



HOPEPOINTE

LEARNING CENTER

Parent Handbook

1201 Haywood Road
Greenville, SC 29615
864-233-4062

Mrs. Dawn Holifield
Director

Dear Parents,

Welcome to HopePointe Learning Center (HPLC). I hope that in choosing us, you will feel like a part of our family. We pray in all ways we will be a loving and caring staff for you and your children. Should you ever have any issues, concerns or questions, please feel free to speak to me regarding any situation. Thank you and may God bless you and your families.

– Mrs. Dawn Holifield, Director

MISSION STATEMENT:

Our mission at HopePointe Learning Center is to provide a loving and nurturing atmosphere where children ages 6 weeks to 11 years old can experience spiritual growth and whole child development. We strive to create an environment that encourages the development of each child's unique gifts and talents, while instilling Christian values and principles. Through our dedicated team of educators, we aim to help children grow physically, emotionally, intellectually, and spiritually, setting a solid foundation for their future success.

Non-Discrimination, Inclusion & Confidentiality Statements

Non-Discrimination Statement

In accordance with state family child care licensing regulations, child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

We are committed to providing an inclusive and welcoming environment for all our staff, children, and families.

Disability Non-Discrimination Statement

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act. Although we do not directly provide any services, we welcome outside resources (i.e. OT, PT, EI, etc.) that is authorized by the parents to work with the children in our care. We have an open-door policy that allows therapists to work within the classroom or any area of their choosing.

Confidentiality Statement

Unless we receive your written consent, information regarding your child will not be released, with the exception for what is required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Modifications and Accommodations

Any modifications or accommodations necessary for a child to be successful at the facility will be handled on a case-by-case basis. Prior to enrollment, a meeting that is attended by the director and the child's guardians, will be scheduled to determine what reasonable modifications or accommodations need to be made to include children with varying abilities in all activities. This will ensure that the facility is an adequate fit for the child and their family. HopePointe Learning Center also requires intake registration information, that includes written documentation of any specialized service that would be necessary to support children with disabilities in the classroom setting.

If a child qualifies for an IEP or IFSP, we will ensure that the child’s teacher and/or director will be available at the parent’s request, with reasonable notice. Any goals or recommendations that are outlined in the plans will be accommodated to the best of our abilities. The teacher will meet with the Director/Assistant Director to create modifications in the curriculum that follow the IEP or IFSP. We will make every effort to help promote a child’s health and well-being.

HOURS OF OPERATION: We operate on a full year schedule, and are open from 6:30am – 6:00pm, Monday through Friday.

COMMUNICATION METHODS: In order to keep you, the parent, informed of important happenings here at SLC, we use the following methods to communicate with you:

- Emails/ Text messages via the **TADPOLES** app. (See Learning Center Director for sign up info.)
- Signs will be posted on the lobby doors
- Bulletin board in the front entrance will have calendars and updated event list.
- Classroom doors and/or bulletin boards will have information posted.
- The HPLC Facebook page will have informative posts. Please ‘Like’ us on FB to stay informed and check daily for updates.
- HPLC website

PRIVACY POLICY: “Separate information records will be kept on each child in attendance at our center. These records are kept in a confidential manner – being readily available to DSS, DHEC, Parent, or Guardian upon request. These records will not be given out to any other party – regardless of relation to child. Personal records would include, but not be limited to: Name, Address, Phone Number, Date of Birth, Parent Names, etc.”

SOCIAL MEDIA & PERSONAL COMMUNICATION: HPLC discourages social media interactions between families and staff, except through professional pages. Parents should not text or message staff members, regarding their children for any reason. All communication should be relayed through the front office or face to face with the teacher during drop-off/pickup. This ensures that all parties are aware of any concerns or information that needs to be addressed. This will also help maintain privacy for all families and staff and ensure ethical and professional boundaries are kept.

PROGRAM EVALUATION POLICY: To continue to promote high quality improvements at HPLC, we conduct annual family surveys that allow the families to provide constructive criticism and feedback for our center. Results are compiled and used to create an action plan that improves the quality of care.

