



Childs Play Learning Academy

Parent Handbook

Our Philosophy Statement

Our goals are to provide both a safe and nurturing environment for your child to grow. Here at CPLA we offer a high-quality educational program to stimulate your child's mind. Children's brains are always changing, and we as teachers believe in giving them the tools necessary to navigate those obstacles. Our beliefs are based on knowledge of understanding how they play, and our role in guiding them. As teachers we aspire to work together with you and your child to build a long-lasting relationship and look forward to seeing your child reach his or her full potential.

Parent and Provider Contract/Enrollment Application

Date of application _____ Start Date _____

Child's Name _____ Age _____ Birth Date _____

Home Address _____ City/Zip _____

Mother's Name _____

Home Address _____

Mobile _____ Work _____

Email Address _____

Father's Name _____

Home Address _____

Mobile _____ Work _____

Email Address _____

Emergency Pick-Up

Name _____ Number _____ Relationship _____

Name _____ Number _____ Relationship _____

Name _____ Number _____ Relationship _____

Name _____ Number _____ Relationship _____

- 1) Daycare payments can be made by money order, check, debit/credit card (3% fee added), or direct deposit made payable to Childs Play Learning Academy.
- 2) We are open Monday through Friday from 6:30 am to 6:00 pm. I/We will be needing childcare for our child beginning at _____ and ending at _____.
- 3) Please mark the days of the week you will need childcare.

___ Monday

___ Tuesday

___ Wednesday

___ Thursday

___ Friday

- 4) Our weekly selected tuition rate is _____.

Parent Handbook

The following subjects are of special concern to us. Please tell both parents/guardians please initial each. Your initials indicate each subject is read, understood, and agreed upon.

1. [] [] Tuition is due on Monday of each week by 6:00pm or there will be a \$25.00-dollar late fee added on by Wednesday. If payment is not made by Friday upon arrival, there will be no service until payment is made. If the balance is not paid after 2 weeks, then we will file with the Spartanburg Magistrate Court and we will then ask for the payment as well as the 2-week notice required and the filing fees for the courts, which are \$80.00.
2. [] [] Yearly registration begins the first week of September. \$75.00 a child \$100.00 a family.
3. [] [] Plan to arrive by 10:00am. This allows the class to proceed with the day's programming as a group without further interruption. It also helps us adjust staffing needs for the day. We ask you to call by 9:30am if your child will be late. If you fail to call to let us know of late arrival or call after 10am, then you will be asked to stay out and return the next day. Only doctor/dentist appointments are allowed after 10am with prior notification to management. If they are going to be in after 11:45, refrain from bringing your child in, after that, it begins to go into nap time, and we don't want to interrupt the other children. Inform a teacher if someone other than yourself will be picking up your child. We will ask for I.D. If we do not know the person picking up your child for your child's safety. Please remember to sign your child in and out.
4. [] [] It is the parent's responsibility to provide diapers, wipes, and formulas.
5. [] [] Occasionally the children get wet and/or muddy playing outdoors, please leave
6. an extra change of clothes with the child's name.
7. [] [] A two-week notice is required to terminate the contract except for gross misconduct on the part of the provider, parent, or child. If on ABC vouchers, we will still adhere to the 2 weeks' notice, and you will not be released until fulfilled.
8. [] [] We are open on Monday through Friday from 6:30am to 6:00pm. There will be a late fee of \$1.00 per minute for the first ten minutes. An additional \$1.00 will be added after.
9. [] [] All children who attend childcare programs in South Carolina are required by law to be fully vaccinated or have an exempt letter signed from DHEC.
10. [] [] A child with any of the following illness must be completely free of any symptoms before returning to daycare. If your child is taking any antibiotics for an illness, your child may return to daycare after the initial 24 hours of antibiotics if he/she does not have a fever and no longer contagious. Signs of illness include the following unusual lethargy, irritability, persistent crying for no reason, runny nose (not clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, pink eye, chicken pox, mumps, measles, roseola, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, Covid, and any other contagious disease or rash. Child cannot attend with a fever 100.8 or above.
11. [] [] If we send your child home with a fever or something possibly contagious then you must have 24-hour symptoms free without the aid of medicine or a doctor's note stating a return date.

