LEGACY

PRE-KINDERGARTEN

Parent Handbook 2026–27

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INTRODUCTION

Dear Families,

At Legacy Traditional Schools, we're always exploring new ways to bring our curriculum and classroom experience to more students and more families. Part of that goal is listening to the needs of you, our dedicated families.

After continued feedback from our parents asking for early education options for their children not yet of elementary school age, we are thrilled to welcome you and your child to our new Legacy Pre-Kindergarten program.

Pre-kindergarten and preschool are major milestones in your child's life, and some children may be apprehensive, especially if they haven't spent much time away from home. For young kids, every experience is new, and we know how vital you are to the pre-kindergarten transition. We always encourage active parent involvement, and our open-door policy invites you to observe your child at any time.

You are the true expert on your child, and we want you to feel like a part of your child's academic success as well as our pre-kindergarten community. As your child participates in primary language arts, math, science, music, art, and physical education lessons, we hope you will develop a partnership with our school and the classroom teacher to ensure an engaging and fun classroom experience.

As a parent, you want the best for your child, and we are so excited you have entrusted us to foster your child's growth and development. We wish you and your child a wonderful year at Legacy Pre-Kindergarten.

Sincerely,

Legacy Pre-Kindergarten Administration

LEGACY PRE-KINDERGARTEN OVERVIEW

The Legacy Pre-Kindergarten program provides a safe, structured, caring, enriching, and affordable program led by Legacy Pre-K trained and experienced staff at all locations. Pre-kindergarten students participate in fun educational activities designed to prepare your child to successfully begin kindergarten with the social and academic skills needed, ready to achieve high academic performance. Our pre-kindergarten extended-day program is designed with our busy parents in mind: children in our extended-day program remain onsite, eliminating the need for additional transportation to a childcare center. Legacy's preschool and pre-K programs are aligned with South Carolina Early Learning Standards and applicable South Carolina Department of Social Services child care licensing requirements.

Mission

The mission of Legacy Pre-K is to prepare children for a successful kindergarten experience with the social and academic skills needed to achieve high academic performance in a safe learning environment taught by caring, knowledgeable, and highly effective educators in cooperation with supportive, involved parents.

Vision

The vision of Legacy Pre-K is to positively impact the education of every child.

Philosophy

Legacy Pre-Kindergarten was founded on the principle that parents and staff will work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The high expectations for academic achievement and behavior require a firm commitment from every parent, child, and teacher.

By selecting Legacy Pre-K, parents, children and staff are responsible for and committed to supporting all programs, upholding standards, and following the rules and policies of the school.

The Legacy Pre-K program of instruction effectively delivers a curriculum aligned with South Carolina early learning expectations through inquiry-based instruction. In conjunction with the Legacy Pre-K mission statement, this curricular approach is reinforced by a civilized, tolerant, and peaceful school culture.

PROGRAM OFFERINGS

Please note that enrollment priority will be given to 4- and 5-year-old children. Following are the pre-K program options for 4- and 5-year-olds:

- Full-day preschool & pre-K (7:00 a.m.–3:10 p.m.) Drop-off begins at 7:00 a.m.
- PM Extended Day (3:10 p.m.–6 p.m.)
- Break Camp (fall, winter, spring, and summer available at select campuses) (7 a.m.–6 p.m.)

Parents can submit an application online using the Arux system. Parents will be notified via the Arux messaging feature if their application has been approved; please allow 5-10 business days for approval. Program change request approval is based on availability. Note: the first date of attendance for a new schedule must be on a Monday or the first day of school in the week.

Program Descriptions

Pre-Kindergarten: For 4- and 5-year-olds who will be entering kindergarten in the following year: students will participate in primary language arts, math, science, music, art, and physical education lessons taught through hands-on discovery and other age-appropriate activities.

- The language arts program is based on the Spalding Method using. It is a phonics-based program with an emphasis on daily written and oral phonogram practice.
- The general curriculum for math, science, social studies, music, and art will be based on Frog Street Pre-K. This is a comprehensive program for children ages 3–5 that ensures kindergarten readiness by building the foundation for success in school and life experiences.

Preschool: For 3-year-olds and older children who will not be entering kindergarten in the next school year: students will participate in primary language arts, math, science, music, art, science, and physical education lessons taught through hands-on discovery and other age-appropriate activities via the Frog Street Pre-K curriculum as well (see above).

Ratios and Group Sizes

Legacy Pre-K adheres to staff-to-child ratio and supervision requirements set forth by South Carolina Department of Social Services child care licensing. See Appendix D for information about varied ratio and group sizes in cases of emergency.

STAFF–CHILD RATIOS
3-year-olds - 1:12
4-year-olds - 1:17
5-year-olds - 1:20

Nutrition

Included in our tuition are a morning snack and lunch for students enrolled in the full-day program and an additional afternoon snack for students enrolled in the P.M. Extended Day program (delivered from our school cafeteria and eaten in pre-K classrooms). Children who dropped off between 7 and 8 a.m. will be offered breakfast at no additional cost. Parents may also send their children to pre-K with a packed lunch and snack, but the tuition cost does not change.

Daily menus for food provided by the cafeteria will be dated and posted in public view. Meals and snacks provided by Legacy Pre-K will meet National School Lunch Program (NSLP) requirements, as applicable.

Parents must provide written allergy, dietary, and special health information before attendance and update it when changes occur. The Pre-K program will follow written care plans for allergies and special diets.

Legacy Pre-K is not an allergy-free school or a nut-free school. If a child needs accommodation, please contact the Community Education Site Coordinator.

Empower Program

Legacy Pre-K follows health, safety, nutrition, physical activity, supervision, and professional practice expectations applicable to South Carolina child care programs. The program will implement school and licensing-aligned practices that support healthy development, safe environments, positive guidance, appropriate nutrition, and ongoing staff training.

See Appendix C for program health, wellness, and safety guidelines.

Hours of Operation

Our office hours of operation are 7 a.m. to 4 p.m.

Holidays

Legacy Pre-K will be closed in observation of these holidays each year:

- New Year's Day
- Civil Rights Day
- Thanksgiving
- Day after Thanksgiving
- Memorial Day
- Good Friday
- Labor Day
- Veterans Day
- Presidents' Day
- Christmas Eve
- Christmas Day

DAILY SCHEDULE

Below is a sample of a daily schedule in each of our programs. Your child's exact classroom schedule will vary based on location and classroom. Individual classroom schedules are posted inside the classrooms at every campus.

Full-Day Preschool Sample Schedule*

7:00–8 a.m.	Arrival/Breakfast/Activity Areas
8–8:30 a.m.	Center-Based Activities, Both Child- and Teacher-Directed
8:30–9 a.m.	Morning Circle Time
9–9:15 a.m.	Bathroom/Water Breaks
9:15–9:45 a.m.	Language Arts Lesson (Spalding)
9:45–10 a.m.	Morning Snack Time – Served Family-Style
10–10:15 a.m.	Bathroom/Water Break
10:15 a.m.–10:30 a.m.	Fine Arts
10:30 a.m.–11 a.m.	Recess/Physical Education/Gross Motor Play
11–11:30 a.m.	Math Lesson
11:30 a.m.–12:30 p.m.	Lunch, Served Family-Style
12:30–1:45 p.m.	Nap Time/Quiet Activities (books, puzzles, etc.)/Bathroom
1:45–2:15 p.m.	Science/Social Studies/Social Emotional
2:15–2:45 p.m.	Physical Education/Gross Motor Play
2:45–3 p.m.	Bathroom/Water Break
3–3:10 p.m.	Goodbyes

