

DSS Regulated Program Policies for 3 and 4 year Olds

All children who attend the After School Program (ASP) are students at Thomas Hart Academy. As such, the ASP is governed by the same procedures and policies as the regular school day at Thomas Hart. All students and parents are given a copy of the Student Handbook at the beginning of the school year and should be familiar with necessary information. What appears below is primarily taken from the Student Handbook.

**Release of Children – DSS Regulation No. 114-503 F (2): This policy must include a security system to prevent the inappropriate release of a child to an unauthorized person, and it should be communicated with parents.*

When picking up children, parents are expected to enter the Library. The door will be locked. A member of the After School Program will open the door so that parents/guardians may sign out their children. A child is allowed to depart the ASP with his/her parent/guardian or another individual who is authorized in writing by the parent/guardian. The names of these individuals are listed in the Student Emergency Contact Information Book. All unfamiliar persons picking up a child from the ASP will be required to recite the CODE assigned to the particular child before he/she is released.

**Administration of Medications – DSS Regulation No. 114-503 F(3)(e): Policy must include signed and dated parental consent before administering any medication to any child. Reference DSS Regulation 114-505 D to ensure completion of policy.*

Medications

1. All medications are kept in the school office. Students are not permitted to keep medication in the classroom or on their person.
2. In order for the ASP to give medications, written consent from the parent/guardian must be on file with the ASP Director. If a child will be taking medication all year or for several months, the parent/guardian's written consent must be on the school's Medication Information and Consent Form. Medication that will be given for only a few days or weeks (antibiotics, antihistamines, cough syrup, etc.) needs only a handwritten parent/guardian note. The handwritten consent needs to include the date, child's name, medication, dosage, time and number of days to be given.
3. All medication must come to the ASP in a labeled prescription container. The label must include the date, child's name, medication, dosage, time, number of days to be given, and the physician's name. Over-the-counter medications are to be kept in the original container. Medication that comes to school in an envelope, baggie, Kleenex, or other unmarked or improperly marked container will not be given.
4. Prescription medication will be stored in the school office; not in the ASP room.
5. A physician's signature is required on the appropriate form if a child takes any medication. All medications are kept under lock and key, and a log is kept every time this medication is dispensed.

**Discipline and Behavior Management – DSS Regulation No. 114-503 F(3)(f): A clearly defined procedure must include whether or not corporal punishment will be used according to DSS Regulation No. 114-506 B(2). This policy must be resigned by parents and staff if any discipline policy changes are made. Parents and staff must sign a facility agreement acknowledging their understanding and acceptance in order to implement the discipline and behavior management policy.*

Disciplinary Policies

1. General Policies – Thomas Hart Academy expects students to observe accepted principles of good citizenship and treatment of others. All students attending the After School Program should conduct themselves in a manner that adds to the special ambience that exists at THA. When students neglect to follow acceptable behavior, the personnel of the ASP will respond with the following guidelines in mind.
2. General Disciplinary Response – After School personnel are responsible for establishing and maintaining his/her own system of discipline and classroom management. The procedures will be clearly communicated to students and parents at the beginning of the school year. All students will be treated with the dignity and respect that children deserve. Thomas Hart Academy does not believe in corporal punishment. Inappropriate behavior often presents an opportunity for learning to occur. In all situations, After School personnel will discuss the inappropriate behavior with the student. Depending upon the nature of the offense, different responses will occur.
3. Responses to Inappropriate Behavior (minor offenses) – With younger children, appropriate consequences may include removal from the group for a period of time, loss of play time, sitting and watching peers play, etc. Examples of minor offenses might include: failure to do as After School personnel ask, annoying others, not following rules, simple rudeness, etc.

**Confidentiality - DSS Regulation No. 114-503 – This policy must safeguard the confidentiality of all records of children to include name, address, and other information about the child or family and information that may identify a child*

All information pertaining to children is kept in a confidential place.

**Tracking children (Supervision) – DSS Regulation No. 114-504 A(3): Procedures for the presence of each child as they enter or exit the premises, enter and exit a vehicle, or move to a new location in or around the center.*

Children will be supervised by a qualified staff person at times. A tracking form is used to track children as they move to different locations during the day.

**Emergency Medical Plan – DSS Regulation No. 114-505 C. This plan must address conditions under which emergency medical care or treatment is warranted, steps to be followed in a medical emergency, the hospital/medical entity to be used, the method of transportation to be used and a staffing plan to include who will accompany the child with records to the emergency location and will stay with the child until parents arrive.*

Life threatening medical emergency means that the student requires immediate medical intervention to stabilize and prevent the medical condition from getting worse. Examples include: compound fractures (bones protruding from skin), severe cuts, internal bleeding, severe burning, difficulty breathing, heart problems, shock, severe allergic reactions to insect bites, poisonous plant contact, or animal bites, ingestion of chemicals/poisoning, and unconsciousness.