12. [] [] I agree that CPLA staff may authorize the facility of their choice to provide treatment if neither I nor our family physician can be contacted immediately. In the event of such an accident or illness, all medical expenses incurred are my responsibility. I release CPLA, and all its owners, employees, officers, directors, servants, and agents from liability incurred because of any act they may perform on behalf of my child.
13. [] [] We ask that parents list all possible individuals for pick up on the enrollment paperwork. If you have a need for anyone in addition to whom you have listed, you may call and give verbal consent, and the individual will be I.D. Please be aware anyone picking a child up for the first time will be asked to show identification. Parents are also asked to assign a code-word for additional security. Children should be clocked in and out of the ProCare app using the QR code located in the lobby and the 4K classroom. There is a visitor's log located in the lobby, all visitors are required to sign in.
14. [] [] To ensure the safety of the children enrolled in our center during pick up and drop off times, the Parent/Guardian **MUST** assist children to their assigned classroom. **No child should be left unattended in the front area, left unattended to walk to his/her classroom alone, or dropped off or picked up at the front door.**
15. [] [] I agree that when delivering my child to school, I or the person I have authorized to drop off my child, will personally deliver my child to his/her teacher or the staff person in charge. I further agree that when picking up my child, I or the person I have designated will personally come into the school to receive my child from his/her teacher or staff member in charge. At no time will I leave my child at the school without making his/her presence known to the staff, nor will I take my child from school.
16. without notifying my child's teacher. I further agree that I or the person I have.
17. authorized to deliver and/or pick up my child will sign my child in/out daily.
18. [] [] I give my permission for my child to participate in field trips and special activities away from the center. I understand that I will be notified in advance of any instances in which my child will be taken from school, including the date, destination, and method of transportation of said trip. In addition, I understand that I will be required to provide written authorization for each field trip/activity away from school. **(School aged kids only)**
19. [] [] I give permission for my child to participate in activities planned outside the school fenced area.
20. [] [] I give permission for my child to participate in water related activities such as sprinklers.
21. [] [] CPLA reserves the right to suspend or terminate a child based on behavior. Parents will be given a one-week notification of termination, however immediate termination could occur if CPLA staff feel it cannot maintain the safety and wellbeing of the child, other children, or CPLA staff.
22. [] [] In order for your child to receive medication, you must fill out and sign a medicine authorization form. All medication must be in its original prescription bottle.

- with their full name and dosage s/he is to receive. Non-prescriptions medications also require a medicine authorization form AND a doctor's note to allow us to give them said medication. All medication must be stored in the director's office in a lock box, never in children's cubbies.
23. [] [] CPLA adapted an emergency medical plan and evacuation plan that is specific to each individual center. These plans specify the route in which children are evacuated, the place in which children are transported in the event of evacuation from the premises, and the duties of each staff member in the event of an emergency. These plans are updated no less than annually and are reviewed at each staff meeting. If a parent would like to review either of these plans, they are accessible in the emergency binders located in the office.
 24. [] [] CPLA has liability insurance coverage, parents will be provided with a copy of the policy at request.
 25. [] [] From time-to-time circumstances may arise in which the center must provisionally employ staff members to meet state licensing requirements. The only events in which provisional employees will be employed are due to unexpected or emergency staff vacancies. CPLA will follow all requirements set forth by the department of social services before employing anyone provisionally. In the instance that an employee is hired provisionally, said employee will remain in direct supervision of another teacher.
 26. [] [] The center shall permit the parent of a child free and full access to his/her child without prior notice while their child is receiving care UNLESS there is a court order limiting parental access. In this case, the center must be provided with a court order upon enrollment or as soon as the court order has been established, whichever occurs first.
 27. [] [] As a childcare provider, CPLA is mandated by law to report any cases of child abuse.
 28. [] [] Each child will be offered one week vacation or two half week vacations after attending the facility for 90 days. If a parent chooses to use two half week vacations, only half of the tuition rate is due, and the child will not attend. Please allow at least two weeks' notice given to the director or assistant director for any vacation times.
 29. [] [] You may send a small security blanket and/or pacifier for your child. A blanket is required for nap time for all children and will be sent home every Friday to be washed and brought back on Monday.
 30. [] [] We want your child to develop a sense of belonging at CPLA. She/he will have a cubby and a hook for personal possessions. In addition, some classrooms have a place for artwork that is ready to go home. Please make sure to label all kids personal items coming into the center so that we can disperse items to the proper families.
 31. [] [] Your child may bring a soft stuffed animal for naptime. It must be small enough to fit into their cubby. We do not allow any outside toys, jewelry, or money. Staff are not responsible for these extra possessions.