P.M. Extended Day Sample Schedule*

3:10 p.m.–3:40 p.m.	Afternoon Circle Time
3:40–3:55 p.m.	Afternoon Snack Time – Served Family-Style
3:55–4:05 p.m.	Bathroom/Water Break
4:05–4:45 p.m.	Recess/Physical Education/Gross Motor Play
4:45–5 p.m.	Bathroom/Water Break
5–5:15 p.m.	Story Time/Arts and Crafts
5:15–6 p.m.	Center-Based Activities That Are Child- and Teacher-Directed

**Please note: All schedules will vary by campus and classroom. The schedules listed above may not be the same as your child's classroom.*

Tuition

Pre-Kindergarten Summary of Fees and Hours of Operation		
Monday–Friday Full Day Hours: 7:00 a.m.–3:10 p.m. Extended Day: 3:10–6:00 p.m.		
Weekly Fees 4/5-year-olds		
Non-Refundable Registration Fee: $200.00 per family per school year		
Full Day 7:00 p.m.-3:10 p.m. Ongoing Weekly Tuition 20% Sibling Discount Rates below - NOT Prorated for Closures	$175.00 a week, per child	**Invoice:** Emailed every Wednesday (except for Modified Billing Weeks) **Payments:** Payment is due on Thursday for the upcoming week of service (except for Modified Billing Weeks)
Extended Day 3:10 PM-6:00 p.m. Ongoing Weekly Care No Sibling Discount Rates below	$36.00 a week, per child	

Invoice, Payment, & Schedule Request Deadline Changes Due to Community Education Office Closures - Modified Billing Weeks	

Scheduled care for the week of November 30, 2026
• Deadline for Schedule Changes:
  ○ Monday, November 23, 2026, by 8:00 a.m.
• Invoice Date:
  ○ Monday, November 23, 2026
• Payment Due Date:
  ○ Tuesday, November 24, 2026
• Contracts Withdrawn for Non-Payment:
  ○ Wednesday, November 25, 2026
	• Scheduled care for the week of January 4, 2027
	• Deadline for Schedule Changes:
	  ○ Monday, December 28th, 2026, by 8:00 a.m.
	• Invoice Date:
	  ○ Monday, December 28, 2026
	• Payment Due Date:
	  ○ Tuesday, December 29, 2026
	• Contracts Withdrawn for Non-Payment:
	  ○ Wednesday, December 30, 2026

All times and deadlines in this handbook are based on the local South Carolina campus time zone unless otherwise stated.

Late Pick-Up Fees	
Full Day	Extended Day
Pick-up between 3:20 p.m. & 3:40 p.m. $1.00 per minute per child	Pick-up between 6:10 p.m. & 6:30 p.m. $1.00 per minute per child
Pick-up after 3:40 p.m. $5.00 per minute per child	Pick-up after 6:30 p.m. $5.00 per minute per child

Additional Information

- Non-Refundable & Non-Transferable Policy: All scheduled dates are non-transferable and non-refundable due to staffing and material costs. Credits or refunds will not be issued for unused days for ANY reason. No exceptions.
- Late Pick-up Fees & Consequences: Consistently late pickups may result in temporary or permanent suspension from the program for the remainder of the school year.
- Payment Schedule: Payments are due the week prior to scheduled care.
- Example: Invoice sent on Wednesday, payment due on Thursday for the upcoming week of care.
- Modified billing weeks listed above will have varied deadlines.
- Contract Withdrawal for Non-Payment: If payment is not received by 8:00 AM on Friday for the upcoming week of care, the contract(s) will be withdrawn. Modified billing weeks listed above will have varied deadlines.
- Withdrawal Requests: Withdrawal requests must be submitted with a 10 business day notice for Full Day and 5 business day notice for Extended Day. If the request falls on a day other than a Friday, you may be responsible for the full week's tuition as tuition is not prorated.
- Contract Approval & Payment Processing: If a contract is approved and includes dates for the current week or after invoices have been issued, payment will be processed immediately upon approval. This may include up to three charges: the registration fee, the current week's tuition, and the upcoming week's tuition.
- Waitlists: Due to limited availability, once spaces are filled for Pre-K, a waitlist will be established and families will be placed on the list in the order registered. Community
- Education follows the same waitlist policies and procedures as general enrollment for LTS.
- Break Camps: Break Camps are held at select campuses and require separate enrollment with strict deadlines to add or remove weeks outside of full day enrollment deadlines.
- Program Information & Change Policy: Program details, schedules, staffing, vendors, system processes, rates, fees, and policies are subject to change at any time at the program's discretion.

School Closures

Independence Day 7/3/2026 **Labor Day** 9/7/2026	**Parent–Teacher Conferences** 10/9/2026	**Professional Development** 9/4/2026	**Veterans Day** 11/11/2026 **General Election Day** 11/3/2026	**Thanksgiving** 11/23/2026– 11/27/2026
New Year's Day 1/1/2026	**Professional Development** 1/4/2026	**MLK/Civil Rights Day** 1/18/2026	**Presidents' Day** 2/15/2027	**Student-Led Conferences** 3/5/2027
Good Friday 3/26/2027	**Last Day of School** 5/28/2027			

Break Camps

Winter Break	**Spring Break**
Week 1: 12/21/2026–12/25/2026 Week 2: 12/28/2026–1/1/2027	Week 1: 3/29/2027–4/2/2027

TUITION PAYMENT

Autopay

Autopay (automatic payment) is mandatory and is required to be established in your Arux account. Autopay will charge weekly on Thursdays using the "Saved Payment Method" on your account. You can update your autopay through your Arux account online.

Payment Due Date

Automatic payments can be set up and will be due weekly on Thursday for the upcoming week. In order to have your child's attendance continue uninterrupted, your payments must be made on time. Past-due tuition will result in the loss of your child's reserved space at the school. Failure to pay will constitute a default, which entitles the owner to all remedies as prescribed by law, including reasonable attorneys' fees and other costs to collect.
The tuition for next week is still owed, and the balance will remain on your account until payment is received.

- Payment Methods:
  We accept payments via card or ACH through the Arux billing system (no cash or checks are accepted).
  Please ensure payments are made promptly to avoid any disruptions in your child's attendance.

Failed Payments (Declined Transactions & Defaults) and Additional Fees

If a payment fails due to insufficient funds, declined transactions, or an expired card, the parent/guardian will be notified immediately. A $25 failed payment fee will be charged.

The parent/guardian must update their payment method and submit payment by 10:00 AM the same day of failed payment with another card payment. Failure to do so will result in the account being considered past due, and the contract may be withdrawn.

Payment Processing and Associated Fees: Families are responsible for all electronic payment processing and transaction fees associated with credit card payments. ACH (bank transfer/online check) and debit card payments will remain available at no cost, except in cases where an ACH payment is returned.

Credit Card Payments:

- A processing fee of 3.29% plus a $0.39 per-transaction fee will be applied to all credit card payments.
- All processing and transaction fees are the responsibility of the cardholder.

ACH (Bank Transfer/Online Check) & Debit Card Payments:

- ACH & Debit Card payments will continue to be offered at no processing or transaction fee.
- An ACH payment is defined as an electronic check processed using a bank routing and account number.

● Returned ACH Payments:

1. First Occurrence of a Returned ACH Payment: If an ACH payment is returned for any reason, the following will apply:
   - A $25.00 ACH Return Fee will be assessed.
   - The outstanding balance must be paid using a credit or debit card, and standard credit card processing and transaction fees (3.29% + $0.39) will apply.
   - Payment must be submitted no later than 10:00 AM on the same business day following the rejected

payment notice issued by Arux.
    - Failure to submit payment by the deadline will result in the immediate withdrawal of the student's contract, and the student will be unable to attend until
        ■ the balance is paid in full with a debit or credit card, and
        ■ a new contract is submitted and approved.