SECURITY SYSTEM: The safety and security of your children and staff is our main priority. Within 48 hours of enrollment, you will receive a personalized 4-digit access code, which will allow you to gain entrance to our building. It is vitally important that you make sure the door closes completely behind you AND that you do NOT open (or hold) the door for any other person. In the event you ‘forget’ your code, please press the intercom button and we will open the door for you. Do NOT ask another person to open the door.

*** Do NOT give your code to any other person. They must press the intercom to gain entrance to the building. Also, each new person who picks up your child MUST have a valid photo ID before the child (children) will be released to them. ***

IMMUNIZATION POLICY: A current copy of your child’s immunization (for SC daycare enrollment) is required within one week of enrollment. These forms must also be updated EVERY time your child receives any additional immunizations.

**** Beginning January 1 2025, SLC will no longer accept religious vaccination exemptions. We will honor our currently enrolled families who have already provided the correct forms.****

TUITION PAYMENTS: Weekly tuition payments must be paid by Friday. If weekly payment is NOT received by 6 PM FRIDAY, a \$40.00 late fee will be added to your account. Please remember that we have payroll and other weekly obligations, and we need your payment in a timely manner. *(Reminder: There is NO reduction in tuition fees for partial week attendance or for holidays listed above.)* If you are repeatedly late, we reserve the right to withdraw your child.

*If you are a part of the SC Voucher Program, you are responsible for any weekly copayments that are not covered by the vouchers. This includes the yearly curriculum fee that is due each September. *

****Beginning January 1, 2025, the only accepted forms of payment are cash, credit/debit cards, or automatic draft. HPLC will no longer accept checks, due to repeated problems with multiple banks. ****

INSUFFICIENT FUNDS: There is a **\$35.00 NSF Fee** for any credit card transactions that are declined. If there are recurring billing issues, you may be placed on a cash-only payment plan.

LATE FEE: If you pick up between 6:01 and 6:15 pm (HPLC lobby clock) you will be responsible for a \$15 late fee. After 6:15 pm, you will be charged the \$15 flat fee and an additional \$2 per minute. These charges need to be paid by the end of the week. (Calling the center to inform us is appreciated; however, this does not negate the fee)

YEARLY TAX STATEMENTS: End of the year tax statements will be provided to each parent **BY** January 31st. Also, if you withdraw your child prior to December 31st, your tax statement will NOT automatically be printed. You will need to call HPLC and request your copy. It will be emailed and sent to the email address on file within 48 hours. *We do not mail tax statements unless you no longer live in Greenville.*

REGISTRATION FEES: Registration fees are due annually. Registration fees are due upon enrollment and assessed every January. This fee covers each child's accident insurance, and other administrative necessities. Signs will be posted about the fees and the specific due date.

BOOK/CURRICULUM FEE: All book/curriculum fees are annual and are due in September. This fee is charged for our Infant through AS classes. This fee covers your child's curriculum, school supplies and limited arts & crafts supplies. (You will occasionally be asked to donate craft items or specific food items.) Signs will be posted about the fees and the specific due date.

PUBLIC SCHOOL TRANSPORTATION: HPLC offers **afternoon pick up** from local elementary schools. These are determined each year based on enrollment.

AFTERNOON BUS RUN POLICY: If your child (children) will not be riding the bus from school, you **MUST** notify us by 1:30pm. Failure to notify us of their absence will result in a **\$30.00 fee**, which will be applied to your account. For safety reasons, any continual behavior issues on the bus may result in termination of after school pick up privileges.

HOLIDAYS & SCHEDULED CLOSURES: There are NO discounts for holiday weeks. Full tuition is charged so that our staff may be paid for the holiday.

HPLC observes the following 10 holidays: New Year's Day, Good Friday, Easter Monday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day. HPLC also provides teachers with periodic workdays throughout the year, typically in January/February and August. These dates may vary and will be announced at the beginning of the school year.

All scheduled closure dates will be provided at the beginning of each calendar year.

****Depending on when certain holidays fall, we may close additional days. You will be notified in advance of any scheduled closings. ****

VACATION POLICY: A vacation week is defined as a MONDAY – FRIDAY absence only. (NO partial week vacations are allowed.)

