

Preschool (P3 and P4)
(Half-Day Program)
Parent Handbook
2023-2024



Mauldin Christian Academy

150 S. Main Street
Mauldin, SC 29662
864-288-1917
mauldinchristian.org

Welcome to the new school year! We look forward to partnering with you this year as we love and lead your student. Our theme for this year is, *Serving and Leading Like Jesus*, with Mark 9:35 being our biblical reference.

35 And Jesus said to them, “*If anyone would be first, he must be last of all and servant of all.*” (ESV)

Our purpose at Mauldin Christian Academy (MCA) is to partner with parents to provide our students with a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

The MCA team has the incredible privilege of loving and leading our students in Christian education. This translates into being a model of Jesus in the classroom, leading our students to know the character of God, to build solid academic practices, and to learn to walk in wisdom.

It is an honor to serve God in Christian education. We recognize we are on this earth to bring glory to God and our testimony reflects who we believe God is. When we live our lives based on believing God is sovereign, gracious, merciful, and mighty, we demonstrate to a fallen world who he is, his plan of rescue, and how he loves us unconditionally.

Loving and Leading,

Lisa Muse

Lisa Muse
Academy Head of School

MCA offers daycare, preschool, elementary school, afterschool care, and a summer camp program, all designed to meet the needs of the child at his or her level of development.

**Please familiarize yourself with our handbook. It will answer many of your questions concerning our school. There are updates and policies that are new to this handbook. Please disregard all previous MCA handbooks.

Website: Important school information (i.e., school and lunch calendars, events, classroom webpages, and financial information) can be found on the Mauldin Christian Academy website: mauldinchristian.org.

Notice of Nondiscrimination: Mauldin Christian Academy does not discriminate on the basis of race, sex, color, religion, or national origin in its dealing with students and their families.

Mauldin Christian Academy is a ministry of First Baptist Church of Mauldin, South Carol

MAULDIN CHRISTIAN ACADEMY MISSION STATEMENT

Our purpose at Mauldin Christian Academy is to partner with parents to provide a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

OUR VISION

MCA students who understand the value of:

- A strong work ethic
- Striving for excellence
- Viewing the world through a biblical lens
- Loving and Leading others
- Bringing glory to God

MAULDIN CHRISTIAN ACADEMY ADMINISTRATIVE TEAM

Academy Head of School..... Lisa Muse lmuse@fbcmaldin.org
Director of Early Learners (Daycare)..... Pam Lollis plollis@fbcmaldin.org
Assistant Director of Early Learners.....Taylor Odom todom@fbcmaldin.org
Early Ed & Elementary Principal..... Gwen Johnson gjohnson@fbcmaldin.org
Finance Manager.....Ann Parlier aparlier@fbcmaldin.org
Admissions Coordinator.....Megan Sprayberry msprayberry@fbcmaldin.org

PRESCHOOL OPERATING HOURS

Monday-Friday **8:15 AM -12 Noon**
Carline begins at 7:45 AM

FINANCIAL POLICIES

Re-Enrollment: Begins in February for the following school year for our **currently enrolled** MCA Early Learner Daycare families. Please check the MCA website for specific dates for priority enrollment and when the enrollment will be open to the public.

If at the time of re-enrollment, there is a balance on the student's account, the student will not be eligible to re-enroll. Re-enrollment fees will apply and secure classroom placement only if the account balance is current and paid in full.

Re-enrollment fees will be communicated on the MCA website prior to the re-enrollment season.

Payments: All tuition payments **MUST** be made through the online FACTS system. We accept cash, check, MasterCard, and Visa debit and credit cards for incidental fees.

Insufficient Funds: A fee of \$30 will be charged for insufficient funds. If the insufficient funds charge occurs more than twice, the account will be considered delinquent. If the insufficient funds occur a third time, a fee of \$60 will be charged to your account. More than three occurrences of insufficient funds in one school year may result in your child's dismissal from that MCA program.

If you have questions about your student's financial status,
please contact the finance manager.

