



UU World of Children

A MOST UNUSUAL MONTESSORI SCHOOL

Application for Admissions

2020 – 2021

2021 – 2022

UU WORLD OF CHILDREN
2020 - 2021 SCHEDULE OF FEES
(Effective July 1, 2020)

APPLICATION FEE: \$75
ENROLLMENT FEE: ONE MONTH'S TUITION (see below)
DAILY SCHEDULE: 7am-5:30pm

The following schedule includes tuition, materials, snacks and milk*.
*During the coronavirus pandemic, parents will have to supply their own snack for children.

Household Income	ENROLLMENT FEE	MONTHLY
Over \$100,000	\$770.00	\$770.00
Over \$70,000 and Under \$100,000	\$670.00	\$670.00
Under \$70,000	\$555.00	\$555.00

The enrollment fee is a commitment to the program and is paid before your child begins attending. It will count toward your child's last month's tuition, or be used as such if tuition is overdue more than one month. If paying the enrollment fee at the time of enrollment constitutes a serious hardship, arrangements can be made for smaller payments over a period of time.

The monthly tuition payments are due on the first of each month. A late charge of \$25 will be added when tuition payments are received after the tenth of the month. Also, anyone having checks returned to the school for insufficient funds will be charged the amount that the school is charged by the bank. Tuition is not waived if a child misses school for a period of time or school needs to close nor is tuition refundable. ***If tuition is one month and one day overdue, the child will be no longer be able to attend the program.***

The school is open and attended from 7:00 a.m. until 5:30 p.m. Summer hours are 7:30 a.m. until 5:30 p.m. All children must be at school by 8:15 a.m. for the preschool session, which runs until 12:00 noon. This is the age to form the habit of being on time for school. Children must be picked up by 5:30 p.m. at the latest. ***If children are not picked up by 5:30 p.m., there will be a \$1.00 per minute per child charge until 5:40 p.m., then \$2 for each five minutes thereafter.***

"I have read the schedule of fees. I understand the policies contained in them, and are willing to abide by them."

Child's Name (Print)

Date of Birth

Parent's Name (Print)

Phone #

Email address

Parent's Signature

Date



UU World of Children

A MOST UNUSUAL MONTESSORI SCHOOL

Federal Tax ID 14-1909563
DSS License #16834

APPLICATION FOR ADMISSION

DHEC 114-503 G (1) – (8)

Enrollment Date: _____

GENERAL INFORMATION

Child's Full Name: _____

Birthdate: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Email Address: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian's Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Place of Employment: _____

Normal Working Hours (at work number): _____

Parent/Guardian's Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Place of Employment: _____

Normal Working Hours (at work number): _____

MEDICAL/DENTAL INSURANCE INFORMATION

Medical Insurance Company: _____ Policy Number: _____

Medical Physicians Name: _____ Phone Number: _____

Dental Insurance Company: _____ Policy Number: _____

Dentist Name: _____ Phone Number: _____

I do not have Medical Insurance or Dental Insurance. Signature: _____

WHO CAN PICK UP YOU CHILD (Besides Parents) (MUST BE COMPLETED IN FULL)

(We MUST have at least TWO contacts listed) (Reference Policies Addendum No. 2) (NO EXCEPTIONS)

Name: _____ Relationship: _____

Phone: _____ License Number: _____

Name: _____ Relationship: _____

Phone: _____ License Number: _____

Name: _____ Relationship: _____

Phone: _____ License Number: _____

Name: _____ Relationship: _____

Phone: _____ License Number: _____



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BACKGROUND INFORMATION

Development:

Was pregnancy normal? Yes No Full term birth? Yes No

Complications? _____

When did child walk? _____ Talk _____ Toilet training age? _____

Is speech clear to those outside the family? _____

Any particular fears or habits? _____

Please list any hobbies or talents that you would be willing to share with your child's class

SCHOOL HISTORY

List all the schools your child has attended and dates attended _____

Siblings (names and ages) _____

Adults other than parents in home (names) _____

Favorite play activities _____

Emotional behavior: moods, and how does she/he express them? _____

Usual kind of misbehavior _____

Type of discipline most frequently used and child's reaction _____

MEDICAL HISTORY OF CHILD

Please indicate if your child has had any of the following. Comment if necessary:

Measles: Yes No Mumps: Yes No Chicken Pox: Yes No

Comments _____

Must your child's physical activities be restricted for any reason? Yes No

If yes, please explain _____

Your child **MUST** be completely toilet trained in order to attend the preschool.