You are eligible for a maximum of TWO vacation weeks per calendar year. One week may be used January-June, and one week may be used July- December. There may be exceptions on a case-by-case basis. These weeks MAY NOT be used for the 2-week withdrawal notice. If you enroll after November 1, you are INELIGIBLE for a vacation week for that year.

Vacation forms should be given in writing at least ONE week in advance.

Vacation weeks **CAN NOT** be carried over from one calendar year to the next.

*** EXCEPTIONS:** *You will be eligible for only ONE vacation week if you meet the following criteria:*

- 1 – If your child enrolls AFTER June 30th, you will receive ONE week of vacation after your child has been here for SIX weeks. (The following January, you will be eligible for TWO weeks for the current calendar year.)
- 2 – If your child does NOT attend during the summer, you will only be eligible for ONE vacation week per calendar year.

INCLEMENT WEATHER POLICY: There are NO discounts for inclement weather days. Full tuition is charged in order that our staff may be paid.

- * The decision to close the center OR open on a delayed schedule will be made by 6:00am.
- * If we try a delay opening, but then must close the center, the announcement change will be done as quickly as possible.
- * If the center is open as normal, but must close early due to inclement weather, we will notify by text/email via the **Tadpoles app**.
- * Weather announcements will be made on these medias only: **WYFF 4** (via live TV and online), **Fox Carolina** (via live TV and online), and the **SLC FB page**. (NO radio.) *(The SLC website cannot be updated remotely; therefore, will NOT be used to communicate weather related announcements.)*
- * IF WE ARE OPEN (BUT Greenville County Schools are CLOSED) – Due to staffing, we will ONLY take the afterschool children who attend on a weekly (M-F) basis. There may be times where we can't accommodate AS children for a full day. HPLC will notify parents in advance and can generally offer care during normal afternoon hours. "Drop Ins" will not be allowed on these unexpected days. We apologize for any inconvenience.

PUBLICITY POLICY: On occasion, HopePointe Church and/or HopePointe Learning Center (HPLC) takes photographs or makes an audio/video recording of the children and/or adults involved in daily church or school activities. These photographs or audio/video recordings may be used by staff and/or participants to remember the activities and those involved. In addition, such photographs and audio/video recordings may be used by HopePointe Church and/or HPLC publications or advertising materials to let others know about our ministry. In addition, local news organizations may hear of our activities or events and our church may invite or allow them to photograph or record our events for news reporting on special interest features. For these reasons, you consent to the use of any such audio/video or visual record of your child (or you, if participating in the activity) to be used, distributed, or displayed as agents of the church see fit. This consent includes, but is not limited to,

photographs and/or audio/video recordings. Furthermore, you consent that your child may be interviewed by the news media, or for such photographs and audio/video records to be used by the news media.

In the enrollment packets that is completed yearly, you will have the option to choose the level of media release that you are comfortable with. You are welcome to change the level of consent at any time.

Options:

- Full Media Consent: your child has permission to have their photograph/video taken and used for all purposes: all social media, website, and in-house use.
- In-House Only: your child has permission to have their photographs taken and used for in-house purposes only (Tadpoles or bulletin boards at SLC).
- No Consent: your child does not have permission to have their photograph/video taken at all.

DAILY INFORMATION

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CAUTION: HPLC is a “PEANUT & NUT FREE” school.

Any items containing peanuts, peanut butter or any type of nut may **NOT** be brought to HPLC.

This includes, but is not limited to, sandwiches, crackers, cereal, cookies, etc.

Any type of peanut or nut food brought into the center **will be thrown away**.

We have numerous children and staff who have SEVERE (possible life threatening) allergies to nuts; therefore, we will NOT take any chances with their health and safety.

NUTRITION: HopePointe Learning Center ensures that children receive healthy and well-balanced meals that meet nutritional requirements by following the USDA CACFP (Child and Adult Care Food Program) for all the meals we serve. Our menu provides a healthy and balanced diet that includes fruits, vegetables, and whole grains. We limit the foods and beverages that are high in sugar, and/or fat. We ask that you have your child eat/finish breakfast before entering the center. Children will receive a morning snack, lunch and afternoon snack.

