

Live Oak Little School Incorporated
Handbook
2022

Live Oak Little School
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James Island
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liveoaklittleschool.org

Revised November 17, 2021 Per Owner Kathleen Allison

Policies and Procedures

Live Oak Little School (LOLS) is an educational facility that welcomes children ages six weeks to six years. All procedures and policies of the school comply with the state of South Carolina and federal regulations in child protection and safety. Parents have free and full access to their children while in the care of Live Oak Little School.

Child Records

To obtain admission into any program at Live Oak Little School, a parent must submit the following before their child(ren) can attend school:

- I. LOLS Registration form (available online) which includes:
 - Child's full legal name, nickname, date of birth, and current home address.
 - Full names of both parent(s)/ guardian(s), work, home, and cell phone numbers.
 - Names, addresses, and telephone numbers of persons who can assume responsibility for the child in an emergency if the parent or guardian cannot be reached.
 - Names, addresses, and telephone numbers of family physician or health provider.
 - A family code word to be used by any person who may pick up the child from school.
 - Authorization from parents or guardians to obtain emergency medical treatment for their child.
 - For families who share custody, Live Oak Little School is required to keep a copy of the custody agreement that has been filed in court. The person or persons who may care for the child must be clearly stated. All persons who may pick up a child must present verification of identification, such as a valid driver's license and know the family code word prior to admission to the school
 - Live Oak Little School will not release children to non-custodial parents.
2. A completed DSS Form 2900
3. A current copy of immunization records signed by a physician on South Carolina DHEC Form.
4. Any medical information pertinent to the child's well being
5. Application fee and Registration fee

Information about the needs of individual children is considered vital. Any pertinent information about health, development, and family circumstances should be shared with Live Oak Little School and will be held in strict confidence under HIPPA Laws.

DSS Regulations I 14-503, Section G 5, Subsection e.

Hours of Operation

7:00 am to 6:00 pm, Monday through Friday.

COVID-Pandemic hours currently 7:30 am to 5:30 pm.

We reserve the right to change hours as necessary for inclement weather, illness, epidemics, or pandemics.

Attendance Policy

- Please call the school or send a message on Brightwheel if your child will be late (after 9:00 am) or absent for any reason.
- Children must arrive by 9:00 am. Children arriving after 9:00 am will not be allowed to attend that day unless prior arrangements have been made.
- If your child leaves school with an illness and goes to the doctor, please call us with the diagnosis. This helps us eliminate contagious illnesses. We also worry. We require that your child stay out of school for the remainder of the day after they receive immunization injections. This is for the comfort and safety of the children.
- There is a \$1.00 per minute late fee per child if you arrive to pick up your child after 6:00 pm (5:30pm- COVID hours). No exceptions. You must arrive at school in time to leave the building by 6:00 pm (5:30pm- COVID hours).

Tuition Policy

- All tuition must be paid in advance.
- Tuition is non-refundable.
- There is an annual registration/insurance fee.
- Tuition is based on a 52-week year.
- Please e-mail us at liveoaklittleschool@gmail.com for rates.
- Tuition is due on Mondays, if paid weekly (must pay for all 52 weeks of the year).
- Tuition is due on the first day of the month, if paid monthly.
- Tuition is due upon registration, if paid annually.
- Two weeks paid notice is required to withdraw child from the school.

- Tuition is revised annually and may be increased.

Live Oak Little School does not receive any state or federal funding. All income is solely obtained from tuition paid by families.

Wait List

Our Wait List is managed to accommodate families in a timely manner. We do our best to provide care on the date that is requested. Siblings of children who are currently registered are welcomed first.

A completed student application and paid application fee is required to be placed on the waitlist.

Transportation Policy

In the event of a school field trip, parents transport their own children.
Live Oak Little School Does Not Transport Children.

Meals and Snacks at School

Lunch is prepared daily at our school kitchen. The food is delicious and nutritious. No nut products are served. The cost of lunch is included in tuition. The menu is posted.

Monday is pasta day

Taco Tuesday

Wednesday is breakfast for lunch

Thursday sandwiches or wraps

Friday is pizza.

Vegetables and fruits vary and are served daily

* We serve milk with lunch daily.