32. [] [] Please make sure that your child wears appropriate clothes for inside/outside play. These clothes need to be able to get dirty and allow free and safe movement for your child. Also be sure your child has a weather appropriate change of clothes in their cubby.
33. [] [] Whenever a child is injured, no matter how small the injury is, we complete an accident form that we ask you to read, sign and leave here for our files. Our common first aid procedures include washing with soap and water, band aids, ice packs, and TLC. For any head or face related injuries, we are required by DSS to notify the parents by phone call.
34. [] [] Drinking water is always available, both indoors and outdoors. 100% juice is offered no more than three times a week. Only 1% milk is served to children two and up, and whole milk for under the age of two. If your child requires any other type of milk, we must have a doctor's note on file stating the reason why your child cannot have regular milk. Our center uses a cycle menu of four weeks that changes with the season. Staff members encourage children to try new or less liked foods but never forced. Staff members join the children at the tables for all meals and consume the same food the children eat. Absolutely **NO NUTS! No outside food** is ever allowed to be brought in unless we are having a party, and you have signed up. This includes breakfast in hand as walking in and chewing gum.
35. [] [] Children have at least 120 minutes of active playtime each day. Children participate in structured physical activities as well as outdoor play [Teacher-led] two or more times a day each day.
36. [] [] Parent teacher/Parent center communication is mainly handled through the app ProCare, but in case of emergency, illness or injury the center can be reached via phone. We will also reach out via phone in case of previously stated.
37. [] [] Dual Language Learners will be provided with accommodations in their native language to help them learn and communicate effectively. Dual language Learners will be provided with all paperwork in native language upon request.
38. [] [] Child's Play Learning Academy will provide dental screening and a vision screening twice a year. If the professional conducting the screening finds an issue with your child's vision or dental health, you have 90 days to address their concerns. If you do not address the problem within 90 days the directors can provide you with resources to correct the problem.
39. [] [] Child's Play Learning Academy does not follow the school district inclement weather. Like and follow our Facebook page to receive updates on any recent changes. The following holidays are observed here at CPLA:

- New Year's Day
- Good Friday
- Martin Luther King Jr. Day
- Memorial Day
- July 4th
- Labor Day
- Professional Development Day (Friday before Labor Day)
- Thanksgiving Day and day after
- Christmas Eve and Christmas Day
- If Christmas, July 4th, or New Year's falls on a Sunday, we will take the following Monday off.

Inclusion Policy:

Child's Play Learning Academy welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of every child.

We believe that each child is unique and works in partnership with families and other professionals involved with the child to provide the support that each child needs to reach their full potential.

Non-Discrimination Statement

Child's Play Learning Academy is committed to providing a safe, inclusive, and respectful environment for all children, families, and staff. In compliance with state and federal regulations, including ABC Quality and DSS guidelines, we do not discriminate based on race, color, religion, national origin, gender, age, disability, sexual orientation, gender identity or expression, family structure, or any other characteristic protected by law.

We welcome and celebrate diversity in our center and strive to ensure equitable access to high-quality care and early education opportunities for every child. Our curriculum, environment, and interactions are designed to reflect and support the rich cultural and individual diversity of our community.

If you have any concerns or require accommodations, please speak with the Center Director.

Procedures:Enrollment/waiting list

Children of all abilities are accepted into CPLA and families interested in having their child who attends the program will be given an equal opportunity for enrollment. A waiting list may be maintained, and children will be accepted from the list on a first come first serve basis.

Inclusive Environment

Early childhood educators at CPLA use developmentally appropriate practices and consider the unique needs of all children. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodation, modifications and strategies into classroom routines and activities.

Confidentiality Statement

Confidentiality applies to all verbal and written information about potential, enrolled and

previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in South Carolina law or when information is subpoenaed by the court.

Family Centered Practices

CPLA acknowledges and respects the priorities each family has for their child.

Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for success. CPLA communicates with each family daily and has meetings biannually to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support are provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. The director provides support and resources appropriate for the improvement of staff.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. CPLA welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. CPLA supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP).

Transition Policy

Transitions

Your child's transition into childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced to them.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share any important information regarding your child i.e. behavior, home life, anything that could play a part in their success with us.

Internal Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. All transitions take place once a year.

For infants, they will transition to the next stage within a week of their birthday, if they meet the requirements for the toddler room. If a child is developing at a faster pace, they may be able to transition early but that is left up to the discretion of the director and parents.

For Toddler class and up, they will transition to the next stage within four weeks of their birthday.