We do make accommodations for those children who have allergies or therapeutic needs for any of the foods that we serve. Accommodations are also made for those who have special dietary requirements based on physical, religious, or cultural beliefs.

Children will have the opportunity to learn about healthy eating and lifestyles. Family information and community resources pertaining to nutrition and food opportunities will be posted monthly on the bulletin board outside the front office.

****Food items will never be used as a form of reward or punishment. Food will never be withheld from children****

** Weekly menus will be posted on the bulletin boards and are available upon request. Menus are subject to change due to ordering availability. **

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ITEMS NEEDED FOR CHILDREN:

Each child (Infants) will need:

- A change of clothes (weather appropriate)
- Lightweight sleep sacks are allowed but should be taken home each week to be washed. Once children are able to stand in their cribs, sleep sacks are no longer allowed.
- Diapers & wipes (**effective January 1, 2024, we no longer allow cloth diapers due to stringent DSS regulations.**)
- No glass bottles

Each child (Toddler-K-4) will need:

- a change of clothes (weather appropriate)

- one clean (crib size) sheet to cover their mat & a blanket (the sheet and blanket must be taken home each Friday, washed and returned each Monday. Please put your child's name on all bedding items.)
- Diapers/Pull-ups & wipes (Infant -K-2) – **effective January 1, 2024, we no longer allow cloth diapers due to stringent DSS regulations.**

****If your child runs out of any of the above, you will be notified via Tadpoles daily report. If after multiple notifications, you fail to provide the necessary supplies, the front office will call you to bring in the items immediately or your account could be subject to additional fees.****

****If your child is not potty-trained or has frequent accidents, you must provide diapers/pull-ups & wipes. Please be sure the child's name is on each pack when you bring them.****

ITEMS BROUGHT TO HPLC: Unless specified on the class calendars, we ask that NO toys be brought to HPLC. We are NOT responsible for lost or broken toys or personal items. (Show & Tell is NOT included in this policy.)

ELECTRONICS: We ask that children do not have electronic devices in their possession while at HPLC. This includes but is not limited to gaming devices, cell phones, and any smart devices. We understand that older children may have these items at school, but we ask that they remain in their backpacks for the duration of their time at HPLC. If these devices are used at HPLC, they will be taken to the front office for you to get at pick up.

SIGN IN AND SIGN OUT: Every child must be signed in and out. This is for your child's safety AND it is a DSS policy. Please bring your child into the center and make sure the teacher is aware of when you arrive and/or leave. You may NOT send a sibling to get a child. An adult (18 years or older) must be present.

CHILD PICKUP: HPLC policy requires that only those people listed on your child's enrollment form may pick up your child. If someone else will be picking up your child, you must come to the HPLC office and fill out a Child Pick Up form. HPLC policy requires that the specified person be prepared to show a valid picture ID. If any unauthorized person comes to HPLC to pick up your child, we will not release the child to them without your permission AND a photo ID. If needed, we will phone you to confirm the arrangement.

CURRICULUM: Every class (Infant-AS) has a set curriculum that is created by the teacher. The teachers follow the SCABC Early Learning Standards to create a well-rounded curriculum. These early learning standards include approaches to play and learning (APL), emotional and social development (ESD), health and physical development (HPD), language development and communication (LDC), mathematical thinking and expression (MTE), and cognitive development (CD). Each month there will be a monthly overview posted outside each classroom door that highlights the lesson plan for the classroom.

RELIGIOUS TEACHING: We are a Christian center; therefore, each child will be given religious guidance and discipleship. This will be in the form of Bible time with scriptures, music, stories, and activities. We also have a weekly chapel time (3 years +) that is led by the HopePointe Pastoral Staff.

TRANSITION POLICY:

Internal Transitions

All HPLC students move up once per year, generally in August. However, younger children (Infants and Toddlers) may need to move to an older classroom in their age group. This transition will only occur based on the developmental needs and growth of each individual child.