IMPORTANT INFORMATION

******All returning student accounts must be paid in full by June 1st to maintain their position in next year's class. If a balance remains on June 1st, the student will be placed on a waiting list for their class until the balance is paid in full.***

Withdrawal from Program: A one month notification in writing must be given directly to the Preschool principal when a child is being withdrawn from the program. A communication with the principal should also occur to discuss the details behind the student's withdrawal. **In the event a one-month notice is not given, the parents will be charged for one month's tuition.**

OTHER FEES

RE-ENROLLMENT FEE: Re-Enrollment for the Preschool, begins in January for the following school year. The preschool and elementary program run from August to May and payment of re-enrollment fees reserves a space for your child for the next school year. These fees are **non-refundable and must be paid at the time of re-enrollment.**

*****The student must have reached the age of the class by September 1st*****

LATE PICK-UP FEE: A “late pick-up” charge is assessed to each parent whose child is picked up after 12:15 PM. The following fee schedule will apply for up to 3 late pick-ups. After more than 3 late pick-ups the fee will increase (noted in parentheses below).

\$15.00 fee from 12:15-12:20 (after 3 occurrences - \$20)

An additional \$1.00 per minute after 12:30 until the child is picked up (after 3 occurrences - \$3 a minute)

******This fee is to be charged to our school FACTS account. Children who are picked up late on a consistent basis, may be dismissed from the program. ******

PRESCHOOL LATE STAY OPTION

We offer a late stay program to preschool parents on an “as needed basis”. We do ask that if you desire for your child to stay in late stay that you make the request to the teacher before 9:30 AM each day:

- Student must bring a lunch to eat before rest time.
- Please provide a blanket for your child. Nap mats are provided.
- Students should be picked up no later than 2:00PM
- The charge is \$18 per day
- \$15 Late pick up fee is charged if student is picked up after 2:00
- An additional \$1.00 per minute is charged after 2:15

ACADEMY CLOSINGS

The Academy Preschool program will be closed two weeks at Christmas and one week for Spring break as well as other closings as communicated by the Preschool Calendar. The Academy will not reimburse or credit accounts for emergency closings or prorate monthly tuition for holidays or closings



INCLEMENT WEATHER

Applies to Daycare, Preschool and Elementary

MCA does **NOT** necessarily follow Greenville County School closings or delays during inclement weather.

If weather conditions are such that faculty and staff are unable to get safely to the Academy, an announcement will be made by the following methods:

- **WYFF-TV (Channel 4)**. Please look specifically for **Mauldin Christian Academy Daycare, Preschool, or Elementary**. News stations **WILL NOT** air school openings, **only** delays or cancellations.
- School Website: www.mauldinchristian.org.
- Email from the school
- FACTS Parent Alert

In the event of a school delay, doors will OPEN at the announced time. There will be no early arrival.

WE DO NOT PRORATE OR REFUND TUITION ON DAYS SHORTENED OR MISSED DUE TO INCLEMENT WEATHER.

DISASTERS AND EVACUATIONS

If a **disaster should occur, e.g., gas line**, break MCA has evacuation plans and designated student pick up location(s). Parents may receive emergency information through:

- FACTS Parent Alert system
- Class Dojo
- MCA Website
- WYFF 4

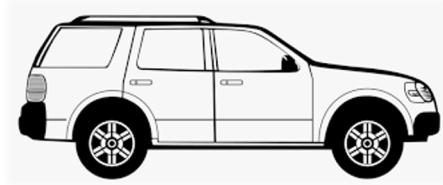
Parents may pick up children after all students and staff have been accounted for. Cooperation by all persons during an emergency will make procedures more efficient and secure for all involved.

Emergency Pick-Up location if there is a need to transport students to an alternate location.

Temple Baptist Church, 213 W. Curtis Street, Simpsonville, SC 29681

GUIDELINES FOR PARKING LOT SAFETY

1. Please **ENTER** and **EXIT** the MCA parking lot **SLOWLY**.
2. **ENTER only through the entrance areas and not the EXITS**
3. Please watch your speed in the parking lot, maximum of 10 miles an hour.
4. When dropping your child off at the Academy, **please do not park** under the drive-thru area, regardless of the time. **(THIS AREA IS FOR EMERGENCY VEHICLES ONLY)**
5. Please use a **DESIGNATED PARKING SPACE** before exiting your vehicle.
6. The safety of our students is the highest priority.
7. **DRIVE SLOW, SLOW, SLOW!**



STUDENT DROP OFF AND DISMISSAL

Morning carline runs from **7:45-8:10**. Drop-off is located on the church sanctuary side. Please consult your map for details.