External Transition from Center to School

At the end of May, we hold a graduation ceremony for the 4/5 yr olds that will be going to school in August. They remain in our center for 2-3 months prior to school starting. During this time, they are taught what's expected of them in school i.e. how to walk in a line, sitting down during class instruction etc. To support the children as they transition out, if new school needs any observations or ASQ's we do provide them to their teachers. If they'd like to communicate with us about our experience with a child or need any input, they can do so via email at childsplaylearning01@gmail.com or phone call at 864-345-2486.

Parent Engagement

Parents have several ways to be involved in the culture we are creating here at Childs Play Learning Academy. Annually, we have a Sweethearts dance for Valentine's Day, where families are brought together from both locations to fellowship. "Be Our Guest" is a program we implemented in all our classrooms that allow parents to visit their child/children classrooms and read to their classmates. Every fall we have a fall festival or trunk or treat where the staff host several entertaining educational activities to engage with the community. Also, every classroom conducts parent/teach conferences biannually for each child to inform the parent of their child's progress and their goals moving forward. If you are interested in volunteering for any of these opportunities or donating items for the center, please contact the director of the location your child attends.

Primary Caregiving

At Child's Play Learning Academy, we believe young children learn best when they feel safe, loved, and understood. For children under the age of three, we use a primary caregiving approach to support strong bonds and consistent care.

Each infant and toddler is assigned as a primary caregiver. This teacher is the main person who cares for your child each day and gets to know your child's routines, personality, and needs.

What This Means for Your Child

Your child will have a familiar, trusted teacher providing most daily care

Daily routines such as feeding, diapering, and rest times are handled with consistency

Your child's emotional needs are met with comfort and responsiveness

What This Means for Families

The primary caregiver is your main contact for questions or updates

Teachers share information about your child's day, development, and milestones

Families are encouraged to share routines and preferences from home

Team Support

While each child has a primary caregiver, all teachers work together to support every child. If the primary caregiver is absent, another familiar teacher will step in to provide care.

Our Commitment

This approach helps children feel secure, build trust, and develop healthy relationships during their early years. At Child's Play Learning Academy, your child's comfort, growth, and well-being are always our priority.

Our job here at CPLA is to care for, provide a safe environment and an educational experience for your child. We pride ourselves on going above and beyond in our duties as caregivers, but we need you to meet us halfway. The below policies will outline things that we see as a company need some fine-tuning.

Drop-off

Infant parents, please drop infants off fed, dry and ready to communicate when their next bottle is and how their day has been so far. This helps set the staff up for success for the remainder of the day. The drop-off notes feature in ProCare is something we urge every parent to use in case something verbally doesn't get relayed.

Toddler parents and up, it'll be a little different. They should also arrive in a dry, clean diaper, not soiled. If they arrive before 8:30, they'll be served breakfast as normal. If they arrive after 8:30, they will not receive breakfast.

Tuition/Spots

Your payments are made weekly. To be clear, you are paying for your child's spot. Your weekly payments are what keep your child enrolled, no matter if the center closes outside the specified dates in the handbook. We do not prorate for days your child is absent.

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap. Depending on the severity of the bite, depends on the proper actions that will be taken.

For the child that was bitten:

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

For the child that bit:

1. The teacher will firmly tell the child, "We do not bite" and tell the child how he/she hurt their friend.
2. The child may be placed in the calming corner for no longer than the child's age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident.

When Biting Continues:

1. If personnel are available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided with a teething ring or other appropriate teething toy.
5. The Director will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.
6. The Director will evaluate the biting log to determine the cause of the biting and make suggestions to the parent and teacher to stop the biting.

When Biting Becomes Excessive:

1. After all preventative steps have been tried by the staff members, if the child continues to bite routinely, the Director will call the parent to pick up the child for the remainder of the day. Chronic biting will require that a child be suspended for one school day. Your child will get 2 suspensions before further, and critical action is taken.

Example: If the child is suspended on a Monday, they will not be able to return until Wednesday. If the child is suspended on a Friday, they will be able to return on that Tuesday.

2. If the child returns to the center, continues to bite, and is endangering the other children, the child will be terminated from the program.

Parent/Guardian Signature

Date

Injury and Accident Policy

At Child's Play Learning Academy, the safety and well-being of every child is our highest priority. While all precautions are taken to prevent accidents, injuries may occasionally occur. In the event of an injury, the following procedures will be followed to ensure prompt care, accurate documentation, and timely communication with families:

1. Immediate Response

The teacher or staff member who witnesses or discovers the injury will attend to the child immediately, providing basic first aid as trained and appropriate.