When younger babies are developmentally ready (i.e. crawling/walking, pulling up, and are no longer on bottles), they transition from the Infant to Toddler program. When children are 24 months old, they are eligible

to move into the young 2s class. There is a transition schedule followed for the Infant- K2 programs. This schedule occurs over a week, with each day increasing the amount of time with the new class. Beginning at 36 months, children are transitioned once each year, until they get to the Afterschool program. K-3 and K-4 children will have the opportunity to meet with their new teacher before the new school year begins. We know that not every child is able to follow this transition policy at the same rate. Every transition is assessed on a case-by-case basis. When new children enroll in the facility, they are offered a chance to tour their new classroom and spend time meeting their new teacher.

External Transitions

For those children who are transitioning into HPLC from outside the center, we make sure that the introduction is as seamless as possible. Before the child's first day, we set up a tour of their classroom and the opportunity to meet the child's teacher. We schedule this meeting during the day so that the child can meet their classmates and see what a typical day is like in that classroom. Also, this is to help ensure that the parents are comfortable with their child's new classroom and teacher.

As for the children who are graduating from our K-4 program, we will attempt to make the transition to K-5 as smooth as possible. A smooth transition will include but not be limited to shortening rest time, and adding other self-help skills to the daily routine that are critical for kindergarten readiness. For those children moving onto nearby schools, we will take an informative field trip to show where they will be attending school.

DEVELOPMENTAL SCREENING: Ages and Stages Questionnaire - The Ages and Stages Questionnaire, Third Edition (ASQ-3), is a developmental screening tool used regularly in the fall and spring semesters. All newly enrolled children will be screened within the first 90 days of child's entrance into the program. The purpose of the ASQ-3 is to detect indicators which might show a developmental concern that should be further investigated and to help track children's growth and development. The ASQ is a series of 30 questions which include the following areas: communication, gross motor, fine motor, problem solving, and personal-social.

If the child is above the cut off, screening will occur again at the next regularly scheduled screening date. Children who fall in the monitoring zone will be rescreened at the next regularly scheduled screening date and an at home activities sheet will be provided for the family. When a child's developmental screening falls into the below the cutoff range, the director will schedule a meeting with the child's parents/guardians and teacher.

After ASQ screenings are complete and results are calculated, parent-teacher conference sign-ups will be offered. This will be scheduled no less than twice a year. Parents will be encouraged to meet with their child's teacher to discuss where their child is developmentally and how they are doing in the class. Because HPLC has an open-door policy, parents may request conferences to be scheduled at any time, not just when ASQ's are completed.

HEARING AND VISION SCREENING: Effective Spring 2025, HPLC will offer hearing and vision screenings in conjunction with our ASQ developmental screenings. These are offered generally 2 times per year, or as needed. Like our developmental screenings, hearing and vision screenings will also be offered within 90 days of enrollment for new students. More information will be available to families once the screening time is scheduled.

****Anytime there is a concern about a child's development, including but not limited to, social-emotional, behavioral, and/or mental health, HPLC will recommend the family meet with their pediatrician first. HPLC will coordinate and provide any documentation needed to facilitate services. If an outside agency needs to work with a child in our facility, we will provide a space for them to work.****

SICKNESS/ILLNESS POLICY: If your child has a fever* of 100.1 degrees or more, vomits twice, or has diarrhea twice, we will phone you and you will be required to pick up your child. If there has been a reported contagious illness in your child's classroom with similar symptoms, you may be required to pick up your child after only one instance of vomiting or diarrhea. They must be fever free for 24 hours – WITHOUT MEDICATION – before they may return to HPLC. When there is a confirmed case of a communicable illness in your child's age group, we may call/text as a precaution if your child exhibits similar symptoms.

If your child has a contagious illness, you **MUST** notify HPLC. Please do NOT bring your child to the center with a contagious illness. If your child has been sent home because of an illness, we MAY require a doctor's note indicating that they are cleared to return to SLC. (see illness protocol chart posted outside each classroom for more details)

** Regarding fevers, see medication policy directly below.*

MEDICATIONS: In order for HPLC to dose medicine, **ALL** medicine prescriptions or OTC medications (including any diaper rash cream/ointment) must have an HPLC medicine permission form completed. You must provide the medication – NO sharing or borrowing will be allowed. Also, all medication permission must be in written form. VERBAL permission is NOT acceptable.