Is your child toilet trained? Yes No

1. I will be responsible for seeing that my child arrives on time—8:00 a.m.
2. I will be responsible for seeing that my child attends regularly.
3. I will meet with the teacher regularly to discuss my child's progress.
4. I will attend parent meetings to learn more about my child's education.
5. I will attempt to spend time daily reading with my child.
6. I will contact the Director in a timely manner to discuss any concerns.

CHILDREN WILL ONLY BE RELEASED TO CUSTODIAL PARENTS OR OTHER PEOPLE ON THE RELEASE LIST WITH THEIR CURRENT DRIVER'S LICENSE NUMBER OR OFFICIAL IDENTIFICATION.

A nonrefundable application fee of \$75 must accompany this application. I hereby apply for admission of (students name) _____ to the UU World of Children, and agree to abide by the rules and regulations thereof.

Signature of parent/guardian _____ Date _____

SC CERTIFICATE OF IMMUNIZATION (DHEC Form 2740A) must be provided on the first day of student's attendance.

South Carolina Department of Social Services
Child Care Regulatory Services

**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: UU World of Children County: Greenville

Address: 1135 State Park Road Greenville, SC 29609
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: **Mon** **Tue** **Wed** **Thurs** **Fri** **Sat** **Sun**

Check all meals Child will receive daily: **Meals are not offered** **Breakfast** **Morning Snack** **Lunch**
 Afternoon Snack **Dinner** **Evening Snack**

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

UU World of Children
1135 State Park Road
Greenville, SC 29609
(864) 239-0607

PARENT/GUARDIAN POLICY HANDBOOK

(Updated 8/12/2019)

INTRODUCTION

The UU World of Children is a Montessori school where the principles of diversity, inclusivity, social justice and respect for the individual and natural environment guide and shape the educational program, the learning environment, the community of learners and staff as well as the interaction between the school and the wider community.

The UU World of Children currently has the capacity to serve up to 40 full time children ages 3 to 6 as well as a lower elementary class. Approximately one fourth of the students are on scholarship. The staff consists of a program director, two certified Montessori Lead teachers, a Lower Elementary teacher, teaching assistants, and a part-time office administrator. The school receives substantial in kind contributions and seeks grants and other sources of income to subsidize the program's operating costs as well as the Scholarship Program.

MISSION

The mission of the UU World of Children is to provide the highest quality education as well as childcare to children from diverse ethnic, socio-economic and family backgrounds, and to provide them in an affordable and accessible fashion.

These services are kept accessible and affordable through tuition assistance and a conscientious effort on the part of the staff and Board of Directors to maintain operating costs as low as possible. Unlike many schools, we require involvement by parents/guardians. The staff actively participates in professional growth opportunities. The school operates in a fiscally responsible manner.

While the mission is consistent with the mission of the Greenville Unitarian Universalist Fellowship and the program is supported by its members, the UU World of Children operates as an independent 501c3 entity.

NON-DISCRIMINATION

The UU World of Children admits students of any race, color, national origin, ethnic origin, and ability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, or the sexual orientation of the child's parents/guardians in the administration of its educational policies, admission policies, scholarship and other school-administered programs.

ADMISSION

Children will be admitted to and continued in the UU World of Children program in the following manner and under the following guidelines:

- Parents/Guardians complete the application process, including a \$75.00 application fee, and meet with the Director to learn about the nature and goals of the program.
- Children must be 3 years old and completely toilet trained. Toilet trained means the child is able to complete the entire toileting process without assistance and can do so independently when he/she needs to.
- Financial arrangements must be understood, agreed upon, and followed.
- The child completes at least two successful visits in the classroom.

YEAR-ROUND PROGRAM

The UU World of Children is a year-round program and the budget is based on the expectation that families will need year-round care. The only way the UU World of Children can excuse a family from summer tuition is if there is another child willing to take the place of their child, and these special arrangements are made on an individual basis.