- If it has been arranged to bring your child in late, please make sure they are counted in lunch ratio if needed.
- Parents are asked to pay for snacks. Snacks are served twice a day, morning and afternoon. Each account is billed monthly for snacks.
- Live Oak Little School does not serve peanuts or tree nuts. Please do not send in any food that contains nuts.
- Water and milk are served daily. Parents of Sprouts and Seedlings, please provide one leak-proof cup of water and one leak-proof cup of milk. We refill water and 2% milk. If you do not want your child to receive our milk refills please let us know. Please take cups home daily to wash and refill. We do not serve juice. Parents of Twigs and older students, we use

disposable cups for our milk and water. Please bring filled water bottles during the summer months to take outside.

- Breakfast is not provided. Children must eat breakfast before coming to school. Please do not send in breakfast with your child.
- Parents of infants under one year are to provide developmentally appropriate food for their baby's lunch. Please ask us about starting school lunch when you and your pediatrician are ready.
- We use the best practices in food preparation in order to ensure that every meal is safe and healthy.
- We celebrate special occasions with food, such as cakes, cupcakes, and cookies. You are welcome to send in special food for birthdays and other holidays. Please let us know if you do not wish your child to partake in celebration foods.
- We ask that parents provide food for their children who have special dietary needs. We can easily accommodate for children who are vegetarians.
- If there are any specific foods that you do not want your child to eat at school, please give us this information in writing. This information will be shared with our cook and posted in the child's classroom.
- Please let us know if your child has sensitivity to anything new when they are beginning to eat table foods.

Arrival and Welcoming the Children

- Parents must park in designated parking spots.
- Parents must arrive prior to 9:00 am and escort their children to the front door.
- Parents must scan the code to sign in on Brightwheel at the welcome table.
- Parents must inform care providers of any information that is relevant to the care of each child. You may tell the welcoming staff member or send a note in the app or email. If it is COVID related please call Kathleen directly.
- If you choose to leave your infant car seat at school it must be labeled clearly.
- Parents must confirm with teachers that the school has all of the items asked for on the parent provide list.

Tracking Policy

- Live Oak Little School uses a paper form to track every child every moment of every day.

Release and Departure of Children by Parents/Guardians

- Parents must arrive prior to closing hours to avoid late fees.
- Parents must park in designated spots.
- Parents sign out their child at the welcome table using the Brightwheel code at time of departure.
- Parents retrieve their children from the outside play or gardening area, or your child will be escorted to you by their care provider.
- Parents take personal items belonging to their child daily. This includes soiled clothing and daily cups. All bags, and papers go home daily, please remember to check the bags daily for notes, soiled clothing, etc.
- For holiday and special events, we ask you to please attend. At the end your child will be released to you. Please sign them out on Brightwheel.

No child is ever allowed outdoors without an adult.

- Children are to be escorted and placed in car seats by adults. Children are not allowed to play in vehicles at any time.
- Children are not allowed to touch any of the doors. Please do not ever allow your child to open or hold any of the doors at school.
- Please let our staff know when and whom will be picking up your child, if other than you. We will assist with car seats and conveying the children and their belongings to the car for you in your absence.

Release of Children to Persons Other Than Parents/Guardians

- If a person other than a parent/guardian is to retrieve a child, a parent/guardian must notify staff in person or by a personal telephone call to the office.
- That person must know the family code word.
- That person must have photo identification to have your child released to them.

- If a non-designated person tries to pick up a child, LOLS STAFF WILL NOT RELEASE THE CHILD. A CALL TO 911 WILL BE MADE TO REPORT A NON-AUTHORIZED ATTEMPT TO RETRIEVE A CHILD.
 - THE DIRECTOR WILL NOTIFY PARENTS IMMEDIATELY.
 - THE CHILD WILL BE KEPT SAFELY WITH LOLS STAFF UNTIL AUTHORIZED PARENT/GUARDIAN ARRIVES.

Access to Children

Parents and family members have full and unrestricted access to children during the day. Security measures apply to everyone. Measures have increased during the COVID pandemic and to ensure our children's safety, however all parents are always welcome.

Security

- Live Oak Little School is a secure campus with security systems connected directly to Fire, Police, and Emergency Medical Services.
- A fence surrounds the playground.
- Every staff member is trained in CPR, First Aid, OSHA Standards, and Blood Borne Pathogens.

Provisional Employment for Staff

- In the event of an unforeseen absence of staff LOLS Inc. Provisional Employment is granted to new staff

Employees/Caregivers/Teachers

- NO CRIMINALS CAN WORK AT LIVE OAK LITTLE SCHOOL INC.

Regulation 114-503, Section K, Articles 1 and 2 states:

To be employed by or to provide teacher/caregiver services at a childcare facility (LOLS) a person shall first undergo a state fingerprint review from the State Law Enforcement Division (SLED).

