



**UU World of
Children**

A MOST UNUSUAL MONTESSORI SCHOOL

Application for Admissions

☐ 2024 – 2025

☐ 2025 – 2026

UU WORLD OF CHILDREN
2024 - 2025 SCHEDULE OF FEES
(Effective July 1, 2024)

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

CHECK ONE	HOUSEHOLD INCOME	ESCROW FEE	MONTHLY
	Over \$100,000	\$895.00	\$895.00
	Over \$70,000 and Under \$100,000	\$775.00	\$775.00
	Under \$70,000	\$645.00	\$645.00

The escrow 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 for more than one month. If paying the escrow fee at the time of escrow 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 bank charges the school. 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 school 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.***

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

Child's Name (Print)

Date of Birth

Parent's Name (Print)

Phone#

Email address

Parent's Signature

Date

APPLICATION FOR ADMISSION

Enrollment Date:

CHILD INFORMATION

Child's Full Name:

Date of birth:

Current Address:

City:

State:

Zip Code:

PARENT/GUARDIAN INFORMATION

Parent/Guardian's Name:

Home Phone:

Work Phone:

Cell Phone:

Email:

Place of Employment:

Regular Working Hours (at work number):

Parent/Guardian's Name:

Home Phone:

Work Phone:

Cell Phone:

Email:

Place of Employment:

Regular Working Hours (at work number):

HEALTH INFORMATION

Family Physician:

Phone:

Health Insurance Provider:

Policy Number:

Dentist:

Phone:

Dental Insurance Provider:

Policy Number:

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



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APPLICATION FOR ADMISSION

AUTHORIZED TO PICK UP CHILD

Who can pick up your child (besides Parents)?

Must be completed in FULL. We **MUST** have at least TWO contacts listed – **NO EXCEPTIONS**

Name:

Address:

Phone:

Driver's License Number:

Relationship:

Name:

Address:

Phone:

Driver's License Number:

Relationship:

Name:

Address:

Phone:

Driver's License Number:

Relationship:

Name:

Address:

Phone:

Driver's License Number:

Relationship:

BACKGROUND INFORMATION

Full-Term birth? ☐ Yes ☐ No

Were there any complications during the pregnancy?

When did the child walk?	Talk?	Toilet Training age?
Is speech clear to those outside the family?		
Any particular fears or habits?		
Please list any other information that would help us understand your child better.		
SCHOOL HISTORY		
List all the schools your child has attended, and the dates attended:		
Please list the child's siblings and ages:		
Are there adults other than parents living in the home (names)		
Favorite play activities:		
Emotional behavior, moods, and how does he/she express them?		
How does your child express frustration?		
What type of behavior modification is successful at home?		

MEDICAL HISTORY

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 school. Completely toilet trained by our standards means the child can complete the toileting process without any adult intervention. Is your child toilet trained? ☐ Yes ☐ No

SIGNATURE

1. I will be responsible for seeing that my child arrives on time.
2. I will be responsible for seeing that my child attends regularly.
3. I will contact the Director in a timely manner to discuss any concerns.

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

A nonrefundable application fee of \$75 must accompany this application.

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

Signature of parent/guardian:

Date:

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: _____ County: _____

Address: _____
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



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Parent Handbook 2023-2024

(Updated 07/06/2023)

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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. Approximately one fourth of the students are on scholarship or reduced tuition. The staff consists of a program director, two lead teachers, and several teaching assistants. 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 affordable, accessible, high-quality education and childcare services to children from diverse ethnic, socio-economic and family backgrounds.

These services are kept accessible and affordable through tuition assistance, fundraising 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.

GENERAL INFORMATION

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 the UU World of Children program in the following manner and under the following guidelines:

- 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.
- 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.
- Financial arrangements must be understood, agreed upon, and followed.
- The child completes at least two successful visits in the classroom.

TOILET TRAINING POLICY

Students attending the UU World of Children **MUST** be completely toilet trained prior to enrollment in the program.

Completely toilet trained means that the child is able to complete the entire toileting process without adult assistance and can do so independently when he/she needs to.

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. Tuition is due regardless of attendance.

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 as well as for most federal holidays.

SCHOOL HOURS

The UU World of Children is open from 7:00 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 is from 1:00 - 3:00 p.m. (we ask that you do not 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 charge will be added to the monthly invoice.

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.

BRIGHTWHEEL

Parent Communication is a vital part of our program. The UU World of Children will use the Brightwheel app for billing, communicating with parents, tracking children, and sharing any incidents that may occur throughout the day. This app allows staff members to keep parents up

to date in real time, and we expect parents to check the Brightwheel app throughout their day. Please refer to Drop-off and Pick-up section for more information.