The UU World of Children closes three and a half weeks a year: one week in July, one week in the spring, and a week and a half in December.

SCHOOL HOURS

The UU World of Children is open from 7:00 a.m. until 5:30 p.m. during the academic year and in the summer from 7:30 a.m. until 5:30 p.m. All children should be at school by 8:15 a.m. and must be there no later than 8:30 a.m. for the school session, which runs until 12:00 noon. Naptime runs from 1:00 - 3:00 p.m. (we ask that you don't pick up during this time as it is disruptive for our nappers).

Parents/guardians are welcome to pick up their child between 3:00 - 5:30 p.m. After 5:30 p.m., there will be a \$1.00 per minute per child late charge. This should be paid directly to the caregiver on duty upon arrival. If not paid upon arrival, the charge will be added to the monthly invoice.

TUITION AND FEES

Tuition and fees will be reviewed and determined by the Board of Directors in January of each year. The enrollment escrow fee (equal to one month's tuition) is a commitment to the program and is paid before admission. It can be applied toward the child's last month's tuition or will be used as such if tuition is overdue more than one month or if student is withdrawn from the program without a 30-day appropriate notice. If paying the enrollment escrow fee at the time of enrollment constitutes a serious hardship, arrangements can be made for smaller payments over a period of time.

The monthly tuition payments are due the first of each month. A late charge of **\$25.00** will be added when tuition payments are received after the tenth of the month.

Anyone having checks returned to the school for insufficient funds will be charged the amount that the school is charged by the bank. Tuition cannot be waived if the child misses school for a period of time for any reason. Payment will be required. If tuition is one month and one day overdue (after the tenth of the month), the child will no longer be able to attend the program. **Tuition is nonrefundable.** If a

child is withdrawn from the program, a 30-day notice must be given, or the escrow will be used for the last month's tuition.

SCHOLARSHIPS

All efforts are made to make available scholarship assistance to one-fourth of the students as long as funds are available.

Scholarships are given according to financial need on a first come, first served basis, which is determined by the Board in conjunction with the Director. The school will adhere to particular requirements made by granting organizations.

THE COLLABORATIVE APPROACH TO STUDENT SUCCESS

At the UU World of Children, successful learning requires a collaborative effort between the staff at the UU World of Children and the child's parents/guardians. We believe that parents/guardians have the utmost responsibility to work with the staff to ensure that growth and learning at home corresponds with what happens at school. This also means that the parents/guardian ensure that the child is prepared by:

- Providing proper health care, nutrition, and sleep daily
- Providing regular and timely attendance
- Being engaged in their child's learning and development
- Regularly attending school functions and parent meetings

OBSERVATION BY PARENTS/GUARDIANS

Parents/guardians are invited to observe in the school. Parents are expected to sit quietly in the office and watch through the windows. Please refrain from interacting with your child or any other teacher as it distracts from instructional time.

CHILD ADJUSTMENT PERIOD

There is a probationary period of one month for each child immediately after enrollment. During and at the end of this time, if there are concerns, the Director and teacher will be in communication with the parents/guardians about the child's adjustment to the program. The Director will then make an assessment of the child using his/her knowledge of child development, the nature of the child, the structure of the program, the positive impact in the child's life as well as the involvement of the parents/guardians towards the UU World of Children.

If at any point in the year there are concerns, the Director and staff will meet with the Parents/Guardians. If, at the Director's discretion, the child and family need to seek outside help or the child needs to be placed in another program, an effort will be made to help with this. Parents/Guardians will be given a two-week notice when continuing participation in the program is not in the child's best interest. Tuition will not be refunded.