- Please remain in your vehicle and a teacher will unbuckle your child.
- If you are late, please park and walk your child to their class.
- You also have the option of parking and walking your child to class each day.

Preschool carline dismissal is from 12:00-12:15. This will be in the area next to the playground under the covered drive. Please note that this is a different location from morning drop-off.

- Put your car in the PARK position.
- You may get out to secure your child in their car seat.
- Please pay attention to the school personnel who will be directing the movement of the carline.

COMMUNICATION WITH THE TEACHER DURING CARLINE

As a parent, if you need to speak with your child's teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time by contacting the office to schedule a meeting after school hours. Drop off and pick up is very busy and the teachers are required to supervise their students at this time.

ARRIVING AND LEAVING SAFELY

UNDER NO CIRCUMSTANCES should a child be left when a member of the staff is not present. Please do not drop your child off at the door and let them walk in unattended.

PARENT-TEACHER COMMUNICATION

There are several ways in which teachers and parents communicate about a student's progress or class activities.

- a. Class Dojo
- b. Class newsletter
- c. E-mail (your child's teacher will supply you with their school e-mail address)
- d. Teacher website
- e. Daily notes (Please check backpack daily)
- f. Weekly folder

If a parent has a concern regarding their child, or a classroom issue, they will **first** need to contact the teacher directly to address these concerns. If a problem or issue cannot initially be resolved with the teacher's input and suggestions, then the parent may contact the Preschool/Elementary Principal and ask for additional support.

As a parent, if you need to speak with your child's teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time by contacting your child's teacher after school hours. Our teachers will make every effort to contact you in a timely manner (usually the same day, but no later than 48 hours). Teachers are not available to speak with parents during the drop off and pick up times since they are required to supervise their students.

PICK UP AUTHORIZATION

- Only persons **authorized by the parents/guardians** may pick up a student.
- If a parent plans to have someone not on the list pick up a student, the school must be **notified in writing**; otherwise, no access to the student shall be given. **VERBAL PERMISSION WILL BE ACCEPTED IN EMERGENCY SITUATIONS ONLY.**
- In the event of divorce, separation, etc., a **COURT ORDER MUST BE PROVIDED** specifying the custodial parent.
- In the case of there being a custodial parent, they are the only person from whom the school will accept a list of authorized persons to pick up a student.
- We do not allow non-custodial parents to pick up a student unless authorized to do so, in writing, by the custodial parent.
- We require identification even when the person's name is on the authorized list.
- If notification has not been given, the student will not be released until communication has occurred with the parent(s).
- People authorized on the *Emergency Contacts* are for emergency contacts only when the parents cannot be reached

RECORDS

MCA will keep records of attendance, health, and fees of each child. A *South Carolina Certificate of Immunization for Daycare Attendance* (DHEC Form 2740A) will be required for each child in the program. These forms need to be updated each time your child has an immunization. New addresses and telephone numbers, both work and home, ***must** be provided so that we can reach parents immediately if needed.

***Please contact the Academy Main Office if you have any changes to your contact information.**



HOLIDAYS WE CELEBRATE AT MCA

MCA approaches the celebration of holidays from a biblical perspective, seeking to glorify God and focus on Christ. Here are the holidays we recognize and celebrate at MCA:

Fall/Harvest (No Halloween)	Veteran's Day
Thanksgiving	Christmas
Valentine's Day	St. Patrick's Day
Easter	Independence Day

MESSAGES TO PARENTS/TEACHERS/OFFICE

Special information for parents will be distributed throughout the year. Please check your child's backpack **DAILY** for information.

Teachers will check their phones periodically when they are not supervising children. If you need immediate contact with your child's teacher, call the school office at 864-288-1917 and a staff member will reach the teacher.

All messages from parent to teacher or office should be written or by email.