- Volunteers in the school must undergo the same background checks as paid employees.
- Every teacher undergoes specialized training to care for the children for all possible circumstances.

- Every exterior door is locked during the day and there is an emergency contact pull at each door.
- All doors can be opened to exit at all times.

Protocol for Emergency Medical Treatment

- In addition to parents/guardians, DSS Form 2900, provided during registration, authorizes two additional individuals to obtain emergency medical treatment for the child.
- If your child needs emergency medical treatment of any kind, we will immediately contact 911.
- The Director or Assistant to the Director will immediately contact parents following the call to 911.
- Children who need emergency medical treatment will be transported, by ambulance, to the Medical University of South Carolina Children's Hospital.
- The child's teacher and/or Director will travel with the child in the ambulance.
- The child's teacher and/or Director will stay with the child until the parent or guardian arrives.
- The child's teacher and/or Director will cooperate in providing all information to help or assist medical staff in caring for the child.

Evacuation Plan and Emergency Preparedness * See pages 3-9 in Emergency Plan

Regulation 114-505, Section H (3) states:

The facility shall have an up to date written plan for evacuating in case of fire, natural disaster or other threatening situation that may pose a health or safety hazard. The facility shall also include procedures for staff training in this emergency plan.

When to Pick Up Your Child

- In the event of a terrorist attack in Charleston, SC, please pick up your child.
- If there is a hurricane or other storm warning, please pick up your child.
- If Live Oak Little School is without power for any reason (for more than one hour), we will call you to pick up your child.

- Live Oak Little School follows all government guidelines for evacuation and state and federal school closings. We may remain open if there are no dangerous traveling conditions for teachers and parents. Our schools are qualified as storm shelters.

Emergency Evacuation and Relocation of School

In the event of an emergency such as flash flood, brush fire, or other mandatory emergency evacuations, the school will relocate. This emergency event would only take place during school hours when parents/guardians and other emergency contacts are not able to retrieve the children.

- Emergency Police Transportation will be contacted
 - The school will evacuate to James Island Fire Company, Camp Road.
- The children will stay safely with the teachers until parent/guardian or other emergency contact arrives.
- Cell Phone Number to Contact the Center is 843 968 1009
- Parents will be contacted in alphabetical order by telephone or text.
- Parents will make arrangements to pick up their child or authorize another person to pick up their child.
- In the event that another childcare center cannot return to their facility, Live Oak Little School may welcome displaced children. Childcare Regulatory Services will determine the capacity in which Live Oak Little School can accept children from displaced centers. This emergency capacity can remain in effect for 90 days.
- No one wants to think of a gunman entering a school. However, in the unlikely event that this would occur, Live Oak Little School Staff are trained to Evacuate and Evade if that situation were to ever occur. Live Oak Staff is committed to keep all students safe.

This plan is reviewed bi-annually and updated as needed. All changes made to the emergency evacuation policy will be made available to families, staff and the regulatory licensing agency immediately. All changes will be guided by state and federal guidelines.

Child Protective Services

- The staff of Live Oak Little School are obligated to report any suspicion of child abuse or neglect in accordance with South Carolina Code: 20-7-510.
- The entire staff will cooperate in any investigation involving child abuse where evidence is present.

School Calendar/Closings

- A school calendar is provided every January, stating all Live Oak Little School holidays and special events that are celebrated annually.
- Live Oak Little School closes for inclement weather and for all mandatory evacuations.

Dispensing of Medication for Children During School

Beginning of excerpt-

**All medication is to be dispensed by a parent or guardian.
Live Oak Staff will not administer any medication unless it is an emergency.**

Health Related Policies

- No child will be admitted into the school if they are ill. There are no exceptions. It is important to pick up a sick child as soon as possible.
- Even if a doctor has provided you with clearance, communicable children will not be allowed in school.
- No child should be given medicine to mask symptoms of fever and go to school. Your child may be contagious.
- If other members of the household have a communicable illness, we require that you inform the school. COVID Protocol per DHEC must be followed.

Non-Emergency Protocol

- Parents/Guardians will be notified if their child has any symptoms of illness.
- A doctor's note will not admit your child back into school if he or she has a viral or bacterial infection. The child may return to school only when they are completely well with no symptoms. Admission into school after an illness is at the discretion of the Owner or Director. These policies are firmly enforced to help reduce communicable illnesses in our school. Some viruses are communicable prior to symptoms.
- No child may enter Live Oak Little School without proper documentation of current immunization.
- Insect bites can be very dangerous. We use every precaution to prevent bites and eliminate insects. On days when there are too many insects (mosquitos or gnats) outside, the children will stay indoors. The playground is protected from mosquitoes and fire ants. We use diatomaceous earth to eliminate insects on the playground. The playground is inspected daily for safety. The entire school is protected with a pest control service.