PHOTO PERMISSION

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

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. If you would to donate to this fund, please contact the office.

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/guardians 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/guardians agree to hold our program harmless. Parents/guardians 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/guardians 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.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees will be reviewed and determined by the Board of Directors in January of each year. The monthly tuition payments are due on 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.

If a check is returned to the school for insufficient funds, the family 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. Please refer to Withdrawal Policy and Enrollment Escrow Fee sections.

ENROLLMENT ESCROW FEE

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 for more than one month or if the student is withdrawn from the program without a 30-day written notice. Please refer to Withdrawal Policy section. 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.

SCHOLARSHIPS

All efforts are made to give 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 Director in conjunction with the Board of Directors. The school will adhere to particular requirements made by granting organizations.

CHILD CARE SCHOLARSHIPS

The UU World of Children is an ABC Quality Provider which means we participate in the Child Care Scholarship program offered by the state. This program makes childcare affordable for families by making all or a portion of the child's tuition payment directly to the childcare provider. The Child Care Scholarship program helps families afford child care so parents can work, go to school, or get training. For more information, go to www.scchildcare.org/families/child-care-scholarships/.

CURRICULA AND LEARNING

MONTESSORI PHILOSOPHY

At the UU World of Children we embrace the Montessori Philosophy, which is centered around fostering independence, self-directed learning, and holistic development of each child. Inspired by the work of Dr. Maria Montessori, our approach creates a carefully prepared environment where children can explore, discover, and learn at their own pace. In our Montessori classrooms, we prioritize hands-on, experiential learning, allowing children to engage with specially designed materials that promote cognitive, social, and emotional growth. Our dedicated teachers guide and support each child's individual journey, nurturing their natural curiosity, independence, and love for learning. By following the Montessori philosophy, we aim to empower our students to become confident, compassionate, and lifelong learners who are well-equipped for future academic and personal success.

KINDERGARTEN

Montessori Kindergarten is the final year of the Primary Program, the three-year learning community for children ages 3-6. As the child continues in the Montessori program, they continue to learn and grow by deepening their knowledge with new and more challenging experiences. Instead of starting over in a new classroom, the Montessori Kindergarten experiences continuity through a “capstone year,” where they gain protected time to master all that they’ve learned and to take that knowledge to new heights. Academically, they have access to much more advanced materials, many of which compare to third-grade level work.

Socially, they step into leadership roles made possible by the mixed-age environment. Through mentoring the younger students, they hone life skills like how to communicate, problem-solve, plan and execute all while getting the repetition with lessons that is key to deeper understanding.

Children will be placed into the Kindergarten program if they are five years old as of September 1st.

BRIDGING CEREMONY

The Bridging Ceremony is a standard Montessori tradition practiced in most, if not all, Montessori programs around the world. It is a ceremony that marks when a student transitions from one level to the next after completing the cycle. Walking across the bridge signifies the student’s completion of a full three-year Primary learning cycle, which includes the kindergarten year. After they have finished this entire three-year cycle, these children are transitioning to first grade at another school, and it marks the end of the early childhood learning cycle.

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/guardians 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, food colors, and fatty foods.

To support this effort, parents/guardians can do three things:

1. Provide healthy lunches (no Lunchables, soda, Gatorade, or candy)
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 will not be able to eat it. Fruit or fruit pops with no added sugar or dyes are a great alternative. Please refer to the Birthday Celebrations section below.

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. We experience the outdoor environment every single day in all types of weather. The outerwear your child wears must be appropriate for rugged outdoor play in any type of weather. Please leave rain boots and raincoats here at school in case unexpected weather develops during school hours. The change of seasons can mark the need for season-specific clothing. Remember to label each item that comes into school.

- 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 90-120 minutes.
- If outdoor time is decreased due to inclement weather, the time of indoor activity is increased to ensure 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, however, if we do have a field trip off campus, the following will be applicable:

- 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.
- A copy of the transportation checklist will be kept in the office and checked upon departure and arrival back at school.
- A copy of the transportation checklist is checked upon arrival at the field trip site and prior to departure, to make sure all children are accounted for.
- Children travel in cars with a car seat. The specifications for car seats are supplied by the Highway Department.
- A first aid kit is taken on each field trip.
- The number of children going on each field trip will be limited.

BIRTHDAY CELEBRATIONS

The birthday celebration in a Montessori Program is called “A Walk Around the Sun.” This ceremony celebrates the child’s accomplishments. Parents/guardians are encouraged to participate when possible. This celebration usually occurs at 11:00 am. Parents/guardians can bring in a healthy treat to share with the class. Please refer to the ABC Grow Healthy Project section. We do not hand out toys or loot bags to the children.

