

**Small Wonders Academy** ☐

3700 Highway 153, Powdersville, SC 29611

Phone: (864)-220-2777

**Small Wonders Learning Center** ☐

105 Clair Drive, Piedmont, SC 29673

Phone: (864) 220-2811



**Small Wonders**

**Keypad Security Code**

\*The Code has 2 Parts

\*Each Part must be 4 digits\*

Part 1: \_ \_ \_ \_

Part 2: \_ \_ \_ \_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_ Start Date \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Phone# \_\_\_\_\_

Work # \_\_\_\_\_ Work # \_\_\_\_\_

Driver's License # \_\_\_\_\_ Driver's License # \_\_\_\_\_

S. S. # \_\_\_\_\_ S.S. # \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Class \_\_\_\_\_ Full time / Part time - M T W Th F Weekly Rate \$ \_\_\_\_\_ Registration  ABC

ALLERGIES (Please list or write "None"): \_\_\_\_\_

**Family Password**

Each family must create a password that will be given to anyone whom you designate as an authorized pick-up for your child. \*The password can be any word or phrase\*

Password: \_\_\_\_\_

**Security & Child Release Policies**

**Keypad Security System**

Our schools are equipped with keypad security systems. Entry into the building is gained through usage of an access code. This system allows restricted access into our facilities. Each Family has a personal pin code that they choose upon enrollment. We ask that you keep this code private and share it only with frequent pick-up people. Should you send someone else to pick up your child, rather than disclosing the code to him or her, they may ring the bell located in the entryway to gain authorized access to the facility by a school representative. To maintain optimum security, please do not hold the door open for others or give the code to your child.

**Delivery and Pick-Up** – DSS requires an adult escort for all children entering or exiting the Center. Dropping a child off at the front door is prohibited. Please avoid arriving during nap time (1 pm to 3 pm) in consideration of children rest time.

**Child Release & Parent Access**

When arriving and departing the school, parents are required to sign their children in and out through our keypad security system. These records allow us to track our teacher / child ratio throughout the day, and to monitor your child's attendance.

Enrollment forms require that a parent specify individuals to whom the child may be released either on a regular or emergency basis. It is recommended that parents include everyone who might pick up their child on the emergency contact form, and indicate an order in which those people should be contacted. Small Wonders will release children only to individuals listed on the child's Emergency Contact Form unless the parent gives written notification designating another person and all of the child release procedures have been met.

Small Wonders will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a telephone call will be made to the parent, emergency contact person and/or police. It is the parents' responsibility to supply Small Wonders Schools with accurate phone numbers at all times.

**Child Release Procedure**

Your child will be released to this authorized person only if the following conditions have been met:

1. The Director must be notified in writing, either at the time of the enrollment, or in advance of the pick-up, that you are authorizing someone other than yourself to pick-up your child.
2. At the time of notification, you will need to give us the authorized individual's full name, address and his/her approximate time of arrival so we can then notify the staff.
3. The authorized individual must show one form of identification (this must be a photo ID) and tell the supervising teacher the password you have designated below.
4. The authorized individual must know your chosen password, this is an added measure of security for your family.

**Custody, Visitation and Parent Access**

The parent of a child in care is offered free access to their child's classroom, without prior notice, whenever their child is in attendance. If your child is the subject of a court order (i.e., Custody Order, Restraining Order or Protection from Abuse Order, etc.), Small Wonders must receive a certified copy of the most recent order and its amendments. Small Wonders cannot limit the access of a parent without a court order present in the child's confidential file.

**I Understand and agree to the terms and policies stated in the above Security, Child Release and Parent Access Policies.**

\_\_\_\_\_

Parent/Guardian Signature Date

**\*\*ONLY for classroom!!\*\*** **Photo Consent**

At Small Wonders we do many fun and exciting learning activities. We would like to document these activities by photographing the students. The pictures will only be taken during classroom and outdoor activities. The pictures may be posted at school or used in our school projects. The name and information of the child or the child's family will remain confidential.

**I give consent to Small Wonders to take photographs and use them for the above stated purposes only.**

\_\_\_\_\_

Parent/Guardian Signature Date

**Consent to apply lotions and ointments**

If you wish the Small Wonders personnel to administer lotion, sunscreen or ointments, as needed, please place a check next to the item and sign below. Prescribed lotions or ointments must be signed up Daily on the classroom medication log sheet.