HPLC will NOT dispense any form of Tylenol, Motrin, Advil, etc. for a fever. If your child has a fever, they are NOT to be brought to the center. If the fever is directly associated with an ear infection, immunizations, or teething, a doctor's note will be required to administer any medication. If your doctor prescribes a medication, a doctor's note with specific dates, written dosage, and the child's name must be submitted. Pain relievers will not be administered by HPLC staff. If you wish for your child to receive OTC medications for discomfort, parents must be the ones to administer the medication. Parents must call HPLC if they wish to give medication between 12-2pm.

The following are DSS policies:

Medication (Rx or OTC) must be in the original container/bottle.

Medication must have the child's name printed on it.

Medication must be for the correct AGE of child.

Dosage amounts must be for the correct AGE of child.

If dosage/age differs, your doctor must fill out (or type) a dosage permission form.

Medication must have specific times to be given. "As needed" is not an acceptable timeframe.

DAILY REPORTS: Daily reports are sent via email for every child through the Tadpoles app daily.

BITING POLICY: We, at HPLC, know that children will bite (or try to bite) other children. Although this is upsetting to parents, this is COMMON among toddler age children. If your child bites, we will redirect them to a calming corner or we will contact you to help us with the problem. If the biting becomes a continual problem, you may be asked to remove your child until a solution is found.

ACCIDENT FORM: Each time any child has an injury (or is bitten), HPLC will provide an accident form for you to read and sign. This form will be placed in your child's file. If the injury is to the face or head area, we will inform you and give you the option of coming and checking on your child.

ACCIDENT INSURANCE: HPLC is required to keep accident insurance on all children who are enrolled in our center. This is a SECONDARY insurance and can only be used when your primary insurance has been filed. Should your child have an accident (while at HPLC) – resulting in an injury that requires medical or dental attention – please see the Director for more detailed information. ** DSS will be notified of any injury resulting in a trip to the ER, Doctor or Dentist. **

DISCIPLINE POLICY: HopePointe Learning Center uses a positive approach to discipline. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Some of these discipline and behavior management techniques include communicating with children using positive statements, talking with the children in a calm manner, and praising and encouraging children for positive behavior.

If there is continuing negative behavior even after positive reinforcement, teachers will communicate both verbally and via Tadpoles with the parent(s). Teachers will work together with the parent(s) to create a plan that helps to promote positive behavior in the child. If additional help is needed, the teacher and the parent(s) can meet with the center director about their concerns.

HPLC will strive to make sure that all action plans and corrective measures have been enacted and utilized. Action plans will include meeting with the teachers and the parents, contacting South Carolina Inclusion Collaborative, and/or making referrals to the correct resources. HPLC exhausts every possibility to help all the children in our care to limit the use of suspension or expulsion. However, if a child's behavior continues to harm themselves or others, they may be asked to leave the center.

We understand that every child's needs may differ. Although we offer a traditional full-time schedule, there may be certain behavioral or developmental cases where a part-time schedule may be necessary. If after part-time care is given for any length of time and the child needs to transition back into a full-time schedule, HPLC will meet with the family to discuss reasonable accommodations to ensure a successful return.

TRANSITION PROTOCOL FOR BEHAVIORAL CONCERNS: (These protocols will take effect after all other possibilities have been utilized including, but not limited to parent conferences and referrals)

1. Tadpoles & Verbal Communication with Teacher: If any negative behaviors occur throughout the day, the teacher will write about them in the child's daily report and communicate with the parent(s) at pickup.
2. Office Intervention: If aggressive behaviors persist or escalate, the child will be removed from the classroom and sent the front office. Front office staff will attempt to deescalate the situation, with the goal of returning the child to the classroom. If this becomes a repeated behavior, the front office staff will notify the parents via phone call/Tadpoles.
3. Parent Pickup: If a child's repeated behavior is harmful towards himself or others and all attempts of de-escalation have failed, then HPLC staff will call the child's parent(s) to come pick them up. A meeting with the HPLC director and the child's parents will need to occur for the child to return.

