups. All food containers, including baggies, should be labeled with the child's name. Unlabeled items will be labeled by child care staff. Glass containers are not permitted in the pre-school. Milk, as well as "emergency" breakfast, lunch and snack items are available at an additional charge.

The following applies to all groups other than Infants:

Breakfast is served in their room at 8:00 in K3 and at 8:30 in toddlers and K2. Disposable spoons and bowls are available. Suggested items include: instant oatmeal or grits, cereal (box or baggie), cheese toast, fruit, etc. Hot water is available for staff to prepare instant breakfast cereals.

NOTE: Studies confirm our belief that a nutritious breakfast contributes significantly to a child's school success. Sugar-laden breakfast items (donuts, etc.) are discouraged.

Lunch is served in their room at 11:15 (Toddler/K2) or 12:00 (K3). Pre-schoolers' lunch items requiring heating are to be sent in a small, securely sealed, microwaveable container. Frozen dinner-type (size) meals are not permitted due to time and space limitations. Spoons and bowls are available. Suggested items include: "lunch bucket" type meals, sandwich, fruit, leftovers, yogurt, and other nutritious foods. Dessert items are not served during the lunch period.

Afternoon snack is served after nap time. Disposable spoons are available. Suggested items include: pop-top fruit or pudding, crackers, cheese, fruit, snack cake, etc.

CHARGER EXPRESS is the lunch program of Northwood Academy. Utilizing an on-line advance-menu ordering system, pre-school children may participate on a daily or full-time basis. An additional charge applies.

DRINKS may be sent from home or water will be offered at food service times. Suggested items include: pre-filled sippy cups, drink boxes, drink-packs, etc. Sodas (including iced tea) are prohibited in the pre-school. An empty sippy cup is to be sent daily with toddlers in order to offer water with meals and after outside play.

INFANTS ONLY. All food and drinks for infants are to be provided from the home. Bottles are to be prepared and ready for use; un-used bottles will be sent home at the end of the day. NO GLASS BOTTLES will be served. A box of infant cereal and a container of juice (to fill “sippy” cups) may be stored in the infant room refrigerator. Baby food may be sent in its original, unopened container; it will be served from disposable bowls. Food is to be sent daily; leftovers will be returned home each day. Infants using the pre-school must be willing and able to take a bottle. Mothers desiring to nurse during the day may sign the infant out to nurse and back in upon their return to the infant room.

## **EXCLUSION FOR HEALTH**

Northwood is a well-child facility and as such will exclude a child who:

- Has a fever of 100F or greater.

- Has diarrhea or vomiting.

- Has conjunctivitis (pink-eye)

- Has other communicable issues (ring worm, head lice, etc.)

Parents called to pick up an ill child are expected to make necessary arrangements within the hour. Children who are sent home from the pre-school after becoming ill are required to be treated and/or symptom-free for 24 hours before returning to the center. NOTE: A child may be excluded from the Pre-school if they appear unable to participate in the activities of their assigned group.

The South Carolina Department of Health and Environmental Control (DHEC) official list of conditions requiring exclusion from out of home child care settings is provided. Periodic updates are available: <http://www.dhec.sc.gov/health/disease/childcareexclusion.htm>.

## **MEDICATION**

Medication will be administered consistent with its labeling. Only medication prescribed for the child by a physician will be administered at the pre-school. Over-the-counter medicine requires a physician's prescription or note for administration, including the child's name, dosage, and frequency. Labeled (child's full name) medication is to be secured at drop off time in the Bug-Zone laundry room in the designated cabinet. A refrigerator is also available for storage of medication.. The "Medical" portion of "Today at Pre-school" form is to be completed by the parent daily, indicating the medication name, amount and time(s) for administration. Completion of the daily form is considered parental consent to administer medication. Nebulizer medications cannot be administered in the Pre-school classrooms.

## **REST TIME**

All children in the Pre-school are *required* to have an assigned rest time. Children in the Infant room will be assigned a crib. Other children will rest on a KinderMat; one will be issued to each child upon admission. Mats are to be replaced if they are torn, etc., exposing the foam rubber pad. Children are encouraged to bring a pillow case (king size) to slip over their mat as well as a small blanket for nap time. A baby-size pillow is also permitted. Sleeping toys are not permitted. All personal nap items are to be stored in a small, zipper-type bookbag/backpack (no wheels). Linens are to be taken home each Friday for laundering and should be returned each Monday. All linens are to be clearly labeled with the child's name. Generally, nap time for toddlers through K2 is from 12:00 until 2:00; rest time for K3 is from 12:30 until 2:30. Children may not be signed into pre-school during rest times.