- \_\_\_\_\_  Suntan Lotion
- \_\_\_\_\_  Any Diaper Rash Ointments (A&D, Destin, etc)
- \_\_\_\_\_  Body Lotions/Hand Lotions
- \_\_\_\_\_  Baby Wipes
- \_\_\_\_\_  Bug Spray
- \_\_\_\_\_  Other \*Please list any other items: \_\_\_\_\_

**I give the Small Wonders Personnel permission to administer the above checked items on as needed basis, to my child.**

\_\_\_\_\_

Parent/Guardian Signature Date

## **Nutrition & Physical Activity Policy**

### **Policy Statement**

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Small Wonders has developed the following child nutrition policies to encourage the development of good eating habits that will last a lifetime.

### **Child Care Nutrition**

Small Wonders follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for the foods we serve. Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. Menus are rotated on a two week basis to provide the children with a balance of variety and familiarity.

Small Wonders provides Breakfast, lunch and an afternoon snack. If your child requires a meal other than that which is posted, please feel free to send a substitute meal. We serve low fat (1%) or non-fat (skim) milk to children ages 2 years and older, and whole milk to children under 2 years of age. We do not serve sugar sweetened beverages.

### **Physical Activity in Child Care**

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are age appropriate and fun. In order to promote physical activity and provide all children with opportunities for physical activity throughout the day, Small Wonders will: 1. Encourage children to be physically active indoors and outdoors at appropriate times. 2. Media (TV, video and DVD viewing and computer use is not permitted for children 2 years and under.

**I Understand and agree to the terms and policies stated in the above Nutrition and Physical Activity Policy.**

\_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Date**

## **Illness & Medication Policy**

A child must be kept home when he/she exhibits any symptoms of illness, this is essential in order to maintain a healthy environment for children and educators. If a child has experienced or is showing any symptoms of illness or a temperature of 101 degrees or higher, upon his/her arrival or ANY time within 24 hours prior to attendance, they will not be allowed to attend child care. The school may make exceptions only if a licensed physician has seen the child that day and provides, in writing, that there is no health risk to the child or others. Children may not attend school if they exhibit any of the following symptoms:

- Temperature of 101 degrees or higher
- Contagious diseases, viral and/or bacterial infections (ie: chicken pox, pink eye, strep throat)
  - o A child with chicken pox is not able to return to school until all sores are scabbed over.
  - o A child is not able to return until 24 hours of medication has been administered or within physician's permission.
- Episodes of diarrhea (You will be called to come pick up if two episodes occur at school)
- Vomiting
- Severe Coughing (high pitched) or sore throat
- Difficulties breathing (wheezing, severe nasal congestion)
- Continual bodily discharge of any kind

If a child becomes ill during the day, a parent will be notified immediately. We require that you arrive within one hour of notification to pick up your child. If you cannot pick up your child your emergency contacts will be called.

If a child is sent home they must be free from any of the above symptoms for 24 hours. If the child is sent home with a fever, the child must be fever free and without fever medication for 24hours. A child sent home two consecutive days may not return without a doctor's note. If a parent requests and gives consent for Small Wonders to administer medication, the medication must be labeled and in the original box only. The parent will be provided with a medical Log which must be filled out by the requesting parent before any medication may be administered. Medication will be administered at the schools discretion.

Parents are reminded to notify the school within 24 hours if a child or a family member develops a known or suspected communicable disease. All parents are informed immediately if a communicable disease is reported. Small Wonders follows the communicable disease reporting guidelines as established by the State Department of Health.

**I Understand and agree to the terms and policies stated in the above Illness & Medication Policies.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Discipline Policies**

“Discipline is training that develops self-control, character and social competence” according to the state of South Carolina as well as Small Wonders. Emphasis will be placed on developing respect for one’s self and others. Physical, emotional and verbal abuse will not be tolerated. These include hitting, excluding others and name-calling. Positive reinforcement will be used whenever possible to encourage good behavior and attitudes. The students enjoy praise and small rewards, such as free time, as feedback to good behavior. This tends to be more effective than focusing on the negatives of bad behavior. Students with good behavior and discipline for the day will earn these rewards and receive attention for their accomplishments. There are times, however; when discipline must result in a separation of the child from situation. On a child’s first offense, the child will receive a warning with explanation from the teacher. A second offense will result in a time out of 2-5 minutes depending on the age of the child. If there is a fourth offense, the parent will be contacted and the child will be sent home for the remainder of the day depending on the degree of the issue. If this behavior continues, you and your child will be asked to leave Small Wonders. In the case of a serious offense, such as hitting and biting, steps may be skipped. All classes have a visual record of discipline and behavior each day in order to keep parents informed. Corporal punishment or verbal abuse shall not be allowed under any circumstances. The staff will work closely with parents to insure consistency in discipline between home and Small Wonders.

