



# **Northwood Academy**

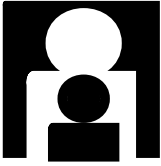
## **Pre-school**

*a division of Northwood Academy  
a ministry of Northwood Church*

100 Charger Drive  
Summerville, SC 29486  
843 764 2271

**2023 - 2024**  
**Handbook**

*Northwood Academy admits students of any race,  
color, and national or ethnic origin.*



## **Northwood Academy Pre-school**

*a division of*

Northwood Academy  
104 Charger Drive  
Summerville, SC 29486  
[www.northwoodacademy.com](http://www.northwoodacademy.com)

Telephone (843) 764-2271

Fax (843) 377-8590

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

Welcome to Northwood Academy Pre-school, the early education and nursery division of Northwood Academy. Since its founding in 1983, we have provided Christ-centered education and care to tri-county families like yours. We hope you will find this Pre-school handbook helpful in reminding you of the policies and procedures used in our operation.

Thank you for trusting us with the opportunity to partner with your family through the many ages and stages of early childhood and school readiness. We trust the information provided eases your mind about the placement of your precious child in our program.

We understand how important this decision is to you, and we endeavor to honor your trust by meeting or exceeding the high expectations you have for your child and for this Pre-school.

## **ABOUT NORTHWOOD ACADEMY**

Northwood Academy is an education ministry of Northwood Church (Northwood Assembly, Inc.). The mission of Northwood Church is “to engage, empower, and equip you to *be* the Church.” Northwood Academy Pre-school is the early education department of Northwood Academy. The Pre-school is registered with the South Carolina Department of Social Services.

Northwood Academy serves over 1000 students in Pre-school through 12th grade. The school was founded in 1978, under the banner of Northwood Christian School; the Pre-school was added in 1983.

## **AFFILIATIONS**

Cognia (*formerly AdvancED*) Accreditation  
South Carolina Independent School Association (SCISA) Accreditation  
Association of Christian Schools International (ACSI)  
International Association of Christian Early Educators (IACEE)  
International Fellowship of Christian School Administrators (IFSCA)  
Greater Charleston Association of Private Schools (GSCAPS)  
College Board

## **COLORS**

Hunter Green and Purple

## **MASCOT**

Chargers

## **NORTHWOOD ACADEMY MISSION STATEMENT**

*The mission of Northwood Academy is to engage, empower, and equip 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.*

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

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

## **BUSINESS OFFICE HOURS**

8:00 AM - 4:00 PM Monday through Friday

*The Business Office is located in front (left) of the Lower School gymnasium.*

*The Business Office is CLOSED on June and July Fridays.*

## **NORTHWOOD ACADEMY STATEMENT OF FAITH**

*These tenets of the Church define the Biblical perspective which informs a Northwood Academy education:*

- **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 inspired, infallible Word of God and the sole and final source of all that we believe. We believe the Bible speaks with final authority concerning truth, morality, and the proper conduct of mankind.
- **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.

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

- **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.
- **We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- **We believe** that any form of sexual immorality is sinful and offensive to God.
- **We believe** that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

*The Northwood Academy Statement of Faith and the Statement on Marriage, Gender, and Sexuality do not exhaust the extent of our beliefs. For purposes of Northwood Academy's faith, doctrine, practice, policy, and discipline, our School Board of Directors is the schools' final interpretive authority on the Bible's meaning and application.*

## **NORTHWOOD ACADEMY PRE-SCHOOL MISSION**

Northwood Academy Pre-school partners with families, influencing children to be aware of God's love and amazed by His creation, to be secure in their relationships and eager for new challenges.

We accomplish our mission:

- Spiritually – by providing the comfort and security of loving relationships, warm environments and simple truths which will develop a child's foundational moral character and nurture his/her love of God.
- Physically – by offering a wide variety of experiences which will develop a child's gross and fine muscle coordination and motor skills.
- Socially & Emotionally – by encouraging participation and cooperation in group activities and getting along with others which will develop a child's sense of security, confidence in his/her abilities, and belonging.
- Intellectually – by exploring and using first-hand experiences which will nurture a child's capacity and love of learning.