If a child is ill at or home or leaves school, they may not return until:

- They are fever free with a normal temperature for 24 hours without medication.
- Any cough that persists at rest or play is gone. Three coughs in five minutes.
- Viral/Bacterial Infection is completely gone
- Conjunctivitis- 24 hours after starting medication
- Impetigo- 24 hours after starting medication and rash must be covered/sealed
- Any Rash including an "Exit Rash" is gone.
- Upper Respiratory Infection- 48 hours after treatment with no medication
- Strep Throat- 48 hours after treatment with no symptoms
- Ear infection- until treatment begins and child has no pain
- Sinus Infection- No child may go to school with any persistent colored mucus discharge
- Ring Worm or Fungal Infection until completely gone
- Diarrhea/Vomiting- 24 hours after onset and no symptoms without medication
- 5th Disease- 6 days after onset (this illness causes birth defects)
- Hand Foot and Mouth Disease- 7 days after onset and no visible rash
- Head Lice- After all symptoms are completely gone with no nits, rash or eggs present
- MRSA VIRUS- NO CHILD MAY HAVE MRSA AT LIVE OAK LITTLE SCHOOL
- NO STUDENT OR STAFF MAY BE PRESENT WITH A BLOOD BORN PATHOGEN

Mildly Ill Children will be separated from their class with a qualified staff member until picked up by a parent or guardian. Please come as quickly as you can. Your child needs you!

Developmentally Appropriate Practice

Developmentally Appropriate Practice is used, at all times, with all children. Parents will be guided to the practice to best help their child grow and learn at the appropriate rate for their cognitive development.

All developmental milestones are general and can be met within months of normal range. We use play based assessments and developmental evaluations to determine developmental delays and report concerns to parents.

The owner guides parents to find the appropriate kind of therapies that will benefit each child. Speech, ABA, and OT therapists are welcome to work with us during our day.

Discipline Policy

- "Discipline is training that develops self- control, character, and social competence." It is derived from the word Disciple. Teachers and students at Live Oak Little School act in exemplary ways to demonstrate appropriate behavior.
- Used as a last resort, the only method of discipline at Live Oak Little School is "time out." A child is accompanied to time out for violent actions, cruelty, or rude behavior for one

minute of sitting or standing for every year of the child's life. We are dedicated to insuring positive self-assurance in every child.

- Corporal Punishment is not allowed at Live Oak Little School.
- Live Oak Little School holds all students to a standard of behavior necessary to maintain a healthy and safe environment. Parents will be notified of inappropriate behavior. If inappropriate behavior continues your child will be released from our care.

Communication

- Parents and Live Oak staff use Brightwheel to communicate daily happenings and information as well as attendance. Please do not use Brightwheel to convey health information about your child.
- Look for a whiteboard outside with daily or weekly news or special activities.
- Signs will be posted at the front table or on the front door as reminders.
- Special events, themes, and activities are emailed to parents.

Media Release

Written permission is required to use the image of each child. Your child's photo may be posted on Facebook and/or on our website. Please ask out of town friends and family to friend us on Facebook!

Annual Events

These events may look different or be canceled at any time for any reason

- Every January is Art and Artists' Month at Live Oak Little School. The children learn and experience all methods of art. Each child works to make a collection of art for a portfolio as a component of our Art Makes Me Smart program. In February we turn the school into an art gallery. We host the Art Makes Me Smart Show where family and friends come and view the children's art.
- Springtime/Easter is celebrated by having an annual egg hunt. All parents are welcome to attend this outdoor event.
- June is Classic Children's Literature Month. The Fairy Tale Ball is a celebration of literature and etiquette in a magical event the children will remember always.
- October is Safety Awareness Month. We teach the children fire safety and stranger danger in an age appropriate developmentally appropriate way. We invite fire fighters and police

officers to visit us at school. We also invite other community helpers such as dentists, doctors and vets to join us at school to share their important work.

- Halloween Celebrations We have a dress up party and trick or treating at school. This is a fun event for our young children to practice being safe during a traditional American Holiday.
- Thanksgiving is a culmination of the study of sharing and cooperation that happens every November. The children enjoy singing songs and playing traditional Native American Games all month.
- The Nativity Every December we tell the story of the holy family in a play. The children experience this event in costume and song.