If the injury is severe or life-threatening, emergency services (911) will be contacted without delay, followed by immediate notification of the parent/guardian.

2. Notification of Management

The staff member will promptly inform the Director or designated management staff of the incident.

3. Documentation

The staff member involved will complete an Accident/Incident Report detailing:

- - Date, time, and location of the incident
- - Description of what happened
- - Actions taken and first aid provided
- - Witnesses, if any

The report will be reviewed and signed by the Director to ensure accuracy and completeness.

4. Communication with Families

A copy of the signed accident report will be uploaded into the Procure App for parent review. Depending on the severity of the injury:

- - Minor Injuries (e.g., small scrapes, bumps, bruises): Parents will be notified through Procure and at pick-up.
- - Moderate Injuries (e.g., larger cuts, swelling, possible sprains): Parents will be called to be informed promptly.
- - Severe or Emergency Situations (e.g., suspected broken bones, head injuries, difficulty breathing, uncontrolled bleeding): Emergency services will be contacted immediately, and parents will be notified at once.

5. Follow-Up

Management will monitor the child after the incident and provide any necessary updates to parents. All reports will be kept on file for licensing and internal safety review.

Parent/Child Confidentiality Statement

Childs Play Learning Academy strictly enforces our confidentiality policy. All information received is kept confidential and accessible only to CPLA director, DSS personnel, DHEC personnel or other governing agencies within jurisdiction of our license.

Parent Signature _____ Date _____

Director's Signature _____ Date _____

Discipline Policy Statement

Child's Play Learning Academy will not use corporal punishment. We will use praise and positive reinforcement methods. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concept, problem solving abilities, and self-discipline. Based on this belief, CPLA uses the following discipline and behavior management techniques.

WE DO:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quite manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activities.
- Give children opportunities to make choices and solve problems.
- Help children talk about problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.

WE DO NOT:

- Inflict corporal punishment in any manner on a child. Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.
- Use a strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior endangers the safety of the children or teachers around him/her, then the director has the right, after meeting with the parents and documenting behavioral problems and interventions, to terminate childcare services.

I have read and understood these policies, terms, and conditions of Childs Play Learning Academy. This policy must be reviewed, signed and dated annually.

Parent Signature _____ Date _____

Director Signature _____ Date _____

Zero Tolerance Policy

The safety of our students and staff is always our top priority at Childs Play Learning Academy.

Aggressive behavior will NOT be tolerated.

Aggressive behavior includes but is not limited to:

- Physical assault
- Verbal abuse towards staff/management
- Inappropriate contact
- Threats
- Abusive or foul language

Aggressive behavior will result in removal from the facility and may result in permanent loss of care for your child. At Child's Play, we reserve the right to revoke care based on parents and/or guardians' behavior at any time.

Suspension and Expulsion Policy

Suspension and expulsion are used in cases of extreme behaviors that are recurring. Safety is paramount at Child's Play Learning Academy so unsafe behaviors that endanger the child/children, or their peers will not be tolerated. Unsafe behaviors are but not limited to excessive biting, throwing furniture, excessive hitting of themselves, teachers or peers and using foul language. Before a child is suspended, the aggressive behavior will try to be prevented with a number for either HelpMeGrow(ages 3and up) or BabyNet(Infants to age 3). We also will reach out to the PEAR network(all ages). The staff will meet with the parents or guardians of the child/children to set up an action plan to help better understand the source of the behaviors and how we can work in tandem to prevent future issues. Upon the child's return from suspension, they will be welcomed back by the director/co-director or assistant director, and they will explain why the child was out and how we are going to proceed. **For physical aggression, a child can be suspended for up to five consecutive days. For verbal aggression a child can be suspended for up to three consecutive days.** If children are suspended for the same behavior issues **three** times, they will be expelled from the program.

Parent/Guardian signature _____

Director signature _____

Date _____

South Carolina Department of Social Services
 Child Care Regulatory Services
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
 TO CHILD CARE FACILITY**

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

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

Name of Facility: Child's Play Learning Academy County: _____ Select County ... _____

Address: _____
Street Address – no Post Office Boxes City, State, Zip

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

Date of Birth: _____ Enrollment Date: _____

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

Parent/Guardian's Full Name: _____

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

Parent/Guardian's Full Name: _____

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

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

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

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

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

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

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

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

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

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

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

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

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____

Name

Street Address

City, State, Zip

Telephone

Health Insurance Provider: _____

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

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

Additional Comments: _____

I certify that to the best of my knowledge _____

Child's Name

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

Name of Child Care Facility

Signature: _____ Date: _____

Parent or Guardian

Signature: _____ Date: _____

Director/Operator/Staff Designee

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
CACFP MEAL BENEFIT INCOME ELIGIBILITY (CHILD CARE)**

COMPLETE ONE APPLICATION PER HOUSEHOLD. PLEASE USE A PEN (NOT A PENCIL).