1. Remain calm. Call 911 immediately if the situation warrants. Stay on the line to receive instructions. Be ready to give the address of Thomas Hart Academy: 852 Flinn's Road
2. If the scene is safe, proceed to the victim and assess the severity of the injury. Do not move the sick or the injured person unless his/her safety is at risk. Report the accident to the ASP Director; she will call the parent/guardian.
3. Administer CPR and/or first aid if necessary and if trained. If not trained, the individual must get an individual certified in these areas to report to the accident immediately.

4. The ASP Director will pull the student's medical and insurance information and have it available to the medical responders when they arrive.
5. The Director or his/her designee will accompany the child to the hospital.

**Evacuation Plan/Emergency Preparedness – DSS Regulation No. 114-505H (3): The facility must have an up to date written plan for removing children from the building in case of a fire, a natural disaster, or threatening situation that may pose a health or safety hazard. The plan should include procedures for staff training in this emergency plan.*

In the event that an evacuation order is received in the School office from the Emergency Operations Center, all students and staff will be transported to the Florence Civic Center, 3300 West Radio Drive, Florence, 29501. The procedures for addressing all emergency situations are located in all the classrooms.

**Transportation/Field Trips – DSS Regulation No. 114-505: Plans are required for routine travel and must be on file in the facility. Plans should include a checklist to account for the loading and unloading of children at every location. Written permission from parents for transporting children to and from the home, school, or other designated places including planned field trips and activities. Reference DSS Regulation No. 114-505 to ensure completion of policy.*

A written trip permission slip signed by the parent/guardian is required for all field trips involving 3 and 4 year olds. A copy of the permission slip is attached. The School does not provide transportation to or from school for any student.

**Care of Mildly Ill Children - DSS Regulation No. 114-509 B: If a facility chooses to provide care to children who are mildly ill, written policies and procedures specifying inclusion and exclusion from others are required. The plan must also include communicating with parents, recording illness, and listing type of care provided. Specify types of illnesses and symptoms which prohibit care from being provided. Staff must receive training on this plan.*

If children are absent from the regular school day due to illness, they are not allowed to attend the After School Program. If a child becomes ill while attending the ASP, the Director or assistant will conduct a brief assessment. If necessary, parents will be called. Mildly ill children will refrain from physical exertion and remain quiet until parents/guardians arrive. A mildly ill staff member will remain in his/her supervisory position if at all possible. With advanced notice, qualified substitutes will be employed.

Family Notices – Parents should be provided the following information upon arrival:

1. Liability Insurance - SC Statute 63-13-210 (A)(B): *All child care facilities will be asked to show proof of liability insurance. If a facility does not have insurance coverage, a written notice must be provided to parents of enrolled children.*

Thomas Hart Academy has liability insurance.

2. Provisional Employment – SC Statute 63-13-45 (A): *If a facility chooses to provisionally employ persons to provide care to enrolled children, written statements must be provided to parents indicating that the facility may provisionally employ a person in order to comply with SC laws and regulations when an unexpected staff vacancy occurs.*

Thomas Hart does not use provisional employed persons for the purpose of supervising 3 or 4 year old children.

3. Free and Full Access – *DSS Regulation No. 114-503 F (1): Free and full access must be granted to parents of children enrolled unless court order stipulates otherwise. The visit must not disrupt instructional activities or classroom routines.*

Thomas Hart offers free and full access to parents as long as it does not interrupt classroom activities.

All 3 and 4 year old children are required to have all necessary immunizations on file in the school office.

Thomas Hart Academy
Potty Training Policy for K3 and K4 Students

All 3 and 4 year-old children enrolling in the school's preschool program should be potty-trained when he or she enters Thomas Hart Academy. This means a child can clean him/herself as well. Learning to wipe is part of potty-training, as well as being able to pull clothes up and down when using the restroom. Beginning pre-school is a major transition for children, and we want all children to feel successful in all endeavors, including potty-training.

The teachers understand that accidents occasionally happen, and they will be handled on an individual basis. Each child will keep a spare set of clothes in the classroom in case of an accident. If accidents occur, teachers will assist the child in the changing of clothes. Soiled clothes will be sent home. Teachers will notify parents of on-going problems through e-mails and/or phone calls. If a child has repeated accidents while at school that hinder the progress of the classroom a conference between teachers, parents and administrators will occur. It may be necessary to keep a child home or make other arrangements until he/she demonstrates independence in this area.

Parent Signature _____ Date _____