UU World of Children DISCIPLINE PHILOSOPHY AND POLICY

The purpose of discipline is to help children develop inner controls and learn acceptable behavior. Self-control comes about through meaningful work, no matter the age of the child. Rules and limits will be understood and maintained as consistently as possible. At the UU World of Children, we strive to help each child develop self-discipline in a positive and caring environment. We encourage parents/guardians to follow these as well. The following principles guide our approach to discipline:

- Adults will model behavior based on mutual respect: teaching by example.
- Adults will ask: "What happened?" not "Why did you do that?"
- Children will experience the natural consequences of their behavior as much as possible (i.e., if you spill the milk, you clean it up).
- Adults will speak to the behavior, not the child. "Hitting hurts, let's find another way to solve this problem," not "You're a bad girl for hitting."
- Adult will establish eye contact with children when talking to them.
- Expectations will be stated positively, "Walk, please," not "Don't run."
- Children will be guided towards alternatives in work, play and behavior, particularly if they are having difficulty. "Let's try this," not "Stop it."
- Children who are being disruptive can be asked to leave the group for a short time (three or four minutes) or until they have regained control.
- No physical punishment will be used.
- Physical activity will not be withheld or used as punishment.
- Any strategy that hurts, shames, or belittles a child is not allowed.
- Any strategy that threatens, intimidates, or forces a child is not allowed.
- The use of food as a reward or punishment is not allowed.

PHYSICAL ALTERCATIONS BETWEEN CHILDREN

When there is a physical altercation between two children resulting in injury, it is the policy of the UU World of Children to notify parents/guardians of the injury but not the child who caused it. We will take appropriate disciplinary action. If a child repeatedly causes harm to others or the school environment, then the child may be asked to leave the program.

PROBATION:

A child's status will be on probation if the parent/guardian does not adhere to the following policies explained in the UU World of Children handbook. These are:

- Child is completely toilet trained
- Regular Attendance
- Child Safety
- The Collaborative Approach to Student Success Philosophy
- Any policies indicated in the UU World of Children handbook
- Not adhering to the signed Volunteer Commitment
- If it is determined that the UU World of Children is not to be the best educational environment for the child

If the UU World of Children is concerned with ANY of the policies regarding you or your child, the Director will notify you and a probationary period will be in effect. If these concerns are not immediately resolved, your child may be asked to leave the program.

SUSPENSION FROM SCHOOL

Suspension is a temporary removal from school for a specific period of time. Before a suspension occurs, great effort will be made by the staff to prevent the action. Parents will be given time to assist in solving situations that could lead to a suspension.

Reasons for suspension include, but not limited to, the following situations or behaviors:

- Intentionally causing harm to another student or a staff member.
- Intentionally causing damage to personal or school property.
- Chronic disruption in the classroom or other school activities.
- Harassment or bullying of other students.
- Chronic disrespect toward staff.
- Chronic refusal to follow reasonable instructions.
- Parent's failure to pay tuition.

During the period of suspension, the school staff and parents will work together to correct the situations or behaviors that caused the suspension.

EXPULSION FROM SCHOOL

Expulsion is a permanent removal from school. Except in extreme cases, as determined by the staff, where behavior is immediate and exceptionally dangerous to other students and staff, parents will be regularly informed of situations or behavior that could lead to expulsion. The school staff will diligently work with parents and student to prevent expulsion.

Reasons for expulsion include, but not limited to, the following situations or behaviors:

- Intentional behavior that causes or could cause serious injury to another student or an adult
- Intentional behavior that causes serious damage to personal or school property
- Possession of a weapon, gun, knife, or other dangerous objects
- Chronic disruptive behavior in the classroom or other school activities
- Chronic behavior which indicates the UU World of Children program is not appropriate for the child's needs
- Behavior which persists after multiple suspensions
- Non-payment of school tuition

The decision to expel a student will be made by the school staff and the UU World of Children Board president. Every effort will be made to avoid expulsion.

COMPLAINT OR DISCIPLINARY RESOLUTION PROCESS

We are a community of children, parents and staff all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind and understanding. Yet, it is to be expected that from time to time people will experience some conflicts, concerns or difficulties. We recognize that parenting is one of the most challenging and intense activities any adult can undertake. Parents and the UU World of Children staff may have misunderstandings and occasionally miscommunicate. The UU World of Children strives to address miscommunications and family issues as quickly as possible.