## **CLOTHING/DRESS CODE**

Children should be comfortably dressed according to weather conditions. Flip-flops are not permitted; sandals are discouraged but are permitted provided they have an ankle strap. Gym-type shoes with socks are best. Hats/caps are worn for cold weather protection only. Jewelry and hair adornments are discouraged and, if a choke hazard, will be removed. A complete change of clothes is to be available in case of accidents. Bloomers or shorts are to be worn under girl's dresses and skirts.

## **LOST AND FOUND**

Unclaimed, non-labeled clothing and other items left in the pre-school will be donated to a local charity.

## **PERSONAL ITEMS/SUPPLIES NEEDED**

Parents of infants are required to provide adequate supplies of the following:

- Disposable diapers (minimum of 8 per day)
- Diaper wipes
- Petroleum jelly and/or powder
- Changes of clothing (2 per day)

Bibs, crib blanket, burp cloths, washcloths, and crib sheets are provided.

Parents of toddlers and two year olds are required to provide adequate supplies of the following:

- Disposable diapers (minimum 5 per day)
- Diaper wipes
- Petroleum jelly and/or powder
- Changes of clothing

Bibs and washcloths are provided.

Children may not bring toys from home except on their assigned “show & tell” day or on special, announced occasions. All personal items should be clearly labeled with the child’s name and are to be picked up at the end of the day. Northwood Academy Pre-school is not responsible for damage or loss of personal property.

## **SPECIAL EVENTS**

Special events, such as holidays, birthdays, etc., are recognized and celebrated throughout the year. Parents are invited to participate and encouraged to coordinate their participation with their child’s teacher. As a Christian pre-school, our emphasis for holidays such as Christmas and Easter is on the birth and resurrection of Jesus. We do not recognize or celebrate holidays such as halloween.

## **POTTY TRAINING**

The staff of the pre-school will assist the parents in the potty training process. Potty training in the group-care setting is generally effectively undertaken around a child's 2<sup>nd</sup> birthday. Children will not be left on the toilet or potty seat for a protracted period. Potty skills will be taught in a confident, affirmative manner. Child-sized toilets are located in the classroom. Modesty and personal hygiene are encouraged as children are trained to finish dressing while still in the bathroom and wash their hands when done. Children must be able to manage their own clothing during the training process; items like belts and tights make this difficult and may be removed. Several changes of clothes are to be provided in case of accidents.

## **DRIVING AND PARKING AT NORTHWOOD**

Safety for the children and consideration of other drivers are the basis for our policies related to driving and parking on the Northwood campus. Parking spaces are clearly marked and the speed limit is "one foot on the brake." Be vigilant for children to do the unexpected. Carports are designated safety zones and are off-limits for parking, even in the rain. By law and for campus safety, cars are never to be left parked and running, and children are never to be left unattended in a parked car.

## **ARRIVAL/DEPARTURE PROCEDURE**

Parents or other responsible adults are to sign their child in upon arrival and sign them out upon departure from the pre-school. Parents are responsible to ensure the attending staff member is aware of arrival/departure. Children may arrive and depart at any time during the day with the following exceptions:

Children may not be signed into pre-school during rest times.

Nursery through K2's needing breakfast service are to arrive by 8:30.

K3's needing breakfast service are to arrive by 8:00.

## **AUTHORITY TO RELEASE CHILD**

Only the custodian (parent/guardian) may determine who may pick up the child from Pre-school. A pre-approved list is provided on the Student Registration form and may be updated, in writing, as needed. If a special circumstance arises, the parent may make verbal or written arrangements with the attending staff in person or by phone. Children will not be released to anyone without specific consent of the parent and validation of I.D. (drivers license, etc.). Children will be released to non-custodial parents with a court order or with the custodial parent's permission. If the care, custody, and control of the child is defined by court order, the pertinent portion(s) of the order is to be kept in the child's file at the Pre-school.

## **CONTACTING PARENTS**

Parents will be contacted in the event of an emergency, accident, sickness, behavioral difficulty, etc., using the phone numbers listed on the Student Registration form. It is imperative that the parent/emergency contact information is current; it must be updated with moves, job changes, etc. Failure to provide accurate/current information needed for the appropriate care of the child will be grounds for termination of the service.

## **BEHAVIOR EXPECTATIONS**

Briefly, children are expected to be able and willing to obey instructions and be kind to others. We believe children learn these behavior expectations precept upon precept, line upon line (Isaiah 28:10). Consistent, positive instruction guide the children's choices. Dismissal for behavior is rare but may occur for failure to meet specific behavior expectations or correct specific behavior deficiencies.

## **INCLEMENT WEATHER**

Generally, Northwood will close or delay opening in conjunction with Berkeley County schools. *All announcements made for Northwood Academy apply to Northwood Academy Pre-school.*