2. Second Occurrence of a Returned ACH Payment: If an ACH payment is returned more than once for any reason, the following will apply:
    - A $25.00 ACH Return Fee will be assessed.
    - The outstanding balance must be paid using a credit or debit card, and standard card processing and transaction fees (3.29% + $0.39) will apply.
    - Payment must be submitted no later than 10:00 AM on the same business day following the rejected payment notice issued by Arux.
    - Failure to submit payment by the deadline will result in the immediate withdrawal of the student's contract, and the student will be unable to attend until
        ■ the balance is paid in full with a debit or credit card, and
        ■ a new contract is submitted and approved.
    - You will no longer be permitted to use ACH as a payment method for the remainder of the school year. All future payments must be made using a debit or credit card, and the applicable processing fee (3.29%) and transaction fee ($0.39) will apply.
    - ACH eligibility will reset at the start of the next school year, at which time you may resume using ACH for payments.

Important: If an ACH payment method is rejected more than once, it will be removed from autopay. A new autopay method must be established using a credit or debit card only. All payments for the remainder of the school year must be made using a credit or debit card, and the standard processing fee (3.29%) and transaction fee ($0.39) will apply. These fees are the responsibility of the cardholder and cannot be waived.

Late Pick-Up Policy

Late fees will be assessed for arriving after your scheduled pick-up time. A fee for each minute past scheduled pick-up time (by the office clock) will be automatically charged to the card on file. It is essential you call immediately if you are running late. If we are unable to contact you or your emergency contacts listed, we may be required to call local authorities to assist. Staff is not permitted to transport children to or from the program.

Fees for late pick-up are as follows:

- $1 per minute late pick-up fee per child for pick-ups between 3:20 p.m. and 3:40 p.m.
- $1 per minute late pick-up fee per child for pick-ups between 6:10 p.m. and 6:30 p.m. for P.M. Extended Day
- $5 per minute late pick-up fee per child for pick-ups after 3:40 p.m.
- $5 per minute late pick-up fee per child for pick-ups after 6:30 p.m. for P.M. Extended Day

Shared Custody Policy

Only one Arux account is permitted per child(ren). No exceptions will be made to this policy.
The registering parent will be considered the "Account Owner." The account owner must allow the other custodial parent use of the preschool and pre-kindergarten program.

Both parents with custody must be listed as authorized pick-ups on the Arux account. Stepparents and additional caregivers must be listed as Authorized Pick-Ups as requested by either custodial parent, unless court orders are provided to the Community Education Site Coordinator at the student's campus. The Arux Account Owner must add all Authorized Pick-Ups for the other parent, as requested.

Payment arrangements must be worked out between the custodial parents. Any dispute between parents concerning Community Education programs must be resolved by the parents. Community Education and preschool staff will not become involved in nor resolve parental disputes.

Legacy Pre-K reserves the right to close the account and withdraw the child(ren) if an agreement between parents cannot be reached, or due to noncompliance with the Shared Custody Policy.

If the child's Arux account is closed by Community Education due to parental disagreements or noncompliance with the Shared Custody Policy, in order to reestablish care, written confirmation of an agreement from both custodial parents must be submitted and must be approved by Community Education prior to account reinstatement.

Forms of Payment Accepted

Automatic payments are made online with a debit, checking account, or credit card. Log in to your Arux account to make your payments or to update your autopay. Payments in the form of cash or checks are not accepted.

Saved Payment Methods

To add or update saved payment methods for your profile in the Arux application, after logging in, select your accounts, then select to setup/update autopay.

Tax Statements

For your convenience, access to your Arux account is available 24 hours, 7 days a week. You may print your tax statements directly from the Arux under the Payments tab. These statements are available starting on January 1 for the previous calendar year. Legacy Pre-K does not qualify for tax credit donations. The tax ID numbers for claiming childcare expenses are listed below:

Columbia: 99-0739511

ENROLLMENT

Admission shall be open to any child without discrimination. Prior to admission, South Carolina child care licensing requires required enrollment information, emergency contact information, medical and health information, and current immunization documentation to be maintained on file. Legacy Pre-K also requires documentation to verify the child's age at the time of enrollment. Legacy Pre-K provides completion of the enrollment form and acknowledgement of the receipt of the handbook policies and procedures online as part of our registration process. Students must be re-enrolled in our program annually.

Students must be fully toilet-trained at the time of enrollment. Excessive accidents will result in a meeting with the Community Education Site Coordinator and could result in disenrollment. For additional information pertaining to this policy, see Appendix A.

Age Requirements

Students enrolling in the preschool program for 3-year-olds must be 3 years old on or before August 31, 2026, and their first day of preschool. At the start of the next academic school year, students continuing from the preschool program will progress to the 4- and 5-year-old pre-K program.

Students turning 4 years old on or before August 31, 2026, will be placed in the 4- and 5-year-old pre-K program.

Required Documents

Prior to your child's acceptance at Legacy Pre-K, parents must provide the following documents and information to the Community Education staff:

- DSS Form 2900
- Current South Carolina Certificate of Immunization or approved exemption
- Child's full legal name, date of birth, address, and phone number
- Parent/guardian names and phone numbers
- Emergency contact information
- Authorized pick-up information
- Emergency medical authorization
- Permission to obtain emergency medical treatment
- Permission to transport the child to a hospital in an emergency
- Allergy, dietary, health, or medication information needed for care

Confidentiality and Safeguarding of Records

Legacy Pre-K maintains the confidentiality of child, family, staff, medical, emergency, enrollment, attendance, billing, incident, and program records. Records are used only for program operations, child safety, licensing compliance, communication with parents/guardians, and other purposes permitted or required by law.
Access to records is limited to authorized Legacy Pre-K staff, campus administration, corporate administration, licensing representatives, emergency personnel, and other individuals or agencies with a legal or regulatory right to review the information. Staff may not disclose confidential information about a child, family, staff member, or another enrolled child to unauthorized persons.
Legacy Pre-K safeguards records from unauthorized access by keeping paper records in secured files, locked cabinets, locked offices, or other controlled-access areas when not in active use; maintaining electronic records in

password-protected systems with access limited to authorized users; requiring staff to log out of electronic systems and protect passwords; ensuring records containing confidential information are not left unattended in public or shared areas; sharing documents only with authorized persons for approved program, licensing, safety, or legal purposes; holding confidential conversations privately; limiting access to attendance, emergency, medical, allergy, and authorized pick-up information to staff who need the information to supervise and care for children safely; securely disposing of outdated or unnecessary confidential documents by shredding or another secure method; and allowing parents/guardians to review records related to their own child as permitted by program policy and applicable law.
Incident reports, behavior documentation, health information, and other child-specific records will protect the confidentiality of all children involved. Families will receive information about their own child only. Staff will not disclose the identity, medical history, disciplinary information, or family information of another child.

Immunization Requirements

South Carolina requires current immunization documentation for children enrolled in child care, consistent with state health requirements. Families must provide a current immunization record or approved exemption documentation before attendance and must update records when additional immunizations are received.

Medical and religious exemptions must follow South Carolina requirements and must be documented in the child's file. In the event of an outbreak of a vaccine-preventable disease, children without proof of immunity may be excluded from care until the risk period ends or as otherwise directed by public health officials.

Withdrawal

Parents may permanently withdraw their child from the program at any time by notifying the Community Education Site Coordinator at their campus in person or in writing via email, in addition to requesting the withdrawal online with your Arux account ten business days prior to the official withdrawal date.

A fee equal to two weeks of program tuition will be charged if withdrawal notification is received less than ten business days from the scheduled last date of enrollment. Extended Day withdrawal requests should be submitted at least one week prior to the withdrawal date.