A child completing Northwood Academy Pre-school will have developing competencies:

- Spiritually - *aware of God's love and ready to come under authority*
- Physically - *aware of God's strength and ready to explore and overcome challenges*
- Socially & Emotionally - *aware of God's friendship and ready to esteem others and to be a friend*
- Intellectually - *aware of God's creation and ready to inquire and to learn*

## **HOLIDAYS**

The Pre-school is closed for the following holidays:

- New Year's Day (observed)
- Memorial Day
- Martin Luther King, Jr. Day
- Independence Day (observed)
- Presidents' Day
- Labor Day
- Good Friday
- Thanksgiving Day *and Friday following*
- Christmas week (*There is no charge for Christmas week closure.*)

## **VACATION**

Two weeks of vacation are available each year (June 1 – May 31) for full-time (*not "school-term"*) 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 after the vacation days, when vacation is registered in the Business Office.

## **FEES/BILLING**

Current rate schedules and business office policies are available from the Business Office or from our website: [www.northwoodacademy.com](http://www.northwoodacademy.com).

## **PROGRAMMING AND CURRICULUM**

During a child's first years of life, there are many "*windows of opportunity*" - critical and prime times for acquiring new skills. Our pre-school programming - quality early education publishers (*Abeka, ACSI, Saxon, Scholastic, Bob Jones, etc.*), stimulating environments, staff screening and professional development, quality children's literature, scheduling, and even toy choices - is designed with the whole child's optimum development in mind.

## **SPECIALTY AREAS**

As (age) appropriate, specialty area instruction is offered and includes:

- *Spanish*
- *Creative Movement*
- *Chapel*

## **BEHAVIOR EXPECTATIONS**

Children are expected to be able and willing to obey instructions and be kind to others. We believe children learn these behavior expectations with age-appropriate instruction and practice. Consistent, positive instruction guides the children's choices. Dismissal for behavior is rare but may occur for failure to meet specific behavior expectations or correct specific behavior deficiencies. We have a published policy dealing with aggressive behavior.

## **COMMUNICATION**

We encourage parents to maintain an on-going, friendly flow of information with the teaching team at drop-off and pick-up times. Parents are requested to contact the teacher through the Pre-school office or by email. Communication with teaching staff is to be through the Pre-school's "official channels" (E.g., email or school phone). Texting or private messaging is not permitted. Conferences may be arranged through the Pre-school office. Daily reports are provided for non-verbal and diapered children.

## **PROMOTION**

We reserve the right to place a child in the group determined to be the most developmentally appropriate for the child. Typically, 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 based on Pre-school success and school readiness.

## **EXCLUSION FOR HEALTH**

Northwood is a well-child facility. Children will recover at home *for a minimum of 48 hours after resolution* of the following:

- fever of 100F or greater (without fever-reducing medications)
- chills and/or headache and/or sore throat
- diarrhea or vomiting
- conjunctivitis (pink-eye)
- undiagnosed rash
- new or worsening runny nose / congestion / cough / fatigue / irritability / gastrointestinal symptoms / muscle/body aches
- other excludable issues (impetigo, 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 48 hours before returning to the center. NOTE: A child may be excluded from the Pre-school if he or she appears unable to participate in the group activities.

The South Carolina Department of Health and Environmental Control's (DHEC) official list of conditions requiring exclusion from school:  
<http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

## **IMMUNIZATION**

South Carolina law requires a current SOUTH CAROLINA CERTIFICATE OF IMMUNIZATION (DHEC 4024) or lawful exemption certificate 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 provided before the child starts pre-school and updated with each new immunization and as necessary.

## **MEDICATION**

Medication will be administered consistent with its labeling. Only medication prescribed for the child will be administered at the Pre-school. Over-the-counter medicine requires a prescription or note for administration from a prescriber, and must include the child's name, dosage, and frequency. Labeled (child's full name) medication is to be secured at drop-off time at the front desk; it may not be stored in or with the child's belongings. A refrigerator is also available for storage of medication. The "Pre-school Medication Log" is to be completed by the parent for each medication to be administered, indicating the medication name, amount, time(s), and duration for administration. Special instructions and symptoms for administration are to be included on this form. Nebulized medications are not administered in the Pre-school.