Accordingly, issues should first be raised with the child's teacher. If, in the opinion of the parent/guardian, the issue has not been satisfactorily resolved, the parent/guardian will then bring the issue to the Director. If the issue has still not been satisfactorily resolved, the parent/guardian may submit a written description of the situation or problem to the President of the UU World of Children Board of Directors. A copy must be provided to the teacher and Director. The UU World of Children Board may give the teacher and/or Director an opportunity to respond in writing to the complaint, and if necessary, a Board member will contact the parent/guardian to follow up on the complaint. Ultimately, a written resolution to the issue will be provided to the parent/guardian by the Board. The UU World of Children's Board of Directors' decision is final.

PARENT/GUARDIAN REQUIRED INVOLVEMENT

Parent/guardian participation is required by the UU World of Children to help fill the needs of the school. Parents/guardians are expected to contribute at least 5 hours per year, in addition to the two assigned Parent Workdays, two Spaghetti Dinner Fundraisers, and two Warehouse Theatre Fundraisers. Upon reading this handbook and signing the policies page, Parents/Guardians agree to their contribution to the program.

PREPARATION FOR THE DAY

Please plan your schedule so your child can be unhurried, rested, well-fed, and relaxed for the day. Expect your child to go to school happily and to have a good time. If you feel apprehensive, it will be sensed by your child. Talk about school positively, speak to them about specific activities during the day, and use their teacher's name as often as possible so your child will become familiar with them.

Please bring and pick up your child on time. Activities are planned for our entire school day. Children do much better when they arrive on time and do not have to stress about missing out on an activity.

ATTENDANCE

Regular attendance is expected. Our focus is on learning and development. Therefore, any pattern of continued absence is disruptive to the learning process. If a child is to be absent from the school, parents/guardians are expected to notify the school of the absence.

RE-ENROLLMENT

Intention for the following year will need to be made known to the Director by the family by March 15. Parents/Guardians will sign a contract indicating their plans at this time.

TARDINESS

Tardiness is seriously discouraged. Our focus is on learning and socialization; therefore, any pattern of continued tardiness is disruptive to the learning and socialization process. Please make every effort to arrive no later than 8:30 a.m.

IMMUNIZATION POLICY

The child **must have up to date immunizations to enter the school** and a record of these (South Carolina Certified Immunization Form 2740A) must be kept on file in the office and **kept up to date** while the child is enrolled. Religious Exemptions **will not be accepted** at the UU World of Children.

ILLNESS AND MEDICATION POLICY

No child is to attend school with a fever, nausea, vomiting, or diarrhea. If a child has a fever of 99° or higher orally, he/she should remain at home. When a child develops a temperature of 99° or higher at school, he/she is considered to have a fever and the parents/guardians will be contacted to come and get the child. Children may not return to school until their temperature is normal **WITHOUT** the use of fever reducing medication for 24 hours.

Please call the school when your child is out due to illness.

Report all contagious diseases/illnesses to the office so that classmates may be alerted. Diseases/illnesses such as chicken pox, impetigo, ring worm, open sores, unidentified rash, pink eye, diarrhea, two or more loose stools, vomiting, yellow or green nasal discharge or a persistent cough that has not been treated for 24 hours or a bacterial infection that has not been treated with antibiotics, are considered by the Health Department to be highly contagious. In order to protect our other children and staff, children may not come to school until a doctor's certification states that they are no longer contagious.

**Medication can be given only by written permission
and from the original container.**

A medication form with dispensing instructions must be obtained from the staff. Medications, when dispensed, are recorded by the teacher. Students should never bring medications to school in backpacks, lunch boxes, or any other container, this includes throat lozenges, creams, and over the counter medications. All medication needs to be handled **directly** to a staff member to place in the medication lockbox.

SUNSCREEN

We are committed to keeping your child safe from the sun. To help prevent sunburn, we ask that parents apply sunscreen in the morning while their children are getting dressed. During the day we spend a large amount of time outside. The staff can reapply sunscreen with a signed sunscreen form. Sunscreen needs to be clearly labeled with your child's name. We do not allow spray sunscreen; lotion only.

INJURIES OR ILLNESS REQUIRING HOSPITAL CARE

Outside of extreme emergencies, our school has adopted the following policy in caring for your child if he/she becomes seriously ill or injured at school.