Please note:

- Fees are not prorated.
- All registration fees are nonrefundable.
- All accounts must have a zero balance upon withdrawal. Collection efforts will continue as long as an outstanding balance remains.
- Future billing will continue until the withdrawal process is complete.

Additionally, withdrawn students whose parents seek to re-enroll them in the same school year must complete a new student enrollment form and resubmit all the required paperwork. Any previous account balances must be brought to $0 at the time of reenrollment. Re enrollment will be based on space availability.

Disenrollment

The Legacy Pre-K program reserves the right to withdraw a student due to safety concerns, inappropriate behavior, parent conduct on campus, violation of handbook policy, and/or failure to pay. Refunds will not be given on occasions when the administration has withdrawn a child.

Exceptional Students

Reasonable modifications will be provided to afford a student with a disability meaningful access to Legacy Pre-K, unless it is demonstrated that the modifications would be a fundamental alteration in the nature of the program or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the program if his/her behaviors, even with reasonable modifications, are so disruptive that it puts other students in danger or negatively impacts the quality of services to other participants.

ATTENDANCE

Arrival & Release

For the safety of students, upon arrival, it is essential that parents/legal guardians accompany their child into the classroom or designated area and sign in daily. During arrival, it is very important to set up a routine that your family can follow every day. Please keep your child's teachers informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school. We recommend that you help put away items in their cubby, walk your child into the room, greet the teachers and friends, help wash their hands and assist your child in selecting a toy or joining an activity. When it is time for the person dropping the child off to go, tell the child you are leaving, and say goodbye. If your child is having difficulty separating, signal a teacher for assistance. If your child was upset when you left, please feel free to contact our preschool, and we will let you know how he/she is doing.

To ensure each child has a productive day, it's essential to drop them off at school before 10:00 a.m. Arriving later than this makes it difficult for them and their classmates to fully engage in learning.

When picking up, the parent/legal guardian must again enter the building or arrive at the designated area and sign out their child. If a person other than the parent/legal guardian is dropping off/picking up, valid state-issued ID must be presented to staff and match the names listed under the individual authorized to pick-up in Arux, as well as on the Emergency Contact Card. Students will be released only to those persons listed. Any changes to this list must be completed by a parent/legal guardian prior to pick-up on their Arux account. We will not release children to anyone under the age of 18. We will not allow children to leave school unsupervised.

During departure, it is also important to follow a set routine. We recommend that when you arrive, you greet your child and the teachers and let your child know how much time he or she has to wrap up the ongoing project or activity. While your child is finishing up, it is a good time to talk with the teachers to discuss your child's day, but this is not the time to have a full conference with the teachers. If you feel you need a conference, please ask the teacher to set a separate time for you to meet. On the way out, check your child's cubby. Be sure and say goodbye to your child's teachers, so they know you and your child are leaving.

Parents and legal guardians have free and full access to their child without prior notice while the child is receiving care, unless a court order limits access. Parent visits must not disrupt instructional activities, supervision, or classroom routines.

We cannot legally refuse the release of a child to either of his/her parents without legal documentation. If you have specific custodial arrangements that affect whom and when a particular person can arrive or depart with your child, we must have a copy of the legal agreement on file. We also need a copy of any Orders of Protection that are in force.

Child Accountability and Transition Procedure

Legacy Pre-K directly supervises children at all times and maintains a written procedure to account for the presence of each child throughout the program day. Children are accounted for when they enter and exit the premises, enter and exit a vehicle if transportation is ever used for an approved program activity, and move to a new location in or around the school.
Parents/legal guardians or authorized pick-up persons must sign children in and out each day using the program's designated attendance system or sign-in/sign-out process. Staff will compare the sign-in/sign-out record with the

classroom attendance roster to confirm each child's presence.

- Staff will conduct and document child counts upon arrival and sign-in.
- Staff will conduct and document child counts before leaving the classroom or designated area and upon arrival at each new location, including playgrounds, bathrooms, cafeteria, gym, library, outdoor areas, or other areas on campus.
- Staff will conduct and document child counts before returning from each location and upon return to the classroom or designated area.
- Staff will conduct and document child counts before and after any emergency drill, evacuation, shelter-in-place, or relocation.
- Staff will conduct and document child counts before releasing a child to a parent/legal guardian or authorized pick-up person and at any staff transition or shift change.

During transitions, staff will carry or have immediate access to the current attendance roster, emergency contact information, and any necessary health or allergy information. One staff member will lead the group and another staff member, when available based on group size and staffing, will position themselves at the end of the group to ensure all children remain with the group. Children will remain within sight and supervision of qualified staff at all times.

If a child is not accounted for during any count or transition, staff will immediately stop movement, notify the Community Education Site Coordinator or designee, recheck the roster and last known location, search the immediate area, and follow the program's emergency procedures. Parents/guardians, campus administration, emergency personnel, and South Carolina DSS will be notified as required.

Reporting Absences

If your child will be absent, please notify our office as soon as possible. This can be done by

- emailing the pre-K front office; or
- calling the pre-K front office directly.

If your child is absent due to an illness, please specify the nature of the illness as a precaution for staff and other students. Tuition refunds or credits are not given for any days scheduled but not attended.

Emergency Contacts

It is the parent's responsibility to make sure that emergency contact information is always updated with the Legacy Pre-Kindergarten program. It is extremely important that we have current contact numbers for parents/guardians and emergency contacts, as required for child care licensing and safe release procedures.

Illness

Legacy Pre-K follows South Carolina child care exclusion requirements and current state public health guidance. Children may not attend when they have a reportable or exclusionary illness and may return only when the required exclusion period has ended or when written medical clearance is provided, if required. Parents must inform Legacy Pre-K of an absence due to illness. Students cannot attend Legacy Pre-K with any of the following symptoms:

- a fever within the past 24 hours,
- vomiting,
- diarrhea,
- undiagnosed rash,

- inflamed or matter-filled eyes, or
- head lice.

If your child becomes ill with a temperature of 100.4 or higher, vomiting, diarrhea, or the onset of a rash while attending Legacy Pre-K, a parent/guardian/emergency contact **must pick up the child within the hour.**

Students may not return to school until they are fever free without the use of fever-reducing medications for 24 hours, free of vomiting for 24 hours, and free of diarrhea for 24 hours. Children who are ill with a contagious disease or fever may not attend Legacy Pre-K. Parents must notify the Community Education Site Coordinator if their child is diagnosed with a communicable disease or other reportable illness. When required, Legacy Pre-K will notify parents and South Carolina DSS within the required time frame. The school health assistant is not part of Legacy Pre-K and will not be called for illnesses or for injuries. No tuition credit or refund is given for sick days.

Medication Administration and Emergency Procedures

Medication will be given to students only with the proper paperwork completed and on file with the Community Education Site Coordinator. If approved, only physician-prescribed medication in the original prescription container may be given. The container must have the pharmacy label that includes the student's name, dosage, date, and the name of the medication. A Medical Consent form must be filled out for each medication needed.

Medication will be stored securely and administered according to the written instructions. A medication log will be completed each time medication is given.
Parents/guardians will be notified immediately of any medication error or suspected adverse reaction.

Any unused or expired medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program.