SOCIAL MEDIA/ELECTRONIC COMMUNICATION

ALWAYS, if you have questions or concerns, please contact the appropriate Early Learner Daycare Director or Assistant Director. We want to hear from you and resolve whatever concerns or answer whatever questions you may have.

Communication between parents and MCA faculty and staff, is important and necessary in order for us to bring glory to God in our everyday pursuit of loving and leading our students.

TEACHER REQUESTS

Many factors are considered in the placement of students in the classroom. The administration **will NOT** accept requests for specific teachers. If you have specific concerns regarding your child's placement, please contact an Early Learner Daycare Director or Assistant Director.

CONFERENCES

As a means of communicating your student's progress, you will receive occasional notes from your student's teacher. If at any time you have a question, the teacher will be happy to arrange a time to speak with you. If you have questions about an occurrence at school, please contact your child's teacher or the Early Learner Daycare Director or Assistant Director.



MCA BEHAVIOR PHILOSOPHY

At MCA, we believe we are instructed to love and lead our students. Loving and leading the student means we are discipling them each day while they attend the Academy.

DISCIPLING OUR STUDENTS WILL:

- a. Help students to solve problems based on heart decisions and therefore learn to make wise decisions
- b. Help students know the character of God.
- c. Help students to know who they are in Christ
- d. Make wise choices and leave the student with a healthy sense of control
- e. Teach the student that there are consequences for their behavior and teach them to take responsibility for their actions
- f. Demonstrate how to honor and respect one another

I. TEACHERS WILL:

- a. Give choices.
- b. Create and Model an environment of HONOR and RESPECT
 - i. Teacher to student
 - ii. Student to teacher
- c. Messages to Students
 - i. We are a family/team
 - ii. We help each other
 - iii. We work together
 - iv. We encourage each other
 - v. We respect each other

II. MCA GUIDELINES:

- a. Teacher eye contact redirecting the student
- b. Teacher "Look" (Not a mean look but a stern look/teacher look)
- c. Provide the student with choices
 - i. Both choices should be choices that are safe for the student
- d. Use a reward system to celebrate wise choices ("I see you making wise choices")
 - i. Social Rewards (Verbal/non-verbal) such as a wink, thumbs up, pat on the back, "great job", etc.
 - ii. Graphic rewards:
 1. Stickers, notes, stamps, etc.
 - iii. Activity Re-Enforcers: find out what your students love to do and use those activities as re-enforcers. Playing a certain game, extra recess time, extra learning center time, board games, etc.
 - iv. Tangible Rewards: Candy, Certificates (free donut, etc.), Pizza party, etc.
 - v. Communication to parents: notes, phone call, or emails to communicate that the student is making wise choices.
- e. Speak God's word over them daily
- f. Use appropriate scriptures when correcting in love.
- g. Elementary Students: Walk laps on playground. Also, have the student reflect on their choices and after they have walked, have them communicate to you what conclusion that arrived.
- h. Office visit to principal or Daycare Director
- i. Communication to parent

CLOTHING GUIDELINES

Please dress your child in simple, comfortable **PLAY CLOTHES** with as few buttons as possible.

SHOES:

- NO FLIP FLOPS
- CLOSED TOE SANDALS ARE PERMITTED
- BOOTS ARE PERMITTED
- SNEAKERS ARE AMAZING!

Keep in mind that shoes and clothing that allows safe play on
The playground are the best choices.

CHANGE OF CLOTHING

We require a change of clothing, marked with your child's name to be in your child's backpack.

If your child needs clothing or supplies, we will call you to provide those.

BACKPACKS

Please send a backpack with your child each day for his/her supplies, papers, extra clothing, etc. Label the bag with your child's name on the outside. Please check your child's bag **DAILY** for information from your child's teacher.

TOYS

Classrooms are equipped with suitable toys and equipment. Please do not allow your child to bring toys to the classroom unless the teacher has requested them to do so. Teachers will give instructions about "show and tell" days. No toy guns or war toys will be allowed.

BREAKFAST – SNACKS

The Academy does not provide breakfast; therefore, all children should be fed prior to arriving at school.

Morning snacks are provided with the help of parents. Each teacher will prepare a snack calendar indicating times when each child will be responsible for providing a snack. The school will provide snacks at times not covered by the snack calendar.