**I Understand and agree to the terms and policies stated in the above Nutrition and Physical Activity Policy.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Confidentiality Policy**

I understand that my child’s file, including medical and emergency information is kept confidential by the director as well as all the staff members at the Small Wonders. Each staff member of Small Wonders is informed on how to keep each child’s information confidential and signs a confidentiality form. By signing this form, I understand that my child’s file is kept confidential.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

## Agreement Page

**Hours of Operation** – Monday through Friday 6:30 am – 6:00 pm. Early care/late stay must be pre-arranged with the center if available. There is an additional fee for this service. There is a \$1.00 per minute/per child late fee charged for late pick-ups.

**Fees** – All childcare fees are due on Monday by 6:00 pm. A late payment fee of \$20.00 is charged on payments made thereafter. A non-refundable, yearly registration fee is charged at enrollment and in September every year after that date. If your check is returned for any reason a \$35.00 NSF fee will be charged. Full tuition payments are due regardless of child’s sickness, holidays, or school closings. There is a Payment Box located in the lobby.

**Fee Reductions** For each child referred to our center, the referring party receives 1 week free tuition for their oldest child, after the new enrollee has been attending for 30 days all fees must be current to receive this credit. Full Time Enrollment of Siblings are allowed a \$10 deduction for the second child enrolled and \$15 deduction for third, forth, etc. No other discounts are given for any event that prevents your child from attending classes.

**Holiday Closings** – New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve and Christmas Day. There is no reduction or refund in fees for holiday closings. Part-time children may not switch or transfer days under any circumstance.

**Inclement Weather** – Please telephone the Center for current information regarding school closings. We will open the Center if staff is able to travel safely to work. Center closings coincide with the Anderson County School District #1 (WYFF 4), for the first day.

**Emergency/Evacuation Procedures** – In the event of an emergency or special circumstance, we will use one of the following protective actions; inside building cover, evacuation to safe grounds near or of the facility.

**Meals** – Breakfast, lunch and an afternoon snacks are served. If your child requires a meal other than that which is posted, please feel free to send a substitute meal. Parents must notify the Center or any food allergies their child may have. Please see the Small Wonders Nutrition Policy for more information.

**Immunizations** – DHEC requires up-to-date immunizations on all children enrolled in childcare. A certificate of immunization is required upon enrollment (state law) and the Center must receive updated forms for each new immunization. Childcare services will be terminated, as required by law, if immunizations are not current.

**Clothing** – Each child is required to have 2 sets of clothing at the Center at all times. Please provide clothing appropriate for the season. All clothing must be labeled. Diapers, pull-ups and wipes must be made available as needed.

**Personal Items** – Neither the Center nor the staff are responsible for toys, clothing, money, etc. that may be lost. Do not send anything of value to the Center. You will be made aware if special, “show and tell” items are requested. Only small blankets and pillows are allowed in the Center. Do not bring candy, gum or toys unless requested by the teacher.

**Transitions** – Moving to the next age group is based upon the child’s birth date and developmental appropriateness.

**Schedules** – A part time schedule may be established but is dependent upon availability and/or at the centers discretion. A part time or full time schedule may be changed to another permanent schedule with a two week notice but is dependent upon availability and/or at the centers discretion. If a child is absent for any reason or the school is closed on any of the child’s scheduled days, another day cannot be substituted.

**Solicitation and Non-Competition** – The Center requires all staff to sign a “Non-Competition Agreement’ when employed. Please do not approach them to care for your child in your home or work in your business. This may put them at a legal disadvantage.

**Termination of Services** – Small Wonders requires two week’s written notice to terminate enrollment. Tuition and other fees must be paid in full prior to termination. If your child does not adjust to our program, we reserve the right to promote, demote or withdraw the child at any time.

**I have received, read and had the opportunity to ask questions about the Small Wonders Policies and Procedures. I understand and agree to abide by all Small Wonders terms and policies set forth in the Policy Statements, Procedures and Parent Agreement. I agree to notify Small Wonders of any changes in our family information or needs. Small Wonders has the right to modify this agreement if deemed necessary, at which time I will review the amendments or changes and sign the revised contact.**

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

*Witness:*

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date