All Live Oak Families are encouraged to invite family and friends to all of our events and celebrations. We are happy to welcome you to volunteer to help us with all of our performances, to provide food for events, and help out with our fundraisers.

School Supplies

- Parents of children age one and over receive an annual school supply list of items used in the classrooms throughout the year.
- You will receive a written supply list (yearly) for daily consumable items to be provided by parents. This list is typically sent in late summer.

Your child will need the following to be LABELED and provided by you

- Infant formula or breast milk prepared to be stored in the refrigerator. (Please send in at least one extra serving in case your child is hungry during the day. * as infants grow, their appetite increases. We must accommodate these welcome changes.
- A few changes of clothing including socks
- Close-toed shoes are required for all children excluding Acorns.
- A small blanket. Please note, large dense blankets are prohibited. Small flannel or gauze blankets are recommended.
- Small portable crib sheets are to be provided by parents of infants less than 12 months.
- Small fitted crib sheets for nap cots for children ages 12 months to 30 months
- A blanket for children over age 3
- A spill proof cup or water bottle * these are required to be taken home daily. * Please note, we cannot serve a cup or bottle that is not labeled clearly with your child's name.
- For children in diapers please provide a minimum of 6 diapers per each full day. (You are welcome to bring in a case of diapers to be stored at school.)
- Parents of children in diapers and toilet training, please provide one case of unscented sensitive skin wet wipes per month. These are used communally to clean hands, faces, and used in diapering. A case consists of 6-8 packs of wipes.

Your child will need all of their personal items labeled

- For children in diapers please provide ointment to prevent diaper rash.
- Please note, pillows are prohibited
- Please note, pacifiers with an attached toy or clip and lead are prohibited.
- Please note that bumper pads and stuffed animals are prohibited in cribs.
- Please note that pacifiers are prohibited in classrooms for children over 24 months.

Please check your child's bag and/or daily activity log each day for needed items and to take out soiled clothing and bedding.

Please take home all cups and bottles daily and return clean ones.

*We cannot serve any cup or bottle without a label.

Welcome to our Live Oak Little School Family. All of the policies and procedures in this handbook are regulated to keep all children safe.

Please read and sign the Summary of Policies Page. This indicates that you have read and understand the policies and procedures of Live Oak Little School Incorporated.

Live Oak Little School Incorporated
3664 Bohicket Road
Johns Island SC 29455

CORONA VIRUS PROTOCOL

All students and their families must be well and have not been exposed to Covid 19.

Adults are required to wear a face mask when dropping off and picking up

No person will be admitted into Live Oak Little School if they have any symptoms of illness. Children will be sent home with any sign of illness. If a child has been exposed to Covid 19, they must follow CDC guidelines for a 14 day quarantine:

The CDC recommends the following alternative options to a 14-day quarantine:

- Quarantine can end after **Day 10** without testing and if no **symptoms** were reported during daily symptom monitoring.
- Quarantine can end after **Day 7** if a viral test is negative **AND** if no **symptoms** were reported during daily symptom monitoring.
 - The viral test must be collected no sooner than Day 5 to be used to shorten quarantine, but quarantine cannot be discontinued earlier than completion of Day 7.
 - Viral tests include those collected by a swab of the nose or throat (PCR or antigen tests). Blood tests for antibodies may not be used to shorten quarantine.

Body Temperatures are taken and recorded upon arrival, at 2:00 and again at the end of the day.

All staff and students are required to wash hands upon arrival to Live Oak Little School and throughout the day.

No adults other than Live Oak Little School Staff and qualified arranged therapists will be allowed into the building during the school day until further notice.

All therapists must be vaccinated.

Virtual tours of the school are scheduled with administration.

Children are socially distanced as much as possible.

Children are to be checked in and out electronically with a mobile app.

Children will spend time outdoors for learning and playing, weather permitting.

Electronic software will be used for daily reports.

Gloves, Disinfectant Cleaners and Disposable Towels will be used to prevent illness. A static cold fog disinfecting machine is used. Steam Cleaning Technology is now being used.

Use of the water fountain is prohibited until further notice.

Hand Sanitizer will be used on the playground and at the end of the day. Hand sanitizing stations have been installed throughout the main hall.

****We do not have enough information about the Delta Variant form of Covid but were made aware that it is in our community. We will not close the school but revert to the more stringent policies for the safety.***