If a child is having a birthday party outside of school, invitations may not be distributed in class unless the entire class is invited.

ATTENDANCE AND WITHDRAWAL

ATTENDANCE

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

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.

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.

INCLEMENT WEATHER

In the event of inclement weather, the closing of the UU World of Children will be announced via Brightwheel. We generally follow Greenville County Schools closures.

WITHDRAWAL POLICY

Enrollment in our program constitutes a commitment to attend year-round. If a child is withdrawn from the program, a 30-day written notice must be given, or the enrollment escrow will be used for the last month's tuition. The only exceptions to this rule are if the family is transferred out of the Greenville area for work, or it is decided by mutual agreement that it is in the child's and/or the school's best interest for them to attend another center.

DROP-OFF AND PICK-UP

COMPUTERIZED CHECK-IN/OUT SYSTEM

Every child must be checked in and out every day they are in attendance by a parent or authorized person by using Brightwheel. This can be done by the parents utilizing the Brightwheel app on their phone. People authorized to pick up your child can also use the Brightwheel app. Please ask any staff member for assistance if needed. In addition to the computerized check in/out, please acknowledge a teacher as you drop off or pick up your child.

Children **MUST** be checked in and out every day. It is very important for the office staff to know how many children are on campus at all times. When the parent forgets to check their child in or out, the staff has to do extra work to make sure all children are accounted for. Each missed check in or check out will incur a **\$5 charge** (there is a two-week grace period at the beginning of the school year). If you are having any trouble checking in or out, please see the office right away.

RELEASE OF CHILDREN

Children will only be released to custodial parents/guardians or other people on the child's authorized pickup list. Please expect that the driver's license or ID will be checked for people who are unfamiliar to staff. The authorized pickup list is kept by the afternoon teachers in the stay late book as well as on Brightwheel. In the event of divorce or discord, one parent/guardian 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 those already listed will be picking up their child. Children must be transported in a car seat.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol. To protect your children, the staff will observe the following procedure if he/she suspects the parent/guardian is drug and/or alcohol impaired:

1. The parent/guardian 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/guardian 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/guardian 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.

HEALTH

IMMUNIZATION POLICY

The child **must have up to date immunizations to enter the school** and a record of these (on an official South Carolina Certified Immunization Form) 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, excessive cough, communicable disease, nausea, vomiting, or diarrhea. If a child has a fever of 100.4° or higher orally, they should remain at home. When a child develops a temperature of 100.4° or higher at school, they are 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 message the teachers via Brightwheel 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, hand foot and mouth disease, cold sores, flu, impetigo, ringworm, 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 with the child's first and last name and the dosing information.

All medication, including bug spray and sunscreen, must be handed directly to a staff member upon arrival.

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 handed **directly** to a staff member to place in the medication lockbox.

SUNSCREEN/BUG SPRAY

To help prevent sunburn, we ask that parents/guardians 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 assist in reapplying sunscreen with a signed sunscreen form. Sunscreen needs to be clearly labeled with your child's full name. We have insects on our playground, so we strongly recommend sending in bug spray for your child.

INJURIES OR ILLNESSES 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.

- The school will call the parent/guardian's cell phone first; if there is no answer:
- The school will call all phone numbers listed (home, work, etc.); if there is no answer:
- The school will call the emergency numbers listed on the application.
- If none of the above answers, in the case of an emergency, the school will call 911 to transport the child to the hospital designated on the application form.
- 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 the hospital.
- 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/guardian agrees to assume all expenses for medically moving and medically treating their 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.

SAFETY

TRACKING CHILDREN

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

1. Parents/guardians will scan the Brightwheel QR code outside the classroom or playground to check in their child.
2. Staff will track the children using Brightwheel throughout the day as they move from classroom to playground and back. All children's pertinent information is located in Brightwheel if needed by the staff.
3. When a child is picked up, parents/guardians will scan the Brightwheel QR code either on the playground or outside the classroom to check out their child.

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, child maltreatment is any act or series of acts of commission or omission by a parent/guardian or another caregiver that results in harm, the potential for harm, or the 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 having the staff member inform the Director, and together, they will contact Child Protective Services.

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.

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 is 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.

EMERGENCY EVACUATION PLANS

There are three primary types of evacuation used by the UU World of Children.