DISCIPLINE

Legacy Pre-Kindergarten follows the same positive discipline approach as Legacy Traditional Schools. Positive discipline helps to create an environment conducive to learning and fun. Our staff uses positive methods of discipline and guidance that encourage children to grow in the areas of self-control, cooperation, self-esteem, and sharing. More specifically, our staff will do the following:

- Remind a child of the behavior expectations using direct, positive statements and modeling the desired behavior
- Reinforce children when they make good choices and display appropriate behaviors
- Redirect behavior using positive statements when necessary
- Maintain realistic expectations of children based on knowledge of child development
- Provide clear and simple limits
- Provide appropriate activities that keep children engaged
- Redirect inappropriate behaviors toward desired outcomes
- Give children choices between two appropriate alternatives
- Encourage children to work together to solve problems
- Encourage children to use their words to solve problems or to elicit peer cooperation
- Provide logical and natural consequences for children's actions
- Guide children away from the situation until they are able to calm down and address the problem
- Use positive encouragement of good behaviors rather than focus on the unacceptable behaviors

At Legacy Pre-K, discipline is approached in a caring and respectful manner. Children are encouraged to redirect their actions in a constructive manner throughout their daily activities. If needed, a child will be given the opportunity to take time away from the group to compose him/herself. This cool-off period (not to exceed one minute per year of the child's age) will be followed by a review with a teacher of the appropriate behavioral expectations. If a child is separated from the group to calm down, the child will remain within sight and supervision of staff at all times. The following types of discipline and guidance are prohibited:

- Spanking, hitting, shaking, biting, pinching, pulling, pushing, physical force, or inflicting any other form of corporal punishment
- Restricting a child's movement by binding, tying, or any other type of physical restraint, including lifting or carrying a child
- Confining a child to any enclosed area such as a closet, cubicle, office, or bathroom
- Subjecting a child to cruel or severe punishment such as humiliation, shaming, threatening, belittling, intimidating, or frightening of the child
- Depriving a child of water, meals, snacks, rest, recreation time, necessary toilet use, or shelter
- The use of food or water as a reward or punishment
- Disciplining a child for soiling/wetting clothing or not using the toilet, forcing a child to remain in soiled clothing, or remain on the toilet, or any other extreme practices for toileting
- Subjecting a child to harsh, abusive or profane language
- Leaving a child unattended or unsupervised for any amount of time

- Requiring a child to remain silent or inactive for an inappropriate amount of time for the child's age
- Confining a child to a swing, high chair, crib, playpen, or any other piece of equipment for extended periods of time in lieu of supervision
- Any other form of physical abuse, emotional abuse, or neglect

If a child continues to exhibit inappropriate behavior over a period of time, parents/guardians may be asked to participate in a conference with the teacher and the Community Education Site Coordinator. Depending on the severity of the inappropriate behavior, parents/guardians may be asked to pick their child up early or keep their child home for one to three days. If a child's inappropriate behavior persists or is severe enough, the Community Education Site Coordinator may disenroll a child from the program.

Biting

Experts in the field of child development agree that biting is a developmental stage that children ages 12 months to three years may experience. Often, biting is a means children use to communicate, to display frustration or anxiety, or as a means of self-defense. It also may signify the child does not yet have the necessary skills to interact appropriately with children in a group. The Community Education Site Coordinator works with teachers and staff to formulate a plan for addressing biting behavior. At the first sign of biting, we will evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or transitions in the classroom may be made.

If a bite occurs, the teacher will first attend to the child who was bitten by comforting the child and cleaning the bitten area with soap and water. Then the teacher will address the child who bit, discussing things such as "biting is not allowed and hurts others." Teachers will keep their words to a minimum, so the child does not get the message that biting is a means of getting attention from the teacher. Staff will complete an incident report for the child who was bitten and discuss the incident with the parents.

For children who continue to bite, more specific interventions will be put in place. This may include a conference with the teacher and the Community Education Site Coordinator. Each case will be assessed on an individual basis. In some cases, if the behavior continues, parents may be asked to disenroll their child from Legacy Pre-Kindergarten.

Staff cannot discuss with either parent the identity of the other child involved in the incident, nor can staff discuss the medical history of any child involved in a biting incident with the other parent.

Incident reports will protect child confidentiality. Families will receive information about their own child, the nature of the incident, first aid provided, and follow-up steps related to their child. Staff will not disclose the identity, health history, or disciplinary details of another child involved in an incident.

Please see Appendix B for additional information regarding our consequence matrix at Legacy Preschool.

ADDITIONAL PARENT INFORMATION

Dress Code

Students are expected to come to school in a presentable manner that demonstrates respect for themselves and their school. All school attire should be fitted, clean, and neat. Hairstyles should be neatly groomed and non-distracting.

Girls' clothing should meet the following requirements:

- T-shirts may be worn as long as they are in good taste. No images of characters promoting violence (e.g., Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages are permitted.
- Shorts and skorts may be worn. They must fit properly and be longer than fingertip length.
- Dresses/jumpers are acceptable and must be knee length.
- It is requested that shorts be worn underneath all skirts and jumpers for modesty during play.
- Spaghetti-strap tank tops are not permitted. Sleeveless straps must be at least two inches wide.
- Shoes must be closed-toe, adhered securely at the heel, and tied properly (if designed to do so).

Boys' clothing should meet the following requirements:

- T-shirts may be worn as long as they are in good taste. No images of characters promoting violence (e.g., Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages are permitted.
- Shorts must fit properly and be longer than fingertip length.
- No caps are allowed at school except for sun protection outside. Bandanas are not permitted.
- Shoes must be closed-toe, adhered securely at the heel, and tied properly (if designed to do so).

PARENT–TEACHER COMMUNICATION

Daily Parent Communication

Each day you will receive brief, verbal information from the staff about your child's day. (Teachers need to focus on their interactions with the children throughout the day and are unable to have extended or private conversations at arrival/drop-off or release/pick-up unless prior arrangements have been made for the teacher to leave the classroom.) We believe this daily contact to be very important. If you feel that you are not getting the information you desire about your child's experience at Legacy Pre-K, please inform your child's teacher or the campus Community Education Site Coordinator.

Parent–Teacher Conferences

Academic parent–teacher conferences will be offered twice a year. In the fall semester, the purpose of the first conference will be for staff to get acquainted with families and to set goals/objectives for the school year. In the spring semester, a second conference will be offered to review the child's portfolio as well as allow the child to display learning objectives reached during the school year. Teachers also will share with parents a comparison of the child's developmental and academic progress. These conferences are an excellent time for parents and teachers to discuss the child's progress, mutual objectives for his/her development, the parent's reaction to the program, and any questions or concerns.

In addition to these conferences, both staff and parents are welcome to request a parent-teacher conference with their child's teacher and/or the Community Education Site Coordinator at any time. A note, email, or phone call to the campus Community Education Site Coordinator is all that is necessary for a parent/guardian to request a conference and arrange a mutually convenient time.

Separation Anxiety/New Child Transition

Children sometimes have difficulty separating from parents in a new environment such as Legacy Pre-K. This is typical behavior, which, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation anxiety in your child:

- Allow adequate time in the morning for arrival adjustment before needing to leave for work.
- While traveling, talk to your child about going to "school," who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
- When you arrive, help your child get settled in by encouraging them to become involved in play.
- Once your child is playing comfortably, tell your child it's time for you to go. (You might also try a two-minute warning ahead of time.) Please do not leave without letting your child know. Children are establishing their sense of trust and need to see you go and see you return at the end of the day.
- Give hugs and kisses and reassure your child you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back (e.g., "I'll see you after snack").
- If there is still protesting and difficulty, teachers are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave.

If your child enters the program in the middle of the year, we recommend a few short visits prior to full-day enrollment. This helps your child become familiar with the environment at Legacy Pre-K and also helps us get acquainted with your child. Each child is unique in their patterns and ease of adjustment to new situations. Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. If you would like your child to experience different

times of the day, schedule your visits accordingly. For liability purposes, parents may not leave their child unsupervised during visits.

Potty/Toilet Training Policy

When a child begins enrollment, he or she must be completely potty/toilet trained. The child must be in cloth underwear and not in diapers or potty training pants. Children are expected to use the toilet, manage clothing, and clean themselves independently, with staff providing reminders, encouragement, supervision, handwashing prompts, and discreet help with clothing fasteners when appropriate.