****DSS Policy (Rule 114-508#4) ALL food in childcare centers shall be from a source approved by the health authority and shall be clean, wholesome, unspoiled, free from contamination, properly labeled, and safe for human consumption. ** This means no homemade snacks or treats can be brought in, all items must have a label listing ingredients and potential allergens**

PRESCHOOL 4- FIELD TRIPS

**Due to space on the bus and length and location of some field trips, siblings will NOT be permitted to attend field trips. Additionally, parents may not meet a group at a field trip location with siblings.

Students in our P4 program will take field trips to various educational locations throughout the year. Payments will be charged through your FACTS accounts. You will receive notification from the business office before the funds are due.

Parents must sign permission slips for their child to participate. Notes will be sent home before making the trip so that you will be informed of all details. Parents will be called upon from time to time to assist with trips.

CLASSROOM VISITS

Parents and other family members are welcome to visit the classroom. If you have special skills in storytelling, music, art, crafts, or information about your occupation that you are willing to share, please contact your child's teacher.

If your child becomes distressed due to being away from a parent and cannot be consoled, we reserve the right to call and ask you to come and pick your child up.

POTTY READY

Children **must** be completely master potty habits before entering our **3-year-old program**. If a child enters the 3-year program with the assumption that they are potty ready and they are not, we reserve the right to dismiss that child. However, we do allow a grace period at the beginning of the year to allow your child time to adjust to a new classroom, new teachers, as well as to accommodate those children with late birthdays. **Our grace period runs from the start of school through the end of September. This period is strictly enforced.**

PARENT TEACHER PARTNERSHIP (PTP)

MCA is blessed to have the support of our PTP (Parent Teacher Partnership) organization. Our PTP is made up of parents and grandparents volunteers and is responsible for MCA's fall and spring fundraisers. They also love on our teachers during Teacher Appreciation Week, provide Welcome Back gifts to teachers, and orchestrate our fun filled Spirit Week.

MCA is consistently supported and blessed by our PTP team, and you are invited to join this amazing group of serving individuals. If you are interested in joining the PTP, simply call the Academy Main Office at 864-288-1917 or visit the MCA website at mauldinchristian.org and find them under the *Parent* tab.

JOIN AND MAKE A DIFFERENCE TODAY!



HEALTH SERVICES



Students who become ill or injured during the school day will be given proper care by the nurse. You will be notified if the injury needs medical attention or if we feel a parent should determine further care. If your child becomes sick, we will determine if the child should be sent home. We will notify parents to come and pick up a child if deemed necessary by the nurse or office personnel.

If a student must take prescription medication during the school day, the medicine, along with the doctor's directions, must be brought to the office as soon as the student arrives at school. It will remain in a locked box and given as prescribed. Parents must bring the medication and fill out the proper medication form provided in the office. No medication, prescription or over the counter, is to be in a student's possession during the school day.

STUDENT ILLNESS

Any student who is absent from school due to illness should not return to MCA until they are free from symptoms for a **minimum period of 24 hours**. If prescribed an antibiotic, MCA asks that the student refrain from returning to school until the medication has been **administered for a minimum of 24 hours**. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school. If a student is sent home due to illness or absent due to illness, the student will not be allowed to participate in any afterschool activities or events.

If a student has a **fever of 100.4** or higher the student is not permitted to attend MCA.

The student must remain **fever free for a minimum period of 24 hours**, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 24 hours.

EXCLUSION OF MILDLY ILL CHILDREN

Chicken Pox / Varicella: Children with chicken pox may return with a parent note once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to childcare when no new sores appear for 24 hours.

COVID-19: The infected individual must remain at home for 5 days past the start of symptoms. On day 6, if they are symptom free, they may return to the academy.

Fever: If a student has a **fever of 100.4** or higher the student is not permitted to attend MCA. The student must remain **fever free for a minimum period of 24 hours**, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 24 hours.

Diarrhea: Any child who has three occurrences of diarrhea, or a bowel movement that flows out of the diaper or underwear, in a 24-hour period, must go home and may not return until diarrhea stops for a full 24 hours without the use of medication. Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

Hand, Foot, and Mouth Disease: Children with hand, foot, and mouth disease should be out of childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities. The red blisters should be dry and crusted over.