## **FOOD SERVICE POLICY**

- Generally, all food is to be provided from the home: food already successfully tried and enjoyed by the child is best.
- Food is to be sent from home in the manner in which it will be served (i.e., slicing, peeling or assembling is to be done at home).
- Hot water is available to prepare instant breakfast cereals. A classroom microwave is available for quick heat-ups in the infant room.
- There is no provision for heating lunch for the pre-school classrooms
- Disposable utensils and bowls are provided, as needed.
- Sugar-laden breakfast items (donuts, etc.) are discouraged; dessert items are not served with meals but may be offered at afternoon snack time.
- Drinks may be sent from home or water will be offered at food service times. Sodas (including iced tea) are not served in the Pre-school.
- All food containers, including baggies, are to 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.

## **INFANT FOOD POLICY**

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. A box of infant cereal and a container of juice (to fill "sippy" cups) may be stored in the infant room refrigerator. All food kept in the refrigerator must have the "brought to school date" written on it. 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 must be willing and able to take a bottle in the nursery. Mothers desiring to nurse during the day may sign the infant out to nurse and back in upon return to the infant room.

## **DEVELOPMENTAL SCREENING, INTERVENTION & THERAPY**

Northwood Academy partners with Trident Health and Premier Physical Therapy to provide on-site speech therapy, occupational therapy and physical therapy services. A DSS form 2930 is required to be submitted should they, or another entity, be authorized by the parent(s) to provide services to a child at the Pre-school.

A child with diagnosed developmental delay or disability may be eligible for admission provided 1) no fundamental alteration of the program or behavior expectations is required, and 2) an intervention/therapy assistant may be required by the director throughout the child's day at the Pre-school.

## **CLOTHING/DRESS CODE**

- Children are to be comfortably dressed according to weather conditions; a complete change of clothing is to be on-hand for emergencies.
- Closed-toe, gym-type shoes with socks are required; shoes are to be appropriate for running and/or playing and must stay securely on the child's foot. Boots and Crocs are not appropriate/safe for pre-school footwear.
- Modesty in clothing is expected; if worn, printed (slogans or pictures) t-shirts are to be age-appropriate.
- Hats are worn for cold weather and sun protection (hard-bill, baseball-style caps are not permitted).
- Bloomers or shorts are to be worn under girl's dresses and skirts.
- No extremes in hairstyle are allowed; hair must be a natural color.
- Hair adornments are discouraged and, if a choke hazard, will be removed. Earrings on boys are not permitted. Jewelry (necklaces, rings, bracelets) are not safe at pre-school and may be removed.

## **DIAPERING SUPPLIES NEEDED**

Parents are to provide adequate supplies of the following:

- Disposable diapers
- Diaper wipes
- Petroleum jelly and/or powder
- Changes of clothing

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

A two-week supply of pull-ups (Velcro easy-open sides) will be requested at the time we initiate potty training.

## **PERSONAL ITEMS AT PRE-SCHOOL**

All personal items are to be clearly labeled with the child's full name and, except for the child's diaper/book bag, are to be picked up at the end of the day. Children may not bring toys from home except on their assigned "show & tell" day or on special, announced occasions. Northwood Academy Pre-school is not responsible for damage or loss of personal property. Unclaimed, non-labeled clothing and other items left in the Pre-school will be donated to a local charity.

## **POTTY TRAINING**

The staff of the Pre-school will assist the parents with potty training. Potty training in the group-care setting is 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, onesies, and tights make this difficult and may be removed. Several changes of clothes are to be provided in case of accidents.

## **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 an assigned KinderMat. Children are encouraged to bring a king-size pillow case to slip over their mat as well as a small blanket for rest time. A baby-size pillow is also permitted. Sleeping toys are not permitted. Personal items are to be stored in a school-size *zipper-type* book bag/backpack (no wheels and no draw strings). Personal linens are to be taken home each Friday for laundering and are to be returned each Monday. All linens are to be clearly labeled with the child's name.

## **SPECIAL EVENT CELEBRATIONS**

Special event celebrations, such as holidays, birthdays, etc., are recognized and celebrated throughout the year. Parents are encouraged to coordinate their participation with their child's teacher.

Treats brought to Pre-school for the class are to be individually-wrapped, and commercially prepared. Suggested favorites include Little Debbie-type treats, Rice-Krispy treats, cookie snack packs, and other individually-wrapped items.