Families may request reasonable modifications for disability, medical, or developmental needs. The program admin and Community Education Site Coordinator will review those requests case by case, consistent with DSS health, sanitation, supervision, and safety requirements.

In the event the child is found not to be fully potty/toilet trained as indicated by repeated awake-time accidents (inability to reach the toilet on time, wetting or soiling undergarments), parents will be asked to participate in a parent–teacher conference to ensure that the staff and family are actively supporting the child's success while awake at the school. If the child has another accident after the conference is held, parents will be asked to remove their child from school for a one-week leave, to work toward readiness (at the discretion of the lead teacher and the Community Education Site Coordinator). The family will not be charged weekly tuition during the one-week leave.

If, upon returning, the child still is not trained as indicated by one or more accident(s) within the first five days of returning to school, the child will be asked to take a two-week leave to again work toward readiness. During the two-week leave, the parents will be billed as if the child were attending to ensure enrollment will be reserved for their child. The two-week leave will be repeated until the child returns fully potty/toilet trained. During the times of leave, the parents will be billed as if the child were attending to ensure enrollment will be reserved for their child. Parents have the option to decline the enrollment reservation, which would mean the child's name would go on the Legacy Pre-K campus wait-list (if requested by the parent). Legacy Pre-K will not automatically remove a child from enrollment unless indicated by the parents in writing (an email or written letter is sufficient).

Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home. Legacy Pre-K is not equipped or staffed to provide diapering or toilet-training services and must maintain health, sanitation, supervision, and licensing expectations for group child care.

Please see Appendix A for additional information regarding potty/toilet training at Legacy Pre-K.

Nap/Quiet Time

Nap time is an important opportunity for growing, active children to rest and reenergize during their day. This is also a time for teachers to regroup, clean, discuss the day's activities, and plan future curriculum for the class. Children are asked to rest quietly in the afternoon but are not required to sleep. Children are helped to relax by a variety of methods: dimmed room, music or story tapes, rubbing backs, etc. Non-nappers are asked to rest quietly on their cot for 20 minutes. After that time, they may get up and participate in quiet activities in a designated area. We will try our best to accommodate parents' requests to individualize children's rest routines. Please discuss specific accommodations with your child's classroom teacher.

We ask that parents bring a small soft blanket and a fitted crib sheet that will fit in a two-gallon plastic bag. We ask that you take these items home weekly to launder and return to school the first day the child attends in the following week.

During the online registration process, parents are asked if their child still naps. Whenever possible, we do our best to accommodate napping and non-napping children by hosting napping and non-napping pre-K classrooms. Availability is limited. Furthermore, the 4- and 5-year-old pre-K program will be weaning off naps in the spring semester in preparation for full-day kindergarten for the next school year.

Volunteering

Legacy Pre-Kindergarten feels that active parental involvement and support is critical to the success of the program. Legacy therefore has an open-door policy so that you may observe your child and their well-being at any time. Parents are also welcome to volunteer in and support the classroom. This support may include helping during the pre-K day, participating in activities, or being a designated room parent. In addition, parents can help prepare materials from home.

In order to volunteer in the classroom, one must meet the following requirements:

- Be approved by the campus before volunteering
- Be over the age of 18
- Complete any volunteer application, background screening, and orientation required by Legacy Pre-K and South Carolina DSS
- Sign in with the Community Education Site Coordinator
- Follow all visitor, confidentiality, health, safety, and dress code requirements
- Remain supervised by Legacy Pre-K staff at all times when children are present

Please contact your campus Community Education Site Coordinator for information on completing a volunteer application.

Accident and Emergency Procedures

If your child becomes ill or incurs a minor injury while in our care, our staff will perform basic first aid to treat the injury or illness. If the injury or illness requires more than basic treatment, or in case of an emergency, as determined by the Community Education Site Coordinator or designee, emergency services will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies. Fire and lockdown procedures will be an extension of the campus policies and procedures. *See Appendix D for additional information regarding emergency procedures.*

Legacy Pre-K will notify South Carolina DSS when required, including serious injuries, a missing child, a child left unattended, emergency medical treatment, suspected abuse or neglect involving staff, major facility damage, disasters, or closures that affect child health or safety.

Personal Belongings

Please dress your child in clothing appropriate for doing art projects and active play. For the safety of your child, shoes must be closed-toe, adhered securely at the heel, and tied properly (if designed to do so). Two complete changes of clothing, in a labeled gallon Ziploc bag, should be sent with your child and kept at school at all times for all children enrolled.

Please mark all clothing with your child's first and last name. If Legacy Pre-K lends a change of clothing, please launder and return it to the school promptly.

Children will need one crib-sized fitted sheet and a child-sized blanket for nap time. The Pre-K program will provide rest cots. You will need to take your child's sheets and blankets home weekly for laundering. We ask that students refrain from bringing any items from home that could be unsafe, disruptive, or potentially cause injury or damage. Items to be left at home include toys, pets, electronic devices, gum, and candy.

Birthdays

Parents and/or guardians may provide a sealed, store-bought birthday treat (limit of one food item per student) to be shared with the class during snack time to celebrate their child's birthday. Legacy believes in providing all students with the opportunity, support, and encouragement that birthday celebrations bring, and we encourage our families to also promote healthy choices for our students. We ask that parents and guardians either send the treat with their child at the beginning of the school day or drop off treats at the campus front office at the beginning of the school day. Please note: balloons, flowers, and gifts will not be delivered to classrooms due to allergies or possible disruption to the classroom learning environment.

Birthday treats must be approved by the site coordinator before serving so allergy, dietary, and choking-safety needs can be reviewed.

Classroom Parties

Classroom parties are limited to a maximum of four per school year: Fall, Winter, Valentine's Day, and End-of-the-Year. Parents/guardians may bring in party items for these occasions before school or one hour before the party.

- Please note that Legacy is NOT an allergy-free school or a nut-free school.
- If your child needs accommodation, please contact your child's teacher.

Transportation and Parking

Legacy Pre-Kindergarten does not provide transportation. Parents are required to transport their child to and from our program. Staff are not permitted to transport children to or from the program. Please follow the campus map that includes traffic flow directions and indicates designated parking areas for all pre-K families. These maps are available via your campus Community Education Site Coordinator and are often displayed on the pre-K parent board.

Field Trips

Field trips off campus are not a part of the pre-K program. However, Legacy Pre-K's location on a K–8 school campus provides opportunities for a variety of walking field trips. During enrollment, all parents are asked to sign a permission slip allowing their children to take part in these trips. These field trips will include, but will not be limited to, visiting the campus library, playing in the gymnasium, attending school plays, or enjoying special guests who are visiting the school campus. In addition, your child's teacher may invite community members and outside educational organizations to present in the classroom as part of the program.

For any planned walking trip or away-from-classroom activity, written parent/guardian permission must be on file. Staff will carry emergency information, maintain required staff-to-child ratios, directly supervise children, and use a written tracking/checklist procedure when leaving and returning to each location.

Child Abuse Mandated Reporting

South Carolina law requires certain persons who suspect child abuse or neglect to report their concerns to the appropriate authorities. Child care workers, school personnel, and other designated professionals are mandated reporters.

It is the policy of Legacy Pre-Kindergarten to report all suspected cases of child abuse and/or neglect as required by South Carolina law.

Staff are mandated reporters. Any suspected child abuse or neglect will be reported immediately to the South Carolina Department of Social Services Child Protective Services or to local law enforcement as required by South Carolina law. Legacy Pre-K will cooperate with investigations, including providing records and access to the premises when legally permitted.