Head Lice: Your child may return with a parent note after one treatment with an over the counter or prescription lice-killing product, if there are no active lice crawling on your child's head. MCA will check your child's scalp upon returning. If any are present, your child will have to be removed and retreated for lice in order to come back to MCA.

Impetigo: Your child may return after receiving antibiotics for 24 hours, if the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A parent note is needed to return to MCA.

Pinkeye / Conjunctivitis: A child with pinkeye should see a healthcare provider if he or she has fever or eye pain. The child must have treatment for at least 24 hours prior to returning.

Rash with fever, behavioral changes or other symptoms: Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from childcare immediately. A medical note is required to return.

Ringworm: Children with ringworm of the body must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a parent note.

Strep Throat / Streptococcal Pharyngitis: Your child with strep throat may return to childcare with a medical note 24 hours after starting antibiotics and if there is no fever for 24 hours.

Surgery: If a student has had any type of surgical procedure, they are permitted to return to school **based on the medical provider's release instructions.** You must provide a copy of these release instructions or a medical note upon returning to MCA.

Vomiting Illness: If your child has had one or more episodes of vomiting in the previous 24 hours, they should remain home until vomiting has resolved for 24 hours.

If a student is unable to participate in classroom activities due to illness, the student will be sent home.

MEDICATION ADMINISTRATION

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER

PRESCRIPTION MEDICATIONS

- Written parental and prescriber authorization must be completed.
- Medication label must be present on ALL medications.
- Medication will only be administered as prescribed on medication label.
- Prescriptions must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- **Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date.** The school nurse will not administer any medication passed the expiration date.

OVER THE COUNTER MEDICATIONS (OTC)

- MCA will not administer OTC medications. The parent may come to MCA and administer the medication to the child.
- During summer months, MCA is not authorized to apply sunscreen or insect repellent. Please apply these topical formulas at home, for the full day.

HERBAL/ ALTERNATIVE MEDICINAL PRODUCTS

- These products are not regulated by the FDA; thus, the quality and effectiveness of these products vary.
- Employees of Mauldin Christian Academy will not administer Herbal/Alternative Medicinal products.

ALLERGIES

- All allergies AND reactions to the allergen MUST be written on enrollment forms
- MCA will strictly monitor allergies. Please communicate with your child's teacher and the school nurse.

LIFE-THREATENING ALLERGIES

- All EpiPens and lifesaving medication will be kept in the nurse's office or in a locked safe in the child's classroom.
- An action plan filled out by the child's medical provider must be turned in with the medication. MCA must have an action plan on file to be able to respond quickly and efficiently to emergency situations.

Please note that if the student is present at MCA, he/she will be required to be outside if their class participates in outdoor play. MCA realizes seasonal and environmental allergies can be problematic, however the student must remain with his/her class.

STATE IMMUNIZATION REQUIREMENTS

- A child will not be allowed to attend any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption certificate.
- If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots.
- If a valid SC Immunization is not turned in or provided, the child may not attend MCA until one is obtained and on file with the academy.

MCA PROCEDURE FOR HANDLING SUSPECTED ABUSE

The Academy and church staff are required by law to immediately report all cases of suspected child abuse. This will be done in a professional manner using the following steps:

1. Teacher verbally reports suspicions to the director.
 - a. Teacher fills out a written report to be placed in a confidential file by the director.
2. Director will report to the following:
 - Child Protective Services
 - DSS
 - Police
 - Child Abuse Hotline for further instruction.

ACCIDENT/INJURY PROCEDURES

It is the general policy of the school to report all injuries to the parent. If the child has a tiny scratch, we will write a note to the parent to be sure they understand that we know that the scratch is there and how it got there. If it is anything other than a tiny scratch or bump, it is our policy to call the parent and let them know what has happened. Our procedure is as follows:

- Take care of the child's immediate medical need.
- Call the parent listed on the emergency form in the child's folder and explain what has happened. We then inform that parent of our opinion and allow them to decide whether he/she needs to come to examine the child.
- Fill out an Accident/Incident Form. Completed forms are to be filed in the folder of the injured student.