****Parent conferences/suspension/expulsions are left up to the discretion of the center director based on documented evidence and exhausting all other options of behavioral improvement. ****

PHYSICAL ACTIVITY POLICY: HPLC recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future. Teachers practice and encourage daily physical activity with the children. All children have scheduled outside time on designated playgrounds/courtyards. We encourage a least restrictive, safe environment for all children. For children under 24 months, if inclement weather is in the area, these children will participate in an alternative indoor physical activity in their classrooms. For children 2 and older, if inclement weather is in the area, these children may use the gym. Staff members do not withhold opportunities for physical activity as a punishment for a child's behavior. Staff members never use physical activity or exercise as a punishment.

- Infants (ages 0-1 year olds): have a scheduled outdoor time (weather permitting) as the schedule allows.
- Toddlers (ages 1- 2 year olds): have at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Preschoolers and School- Age children (ages 3- 12 year olds): have at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.

HPLC has a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. HPLC does have extra jackets, pants, shirts, shoes etc. for children to borrow if they come to school without them.

All staff are required to participate in annual training on promotion of children's movement and physical activity.

Families will have the opportunity to learn about the best practices for physical activity and movement. Family information and engagement opportunities about physical activity and limited screentime including alternative options will be posted monthly on the bulletin board outside the front office.

SCREEN TIME POLICY: For children younger than 2 years old, we do not permit any screen time (e.g. television, movies, tablets, and computers). Any screen use for children older than 2 must have office approval, and their parents will be notified prior to special showings. Screen time for children older than 2 will not exceed 10 minutes.

Families will have the opportunity to learn about alternatives to screen time. Family information and engagement opportunities about screen time will be posted monthly on the bulletin board outside the front office.

OUTDOOR POLICY: We expect to go outside every day, except on days with inclement weather. Children must wear seasonally appropriate clothing, including but not limited to jackets/coats (labeled with their name).

CELEBRATIONS: Due to a significant rise in both child and staff allergies, we no longer allow celebratory foods brought from home. However, you are encouraged to bring individual goody bags/items that can be sent home with classmates. For HPLC scheduled class parties, please bring only the items listed on the sign-up sheets. Unapproved items will be returned home.

FUNDRAISING: Periodically, HPLC may conduct fundraisers for various projects to help improve the quality of care. These fundraisers will not include food items. Fundraisers may include items such as apparel and artwork.

NAP TIME: Although the children do NOT have to sleep, our policy does require that each child lie down on a mat for the age-appropriate nap time.

** We also ask that you NOT disturb the classroom during nap time. Please be sure your child is here daily by 10:00 am AND, if possible, please do NOT pick up your child until after 2:00pm. **

If you plan to pick your child up during nap time, please call ahead of time, so that we may get your child from their classroom.

OPEN DOOR POLICY: HPLC has an open-door policy, and we welcome our parents to observe or visit at any time. Additionally, if you would like to call and check on your child, each classroom is equipped with an intercom, making it easy for the office to contact each teacher.

WITHDRAWAL POLICY: You agree to give a TWO-WEEK notice, IN WRITING, prior to withdrawing your child from HPLC. Failure to give the required notice will result in an additional week's tuition added to your account.

** If the withdrawal is a result of a problem at the center, please speak to the Director. SLC would like the opportunity to correct any issues. **

PRIVACY POLICY: “Separate information records will be kept on each child in attendance at our center. These records are kept in a confidential manner – being readily available to DSS, DHEC, Parent, or Guardian upon request. These records will not be given out to any other party – regardless of relation to child. Personal records would include, but are not limited to: Name, Address, Phone Number, Date of Birth, Parent Names, etc.”

PROVISIONAL EMPLOYMENT: HPLC may choose to provisionally hire persons when an unexpected staff vacancy occurs to provide care for the enrolled children. This method of hire will only be used in an emergency and will comply with SC Statute 63-13-40(D)(2).

- Teachers hired under provisional employment will:
 - never be left alone in a classroom with children
 - always be under supervision of an experienced teacher

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