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12. (If more spaces are required for additional names, attach another sheet of paper)

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related. Children in Foster Care and children who meet the definition of **Homeless, Migrant or Runaway**, are eligible for free meals.

CHILD'S FIRST NAME	MI	LAST NAME	ENROLLED IN CHILD CARE	FOSTER CHILD	HEAD START	HOMELESS/MIGRANT/RUNAWAY
			YES NO	YES NO	YES NO	YES NO
			YES NO	YES NO	YES NO	YES NO
			YES NO	YES NO	YES NO	YES NO
			YES NO	YES NO	YES NO	YES NO
			YES NO	YES NO	YES NO	YES NO

CHECK ALL THAT APPLY

STEP 2 Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF (FI), or FDPIR?

IF NO > Go to STEP 3

IF YES > Write case number here and proceed to STEP 4 (do not complete STEP 3)

CASE NUMBER:

Write only one case number in this space.

STEP 3 Total Household Gross Income

Are you unsure what income to include here? Turn to page 3 and review the charts titled, "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with All Adult Household Members section.

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

How often?
Child Income Weekly Bi-Weekly 2x Month Monthly
\$

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance Child Support Alimony	How often?				Pensions/Retirement Social Security/SSI/VA Benefits/Other	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

X X X X X X

Check if No SSN

STEP 4 Contact Information and adult signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

PRINT NAME OF ADULT SIGNING FORM	SIGNATURE OF ADULT			DATE
ADDRESS	CITY	STATE	ZIP	PHONE/EMAIL

OPTIONAL Children's Ethnic and Racial Identities (Optional)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons

with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442;
or
EMAIL: program.intake@usda.gov.

This institution is an equal opportunity provider.

DO NOT FILL OUT For official use only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income	How often? Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/>	Household Size	Eligibility FREE <input type="checkbox"/> REDUCED <input type="checkbox"/> PAID <input type="checkbox"/>	For Child Care Homes Only: Tier I _____ Tier II _____
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Determining Official's Signature	Date	Confirming Official's Signature	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

INSTRUCTIONS FOR DSS FORM 16160

To apply for free and reduced-price meals, complete this application using the instructions below, sign your name and return the application to the center.

Step 1—List ALL Household Members who are infants, children, and students up to and including grade 12. Check if the child is enrolled in the Child Care facility, Foster Child, is in Head Start or is Homeless, Migrant or a Runaway. Check all that apply

Step 2—Households Getting SNAP, Participating in the Family Independence (FI) Program or Participating in the Food Distribution Program on Indian Reservations (FDPIR): List current SNAP, Family Independence or FDPIR case number. Complete steps 1 and 4. Do not complete step 3.

Step 3—If you did not provide a SNAP, FI or FDPIR case and you do not have an eligibility statement for Head Start or Even Start, complete this step and step 1.

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in step 1.

B. All Adult Household Members (including yourself)

List all Household Members not listed in step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report the total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. The applicant must also enter the Total Household Members, the Last Four Digits of Social Security Number (SSN) of the primary wage earner or other adult household member or check the box if the applicant does not have a SSN.

Source of Income for Children	
Sources of Child Income	Examples
Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
Social Security - Disability Payments - Survivors Benefits	• A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits
Income from person outside of household	• A friend or extended family member regularly gives a child spending money
Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust

Source of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other sources of income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) • Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Workers compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veterans benefits • Strike benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household

Step 4—Applicants must have the adult household member sign, print name, date and complete all other boxes in this step.

OPTIONAL—Ethnic/Racial Identity: Put a check () next to the ethnicity you identify with. Put a check () next to the race or races you identify with. We need the information to be sure everyone gets benefits on a fair basis. You do not have to answer these questions to get free or reduced price meals. USDA is an equal opportunity provider and employer.

Ethnicity:

1. *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."
2. *Not Hispanic or Latino.*

Race:

1. *American Indian or Alaskan Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. *Black or African American.* A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
4. *Native Hawaiian or Other Pacific Islander.* A person having any origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.