1. The school will call cell phones first; if there is no answer:
2. The school will call all phone numbers listed (home, work, etc.); if there is no answer:
3. The school will call the emergency numbers listed on the application.
4. If none of the above answer the school will call 911 to transport the child to the hospital designated on the application form.
5. The child will be admitted to the hospital if necessary and we will continue to contact the parents/guardians. The child's emergency medical information forms will accompany him/her to hospital.

6. A staff member will remain with the child until a parent or guardian arrives.

Whether the parent/guardian can be reached or not and the school staff has followed the procedures described above, the parent agrees to assume all expenses for medically moving and medically treating your child. The UU World of Children will not be responsible for any resultant costs and claims. The parents/guardians also hereby consent to any treatment, surgery, diagnostic procedure, or the administration of anesthesia as may be deemed necessary by the attending physician, dentist or surgeon.

INFORMATION CHANGES

It is very important that parents/guardians notify the office immediately of any telephone number and/or address changes.

TRACKING CHILDREN

The method used for keeping track of children during the hours of operation is as follows:

- Attendance is taken when child(ren) arrive.
- Cards (with child's pertinent information) will remain with the teacher where the child is at any point in the day.
- Cards are counted and children are counted at each change in the day's schedule (recess, lunch time, nap time).
- When children leave, it will be recorded.

RELEASE OF CHILDREN

Children will only be released to custodial parents/guardians or other people on the release list provided by the parent/guardian prior to picking up the student, and who have with them their current driver's license or valid ID. Please expect that the driver's license or ID will be checked for people who are unfamiliar to caregivers. The release list is kept by the afternoon teachers in the stay late book. In the event of divorce or discord, one parent cannot be prevented by the other from picking up his/her child unless there is a restraining order against that parent/guardian signed by a judge and a copy on file in the office. All other requests cannot be enforced. Parents/Guardians must call in advance to notify the UU World of Children when someone other than themselves will be picking their child up. Persons picking children up must have driver's license number already on file prior to picking a student up. Children must be transported in a car seat.

DRUG/ALCOHOL IMPAIRMENT

The staff will follow the following procedure if he/she suspects the parent/guardian is drug/alcohol impaired:

1. The parent/caregiver will be strongly encouraged to call someone else to pick up the child, to refrain from driving, and especially not to leave with the child.
2. If the parent/caregiver does not cooperate and appears intent on taking the child, that person will be told that the police will be called.

3. If the person refuses to cooperate, a 911 call will be made informing the dispatcher that the parent/caregiver is suspected to be impaired. The staff will prepare a written report immediately and provide it to the Director, who will call Child Protective Services (DSS) to report the incident.

CHILD ABUSE

The UU World of Children adheres to all Federal and State laws pertaining to child abuse. Child abuse is the physical, sexual, emotional mistreatment, or neglect of children. In the United States, the child maltreatment is any act or series of acts of commission or omission by a parent or other caregiver that results in harm, potential for harm, or threat of harm to a child.

The UU World of Children staff is educated about child abuse. We are trained to understand the signs of it, what to say and not say to a child, and to whom to report it. We are state mandated reporters and are held accountable if we do not report any concerns to DSS.

The UU World of Children will respond to a situation of child abuse or neglect by contacting Child Protective Services personally, or inform the Director who will make the contact.

The child will continue to be given attention, and reassurance that the school is a safe place.

Child Protective Service will provide for any follow up action.

OFFENDERS LIST

All parents/guardians and individuals listed on a child's application will be checked against the SC Sex Offenders List. Any listed individuals will not be permitted to pick up any children.

EMERGENCY EVACUATION

If there is an emergency which requires the evacuation of all children and all staff members from the property, children will be transported with all due speed to the Parker Fire Department Station 3. All available cars will be utilized, including those of staff members of the Greenville Unitarian Universalist Fellowship.

INCLEMENT WEATHER

In the event of inclement weather, the closing of the UU World of Children will be announced on WYFF Channel 4, online at www.wyff4.com, Facebook, e-mail, and Remind. We generally follow Greenville County Schools.

STUDENT SAFETY

The safety of children and staff is of utmost concern to the UU World of Children. Parents/Guardians are expected to notify the Director of any safety concerns. Likewise, the UU World of Children staff are expected to notify parents/guardians of any safety concerns that arise. If the parent/guardian is not responsive to the safety issue involved, then the Director may elect to have the child removed from the program.