Media Release

Photos and video footage of students add significantly to the communication values of school publications, promotional materials, media presentations, and the Legacy Traditional Schools and Legacy Pre-Kindergarten websites. Unless notified in writing of an objection by a parent or legal guardian, photographs and video footage of students and/or names may be posted in school-produced materials, including printed publications, television, media productions, and the Legacy website.

Pest Control

LTS buildings and grounds are treated for pests each month. Notices are posted on the entrance to the building 48 hours in advance of treatment.

Insurance and Licensing

Legacy Pre-Kindergarten is licensed by the South Carolina Department of Social Services, Division of Early Care and Education, Child Care Licensing, and operates in accordance with applicable South Carolina child care licensing requirements. Our license and contact information for inspection reports are located on the pre-K parent board.

Grievance Procedures

A grievance is a formal complaint about an issue of concern. If a student or parent/guardian has a complaint, he or she may send a written grievance to the school or schedule a meeting with the Community Education Site Coordinator. The Community Education Site Coordinator will make every effort to find a resolution. If the matter cannot be resolved at the school level, a written grievance may be sent to the Central Administration Office for further assistance.

Parent Agreement

Parents will be asked to sign a Parent Agreement indicating they have read the Legacy Pre-Kindergarten Parent Handbook and agree to abide by the procedures outlined therein, prior to their child’s first day of pre-K.

This handbook is reviewed periodically and may be updated to remain consistent with South Carolina DSS child care licensing requirements. Parents/guardians will be notified of material policy changes.

Emergency Information

Please print this information sheet and complete it for your own use with your child's campus information.

Your School's Address: _____

Your School's Phone: _____ Your School's Email: _____

Your School's Website: _____

Office Hours of Operation: 7:00 a.m. to 6 p.m.

Your School's Community Education Site Coordinator: _____

Your School's Campus Administrator: _____

Your School's Campus Principal: _____

The Emergency Management Plan is available at the school for your review. In the event of an emergency, where it becomes necessary to remove children from the school property, children will be evacuated to the following site:

Evacuation Site Location: _____

Address: _____

Nearest Cross Streets: _____

Phone Number: _____

Emergency medical care is warranted when a child has a serious injury, loss of consciousness, breathing difficulty, seizure, suspected fracture, severe allergic reaction, uncontrolled bleeding, suspected poisoning, or any condition staff determine requires immediate professional care.

In a medical emergency, staff will provide basic first aid within their training, call 911 when emergency care is needed, notify the parent/guardian as soon as possible, and take the child's emergency information with the child.

A staff member will remain with the child at the hospital or emergency location until the parent/guardian arrives, when staffing allows and supervision of the remaining children can be maintained.

Preferred hospital/source of emergency care: _____

Method of emergency transportation: 911 / Emergency Medical Services

Emergency staffing plan: Staff will maintain DSS-required ratios and supervision for remaining children while a designated staff member responds to or accompanies the child in an emergency.

In the event of an evacuation, you will be notified of the situation as soon as possible by phone and may be asked to pick up your child at the evacuation site. Designated safe areas, both inside and outside the school, as well as evacuation routes, are posted in each classroom. Emergency drills are conducted monthly.

Inclement Weather and Emergency Closures

Legacy Pre-K monitors inclement weather, severe weather alerts, unsafe travel conditions, utility outages, and other emergency conditions that may affect safe operation of the program.

When needed, Legacy Pre-K may delay opening, closing early, or closing for the day. Families will be notified as soon as possible through Arux, email, text message, phone call, or another school communication method.

If the program closes early, parents/guardians or authorized pick-up persons must pick up children as soon as possible. During any weather-related delay, closure, evacuation, or shelter-in-place event, Legacy Pre-K will maintain DSS-required supervision, staff-to-child ratios, emergency records, and parent/legal guardian access rights.

If children must be moved from the school property, Legacy Pre-K will follow the Emergency Management Plan and notify families of the evacuation location as soon as possible. DSS will be notified of weather-related closures or disasters when required.

APPENDIX A

Additional Information on Potty/Toilet Training Policy, Practices, and Philosophy

When creating our Potty/Toilet Training Policy, we took many things into consideration: general child development for children ages 3–5, state licensing requirements, campus building structure, and the policies used by various higher learning institutions in their child development lab programs.

Legacy Pre-K is a licensed childcare program and has certain health practices, policies, and procedures in place that are either required for state licensing and/or are recommended best practices for group care. We strive to keep our school as clean and sanitary as possible. While potty training accidents do happen, we also have a responsibility to keep our surfaces and equipment (floors, furniture, toys, etc.) sanitary. For this reason, we take potty/toilet training support very seriously and try our best to work with all families to help every child be successful.

Being independent in toileting at home is not always an indication that a child is fully potty/toilet trained for a school setting. While at home, children may be able to have less clothing on, sometimes only the underwear, making it much easier and quicker to sit on the potty/toilet. Also while at home, a child can run right into the bathroom and sit down on the toilet or use a lower potty-chair,' and parents may have only one child to consistently remind or take to the bathroom every hour (or in some cases 30 minutes).

In our school setting, none of these things can happen, which is why it is essential for a child to be fully potty/toilet trained before attending our school program. Legacy Pre-K does not provide routine diapering or toilet-training services. Toileting support will be handled in a way that maintains health, sanitation, supervision, and child dignity. There may also be occasions when the child comes into the bathroom to use the toilet and the other toilets are occupied, so your child will need to wait.

Commonly Asked Questions

How often do you take the kids to the bathroom?
In our preschool program for three-year-olds, children are taken on a bathroom break every 30–45 minutes to accommodate as many children in their toileting schedule as possible. In our pre-K program, students have classroom bathroom breaks scheduled every 60–75 minutes. Some campuses also have bathrooms available inside the classroom, but not all. Every campus has bathrooms in the hallway with at least five toilets available for each gender.

My child needs assistance with wiping when he has a bowel movement. Will your staff help him with that?
No. Our Potty/Toilet Training Policy states that we do not assist children with wiping while using the bathroom. That is a skill they are expected to have prior to attending the school.

What does your staff do to help my child not have an accident?
We have regularly scheduled bathroom breaks throughout the day, when we encourage the entire classroom to use bathrooms. This helps children become familiar with the routine and classroom schedule. In addition to that, the teachers watch the children for physical cues that a child may need to use the bathroom, and they ask the child if their body is telling them that they need to use the bathroom. This helps the child recognize the cues their body gives them before they need to go to the bathroom. If the child needs assistance by means of nonverbal skills, the staff will also use nonverbal techniques like the sign for

"bathroom," or just patting the child on the shoulder and then asking if they need to use the bathroom. We also use positive communication with the children, encouraging them to try to use the bathroom during breaks, but we never coerce a child to use the bathroom. In some cases, we may even ask additional staff to come in and take children to the bathroom more often than the daily scheduled bathroom break times.

What happens when kids have accidents?
When children have bathroom accidents, we take them to the bathroom to change clothes and get cleaned up as soon as the staff is made aware of the accident. This gives the child an opportunity to try using the toilet in case they still have to go. We have a staff member discreetly lead the child to the bathroom and, in low tones, let the child know that accidents happen and we treat them as routine. We also remind them that they can always tell the staff when they need to go to the bathroom. Parents are then notified of the accident by our staff. If a child is consistently having accidents, we will encourage that child to go more frequently, or if they occur at a specific time of day, we will have a routine of taking the child around that time of day. However, if a child refuses to use the bathroom, we will not coerce a child to use the bathroom, nor will we withhold water or any drink from a child in order to limit their use of the bathroom or probability of an accident.