1. **In-Place Evacuation:** In the event that an emergency occurs and an “in-place evacuation” is necessary, the children will be kept at the facility but relocated to two rooms off the back hallway. The children will remain there under the care and supervision of the staff until dangerous conditions subside.
2. **On-Site Evacuation:** In the event that an emergency occurs and an “on-site evacuation” is necessary, the students and staff will be relocated to the playground. The children will remain here under the care and supervision of the staff until dangerous conditions subside.
3. **Off-Site Evacuation:** In the event that an emergency occurs and an “off-site evacuation” is necessary, the children will be transported with all due speed to the Parker Fire Department Station 3, located at 712 State Park Rd, Greenville, SC 29609. All available cars will be utilized, including those of staff members of the Greenville Unitarian Universalist Fellowship. The children will remain at this alternate site under the care and supervision of our staff while parents/guardians are notified. When parents/guardians are contacted, they will be made aware of the situation and asked to make arrangements to pick up their child.

In the event of any type of evacuation, parents will be notified via Brightwheel.

Each staff member and child will receive training concerning emergency evacuation procedures. Fire drills will be held on a monthly basis and drills for other disasters will be held every six months.

PARENT INVOLVEMENT AND PARTICIPATION

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 correspond with what happens at school. This also means that the parents/guardians 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/guardian meetings

OBSERVATION BY PARENTS/GUARDIANS

Parents/guardians are invited to observe in the school. Parents/guardians are expected to sit quietly in the office and watch through the windows. Parents/guardians must refrain from interacting with their child, other students or teachers as it distracts from instructional time.

PARENT/GUARDIAN PARTICIPATION POLICY

Parent/guardian participation is required by the UU World of Children to help fill the needs of the school and to keep tuition affordable. Parents/guardians are expected to participate at least 5 hours per year, in addition to the two assigned Parent Workdays, Montessori Mile, Parent/Teacher Conferences and any other fundraiser we organize throughout the year. Parents/guardians can earn participation hours by joining a committee (please refer to Parent Committees section), attending various Parent Nights that will be scheduled throughout the school year, and volunteering to help at the school.

If a family fails to fulfill their required volunteer hours before the beginning of the next school year (or before their child's last day of school), a fee of **\$25 per hour** will be invoiced to your child's account. Upon reading this handbook and signing the policies page, parents/guardians agree to their contribution to the program.

PARENT COMMITTEES

Parents are encouraged to join one of the following committees to help fulfill their participation hours:

- Gardening - watering, planting, weeding, etc.
- Library - maintaining the school's library, reading once a month to children, etc.
- Maintenance - on call for unexpected problems, checking playground once a month for things that need to be adjusted/fixed, etc.
- Fundraising/Volunteer - help with fundraisers
- Cleaning - come monthly to pull out shelves in classroom and sweep and mop behind them

INFORMATION UPDATES

It is very important that parents/guardians notify the office immediately of any information updates such as telephone number, home address, authorized pick-up person, etc. Making certain updates in Brightwheel is disabled for parents/guardians. All updates need to be submitted to the office so that we can accurately maintain our student files for DSS.

GUIDANCE

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 on the child's life as well as the involvement of the parents/guardians with 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.

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?" "How did it happen?"
- 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."
- Adults will establish eye contact and get down on the level with the children when speaking with them.
- Expectations will be stated positively, "We walk inside, we run outside."
- Children will be guided towards alternatives in work, play and behavior, particularly if they are having difficulty. "Let's try this," rather than "Stop it."
- Children who are being disruptive may 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.

COMPLAINT OR DISCIPLINARY RESOLUTION PROCESS

We are a community of children, parents/guardians, 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/guardians and the UU World of Children staff may have misunderstandings and occasionally miscommunicate. The UU World of Children strives to address and resolve 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. The board can be emailed at board@uuwoc.com.

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 both sets of parents/guardians of the injury but not which children were involved. 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:

- Toilet Trained Policy
- Attendance Policy
- Child Safety Policy
- The Collaborative Approach to Student Success Philosophy
- Not adhering to the signed Parent/Guardian Participation Policy
- If it is determined that the UU World of Children is not the best educational environment for the child
- Any policies indicated in the UU World of Children handbook

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/guardians will be given time to assist in solving situations that could lead to a suspension.

Reasons for suspension include, but are 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/guardian's failure to pay tuition

During the period of suspension, the school staff and parents/guardians 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/guardians will be regularly informed of situations or behavior that could lead to expulsion. The school staff will diligently work with parents/guardians and student to prevent expulsion.

Reasons for expulsion include, but are 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 another dangerous object
- 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 that persists after multiple suspensions
- Non-payment of school tuition

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

END OF PARENT HANDBOOK