Invitations *distributed at school* must be given to the whole class, all boys, or all girls by the classroom teacher.

As a Christian Pre-school, our emphasis (in both discussions and decorations) for holidays such as Christmas and Easter is on the birth and resurrection of Jesus.

## **INCLEMENT WEATHER CLOSINGS**

Generally, Northwood Academy will follow the Berkeley County schools in school closing decisions. *All announcements made for Northwood Academy apply to Northwood Academy Pre-school.*

## **SOLICITING/FUNDRAISING**

Solicitation is not allowed at Northwood. This includes the selling of items such as tickets and candy, as well as circulating product catalogues or placing posters. Distributing political materials at Northwood is not permitted.

## **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. 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 accompany their child into and from the Pre-school. Special instructions or alternate pick-up instructions are to be communicated at drop-off or during the day via email or by phone. 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.
- Children needing food service (i.e., breakfast) are to be in class at the scheduled meal time.

Our instruction time with the pre-school children is carefully planned. Late arrivals and early departures, while sometimes necessary, can be disruptive if on a regular basis.

## **CONTACTING PARENTS**

Parents will be contacted in the event of an emergency, accident, sickness, behavioral difficulty, etc., using the phone numbers and/or e-mail address(es) listed on the student application. 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 services.

## **FAMILY SEPARATION**

Employees of Northwood Academy do not “take sides” and offer affidavits or testimony for or against any parent.

- We will respond to court orders or subpoenas, but we will inform issuing attorneys that we will talk only about school-day activities.
- We will participate in court-ordered safety plans, and work with parents who have reason to believe their child is at risk *if a court hearing/action is pending*.
- We monitor, assess and address any affects that family stress has on the children in our care, but we will not assign blame or cause.
- We will send emails to all family members marked for “correspondence,” but other, routine matters (take-home papers, etc.) will be sent home by each school’s “normal” method.
- Parents are welcome to sign out their child for visitation, but we do not permit on-campus, or in-classroom visitation.
- If a person is on a child’s pick-up list, it is to be without restrictions or conditions.
- If visitation is court ordered, we do not know or have the ability to track “every other,” or whatever language is agreed upon. Parents are to provide the school with a copy of the relevant portion(s) of the court’s order, and we ask that the parent assigned primary care, custody, and control, inform the school when the non-custodial parent will be picking up. The most common option is to have both parents on the pick-up list without restrictions.

## **SECURITY VIDEO MONITORING**

All public areas are subject to security video monitoring. Security video monitoring is not monitored in real time on a 24 hour / 7 day basis. The primary use will be to make recordings that can later be reviewed to follow-up on reported incidents or for use by administrators. The secondary use will be to enhance security and oversight, allowing administrators to periodically check on or remotely view a specific area.

## **AUTHORITY TO RELEASE CHILD**

Only the custodian (parent/guardian) may determine who may pick up the child from Pre-school. A list of parties authorized to pick up a child from the Pre-school is provided by the custodial parent/guardian during the admissions/enrollment process. If a person is on a child's pick-up list, it is to be without restrictions or conditions. 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 custodian 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.

## **ACCOUNTABILITY FOR CHILDREN**

A separate tracking sheet is utilized throughout the day for periodic and transitional roll-calls. The teaching team will have the roster and the tracking sheet with them at all times.

## **OFF-CAMPUS TRANSPORTATION**

Pre-school (3's and older) children will be transported to scheduled off-campus events via Northwood Academy activity bus. Northwood Academy bus drivers will have a valid license to operate the vehicle in which children are transported. The bus driver will verify that a properly supplied first aid kit is on the vehicle; the teaching staff is responsible to ensure that the red classroom emergency bag, including emergency information/medication for each child, accompanies the trip. A printed itinerary and route will accompany the trip. Northwood Academy teaching staff will obtain written and signed parental permission before transporting children.

## **CONTACT US**

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Lorie Trowbridge - Administration Director

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## **Business Office**

*[accounts@northwoodacademy.com](mailto:accounts@northwoodacademy.com)*

843 764 2278      843 764 2273 fax

## **FACTS (NelNet) Tuition Management**

FACTS Payment/Help Line by Phone: 1 866 441 4637