What if my child consistently refuses to use the bathroom, gets upset, or suddenly loses interest in becoming independent in toileting?
If a child has been comfortable toileting independently and suddenly loses interest or begins getting upset, we will communicate this to parents and together see if we can find a reason to explain the change (new baby, move, illness, etc.) by holding a parent–teacher conference. It is always our goal to have every child be successful at our school. Every family has different ideas, and we will work with you as much as we can, keeping in mind what we are able to accommodate and still offer high-quality care for every child in our program. However, if a child refuses to use the bathroom and gets upset at the prospect on a consistent basis, we will not continue to focus on using the bathroom at school. This can be an indicator that a child may not be ready to be fully potty/toilet trained. We do ask that parents remember that due to the length of the school day, there is a change in staff between opening and closing. Our staff communicates to each other as they arrive and depart so that messages can be passed on at the end of the day. Our program also utilizes a web-based communication tool called Arux that allows parents to get in-app updates on their child and receive text messages regarding their child during the school day. If you feel you need more communication, please don't hesitate to talk to your child's teacher to schedule a good time to discuss your thoughts. We are open to doing these meetings both in person and over the phone because we want you to have as much information as you need.

Do you provide concrete rewards for children who are successful in toileting? What about if families are using a reward system at home?
No, we do not utilize a reward system for potty training because that could lead to power struggles. We try to support families as much as possible in the toileting learning process.

Generally, we try to have the experience be rewarding with minimal pressure; we let the children know it's okay to try and not have anything happen, but that we will have them try again a little bit later. Staff will help them cope with accidents and help them feel proud of themselves when they master toileting skills: from being able to manipulate their own clothing, to actually using the toilet and washing their hands.

APPENDIX B

Consequence Matrix

When a child participates in or displays behaviors that puts other students or staff at risk of being harmed, the following system of consequences will be used at Legacy Pre-Kindergarten:

On a child's first offense, the parents will receive either a phone call or communication from the campus Community Education Site Coordinator and/or teacher notification via Arux. The child may be sent home for the remainder of the day and/or asked to take up to a one-day break.

On a child's second offense, the parents will receive either a phone call or email communication from the campus Community Education Site Coordinator and/or teacher notification via Arux. There may also be a request for a parent–teacher conference, and/or the child may be sent home for the remainder of the day and/or asked to take up to a one-day break.

On a child's third offense, the parents will receive either a phone call or email communication from the campus Community Education Site Coordinator and/or teacher notification via Arux. There may also be a request for a parent–teacher conference, and/or the child may be sent home for the remainder of the day and/or asked to take up to a two-day break.

On a child's fourth offense, the parents will receive either a phone call or email communication from the campus Community Education Site Coordinator and/or teacher notification via Arux. There may also be a request for a parent–teacher conference, and/or the child may be sent home for the remainder of the day and/or asked to take up to a three-day break, or the child may be disenrolled from the program effective immediately.

APPENDIX C

Health, Wellness, and Safety Guidelines for Legacy Pre-Kindergarten

1. **Physical Activity Policy:** Legacy Pre-Kindergarten is committed to our children's health and understands the unique needs of each child. We value our staff members and childcare providers as positive role models who help children begin healthy habits at a young age. We promote both indoor and outdoor physical activity by following the guidelines below. Daily physical activity is planned and initiated:
   - Staff members and childcare providers will include at least 60 minutes per day in curriculum for physical activity and as appropriate.
   - At least 30 minutes will be adult-led and 30 minutes will be free play as appropriate.
   - Staff members and childcare providers will encourage both moderate and vigorous levels of physical activity.
   - Sedentary time is limited to less than 60 minutes at a time, except when sleeping.
   - Screen time is limited to three hours or less per week. Exceptions to screen time limits include children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes.
2. **Sun Safety Policy:** Legacy Pre-Kindergarten believes the health and safety of our children are primary concerns. To ensure the children are protected from overexposure to the sun's rays while outdoors, we pledge to do the following:
   - Ask parents to apply sunscreen to their children prior to arriving at our pre-K program
   - Request that the child's parents provide sunblock and clothing that covers the child's arms and legs, such as pants and a long-sleeved shirt, for outdoor activity
   - Provide shade for outdoor activities while at our program
   - Minimize outdoor activity during the midday hours of 10 a.m. to 4 p.m., when the sun's rays are the strongest
   - Teach sun safety practices by modeling good sun safety habits
3. **Fruit Juice Policy:** Legacy Pre-Kindergarten is committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Fruit juice should be offered as appropriate to a child's unique needs. Children will be offered a variety of beverages that are nutritious for them, which may include water, milk, milk substitute, and/or juice as appropriate. In keeping with this philosophy, our facility will do the following:
   - Limit 100% fruit juice with no added sugar to no more than two times per week for all children enrolled in our program
   - No more than four ounces will be served at one time for children enrolled in our program.
   - Fruit juice will be served only with meals and snacks and not continuously throughout the day.
   - Water will be used as the first choice for thirst and will be offered throughout the day.
4. **Family-Style Meals Policy:** Legacy Pre-Kindergarten subscribes to the recommendations below at mealtime for all children enrolled:
   - Food is placed on the table in various serving containers along with child-sized serving utensils for food.
   - Staff members sit, participate, and interact with children at mealtime.

- Everyone serves him/herself (or receives assistance or accommodation as needed). Children choose what to put on their plates and how much to eat as appropriate for the child's individual needs.
- There are required amounts of food available for all children and adults.
- Encouraging words are used and negative facial expressions, body language, and verbal cues are avoided in regard to the food being served.
- Staff members talk to the children about the food and encourage them to discuss the food texture, taste, color, shape, size, quantity, number, temperature, etc.
- Staff members express positive attitudes toward various dietary needs.
- Staff members do not use food as a reward or punishment.
- Staff members model family-style practices and good manners for children.
- Staff members are prepared for spills and accidents and encourage children to participate in clean-up.

5. **Smoke-Free Facility Policy:** Legacy Pre-Kindergarten is committed to providing a smoke-free and tobacco-free environment for children, staff members, childcare providers, families, and visitors. Tobacco, vaping, and smoking products are not permitted on program premises or during program-supervised activities.
6. **Staff Training/Professional Development Policy:** We at Legacy Pre-Kindergarten are committed to furthering staff member and childcare provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, our facility will make sure that our staff members receive the required annual training hours on age and developmentally appropriate Empower topics. All training will be documented, and records will be readily available for review.
7. **Smoke-Free Facility Policy:** Legacy Pre-Kindergarten is committed to providing a smoke-free environment for children, staff members, and childcare providers. Due to hazards from exposure to secondhand smoke and as a recognized Empower childcare facility, it shall be the policy of this childcare facility to provide a tobacco-free environment for children, staff members, childcare providers, and parents.

Appendix D

Health Emergency Plans

In the event of a health emergency that would require a change in the delivery of services at Legacy Pre-Kindergarten, we will make adjustments to our policy and procedures as needed as recommended by both national and local state health and government offices.

Those changes may include but are not limited to the following:

- Lower staff-to-student ratios
- Lower maximum capacities in the classrooms
- Modified hours of operation
- Use of protective face coverings in the facility
- Conducting wellness checks of all enrolled children in the program
- Modified drop-off and pick-up procedures
- Modified classroom access procedures for visitors and other outside adults, while preserving parent/legal guardian access rights required by South Carolina DSS unless restricted by court order, law enforcement, emergency personnel, or another lawful safety directive
- Limited personal belongings allowed in the classrooms

In any public health emergency, weather event, evacuation, closure, or other emergency change, Legacy Pre-K will maintain DSS staff-to-child ratios, supervision, emergency records, and parent/legal guardian access rights unless access is restricted by court order, law enforcement, emergency personnel, or another lawful safety directive.

Communication of changes to any Legacy Pre-Kindergarten program or policy would be shared with parents prior to any changes being implemented (whenever possible) using as many methods of communication as possible, such as email, text, and Arux.