ABC GROW HEALTHY PROJECT

The UU World of Children encourages healthy living. We take pride in helping your child understand that good nutrition and physical activity lead to good health. We ask that parents provide healthy lunches and healthy snacks. This means plenty of vegetables, fruit, 1% milk, and whole wheat and grain products (bread, bagels). We ask that you limit sugar, salt, and fatty foods.

To support this effort. Parents/guardians can do three things:

1. Provide healthy lunches (no Lunchables!)
2. Provide healthy alternatives to birthday cupcakes or cookies
3. Sign-up to volunteer to provide the children with healthy snacks

Birthday celebration treats must be healthy, low in sugar, and not contain food dyes. Many children are sensitive to food dyes and won't be able to eat it. Fruit or fruit pops are a great alternative.

PHYSICAL ACTIVITY

The second part of the ABC Grow Healthy Project is the encouragement of physical activity. Children play organized games on the playground daily, weather permitting.

- Parents/Guardians are informed and encouraged about their role in dressing their child in clothes and closed-toed shoes that allow for participation in physical activity.
- Parents/Guardians are informed about their role in encouraging children to be physically active indoors and outdoors at appropriate times.
- The program's schedule includes three separate time periods of outdoor play for children totaling of 90-120 minutes.
- If outdoor time is decreased due to inclement weather, the time of indoor activity is increased to assure the total amount of physical activity remains the same.
- Please be aware that we go outside in most weather including rain and snow. Please dress your child appropriately for all weather conditions.

FIELD TRIPS

There is an annual field trip fee of \$60 to cover the field trip costs for the year. Most of our field trips are in-house field trips where specialists are brought in monthly, however if we do have a field trip off campus, the following will be applicable:

1. Field Trip Permission Forms are to be filled out by parents/guardians. All pertinent information will be noted on the slip including departure and return times, dates and location.
2. A copy of the Transportation Checklist will be kept in the office and checked upon departure and arrival back at school.
3. A copy of the Transportation Checklist is checked upon arrival to field trip site and prior to departure, to make sure all children are accounted for.
4. Children travel in cars with a car seat. The specifications for car seats are supplied by the Highway Department.
5. A first aid kit is taken on each field trip.
6. Because of new DSS regulations, the number of children going on each field trip will be limited.
7. Children 5 years old before December will go with the older children on fieldtrips.

PHOTO PERMISSION

The UU World of Children takes pictures/videos during various activities. These photographs/videos may be used in advertising, school website or other print/video material. By signing the parent/guardian handbook consent form, you agree to allow the UU World of Children to use photographs/videos of your child and/or yourself.

ENDOWMENT

The UU World of Children has established an endowment fund to support its mission. We encourage current and alumni families/guardians to participate in it to ensure that the UU WORLD OF CHILDREN continues to have educational excellence. These funds are professionally managed.

REVIEW AND CHANGE OF POLICIES

The Board of Directors will review these policies and procedures yearly for information and possible revision.

CONFIDENTIALITY

All communication between parents/guardians with teachers and staff regarding the children in the program is strictly confidential, unless otherwise indicated and agreed upon by both parties. Parents/guardians participating in the classroom will be expected to abide by the same confidentiality agreement.

NO BABYSITTING POLICY

Staff members cannot babysit for families whose children are enrolled in our program unless a "Hold Harmless" Policy Form is signed by all parties involved.

Parents can choose to essentially waive their right to hold the program liable should a child be harmed while a teacher babysits. In that case, parents agree to hold our program harmless. Parents who sign a hold harmless agreement and hire a teacher to babysit acknowledge that they are aware of the program's "no babysitting" policy, and accept the consequences of their choice in choosing to bypass the policy.

Parents would need to complete, sign, and date a "Consent to Hold Program Harmless for Staff Babysitting" form. These forms can be obtained from the office.

UU WORLD OF CHILDREN POLICIES SIGNATURE PAGE

I have read and understand all the UU World of Children Policies. Any questions I had have been answered.

Child's name: _____

1) Parent/Guardian (print): _____

Signature: _____

Date: _____

2) Parent/Guardian (print): _____

Signature: _____

Date: _____