



**PARENT HANDBOOK**

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## Letter from the Directors

Dear Parents:

Majestic Academy (MA) is excited that you have chosen us to provide an excellent opportunity for you and your child to experience an educational institution where a dedicated staff and a well-prepared faculty, have proven that a child's education can be fun and rewarding educationally.

We are assured that you will find MA to be an exciting place, where you and your child will create precious moments filled with accomplishments that you will cherish for years to come.

On behalf of the Board of Directors, please consider this welcome statement filled with the great enthusiasm that we have for quality childcare, education, and high expectations that will serve all who are familiar and be compelled to say that there is a bright future for Majestic Academy in our communities.

It is my prayer that Christ will bless you and your family throughout this school year and always.

Yours in Christ,  
LaKisha Irby and LaTressa Kelly  
CEO & Chairman of the Board of Directors Majestic Academy

## **BELIEFS**

### **A. OUR PHILOSOPHY AND APPROACH TO EARLY CHILDHOOD EDUCATION**

Majestic Academy's (MA) foundational program is customized to your child's progress, needs, and age. Our goal is to prepare tomorrow's future for social and academic success. The *Majestic Approach* is to provide a foundational Christian education to the community we serve coupled with traditional learning objectives. Every aspect of The Majestic Approach incorporates Bible-focused objectives and themes from our greatest Teacher who is our Creator.

Majestic Academy wants to be a beacon in the communities that it serves in spiritual, welfare, and educational matters. To that extent, Majestic Academy provides educational opportunities for children ages six weeks through five. The Biblical basis for MA is found in Proverbs 22:6, *Train up a child in the way he should go; and he is old he will not depart from it.* At MA we are committed to developing the talents of each child and preparing them to integrate his/her faith and academic training for the future. MA supports parents as the primary educators of their children, providing an atmosphere rich in family values, and academic excellence. MA seeks to motivate, encourage, and teach young children, the skills essential for smooth admission into other educational institutions to further their educational aspirations. Physical, emotional, spiritual, and educational growth is emphasized. It is further believed that parental involvement is imperative if young children are to succeed. It is licensed by the SC Department of Social Services and the Enhanced ABC Child Care Provider. The National Association for the Education of Young Children suggests you look for these 10 signs to make sure that children are in a good classroom.

**B. VISION** Majestic Academy feels that education is a mission of the community; therefore, provisions are made in the Academy to provide training for children between the ages of six weeks and five years of age. Majestic Academy operates the institution requiring a nominal cost for day daycare and educational services to young children. The Academy seeks to motivate, encourage, and teach young children the skills essential for a smooth entrance into the public or private school system. It is further believed that parental involvement is imperative if young children are to succeed.

**C. MISSION** The faculty and staff of Majestic Academy, with the cooperation and support of the children and parents, will provide a safe and healthy environment where each child is ensured of a challenging learning program that will allow for achievement at his/her maximum potential and ultimate success in school.

Majestic Academy, home of the "Majestic Approach," ensures the development of its students through a dedicated and highly skilled staff implementing a curriculum in close collaboration with parents and supported by a caring community so that its students will be prepared to meet the challenges of an ever-changing world.

### **D. ARTICULATED VALUES AND BELIEFS:**

- Practicing honesty and integrity are essential to the development of good character
- The well-being and education of children are vital to the future of our society
- Everyone shares in the responsibility for the children's education
- Everyone has a contribution to make to society and has a responsibility to do so
- The quality of our school directly affects the quality of our community
- All children can learn
- Challenge, effort, self-discipline, and responsibility to learn are necessary for students to reach their potential
- Learning is a lifelong process
- People are our most important resource
- Each individual has worth and deserves respect
- The family unit provides the foundation for all learning
- Parents have the responsibility and the right to be responsibly involved with their children's education

## **E. OBJECTIVES**

### **Emotional Development:**

To provide an emotional climate within the classroom that will contribute to the child's sense of belonging

1. To set an example of fairness, honesty, and integrity for the child to emulate.
2. To give each child recognition for his/her efforts and accomplishments.
3. To provide opportunities for the child to succeed, avoiding frequent failure by matching the task to his/her ability.
4. To encourage the child to express his/her ideas freely without fear of rejection or ridicule.
5. To help the child create a favorable self-concept.

### **Physical Development:**

1. To help promote the child's physical abilities and provide continuous opportunities for his/her physical growth.
2. To provide adequate space and equipment for the development of the child's motor skills.
3. To encourage the child to develop correct habits of healthy living.

While this is not an exhaustive list, it does provide an opportunity for teachers to evaluate their instructional strategies on a daily basis.

**CALENDAR FOR 2023 | 2024 (Subject to Change)**

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**Closing Schedule**

- Independence Day**
- July 4th**
- Labor Day**
- Teacher In-Service Day**
- Thanksgiving Day**
- Christmas Week**
- New Year’s Eve**
- New Year’s Day**
- Martin Luther King, Jr Day**
- President’s Day**
- Easter**
- Spring Break**
- Memorial Day**

**School closings will be listed on the parent board and in the monthly newsletter.**

**Majestic Foundations (2-3K)/ Majestic Preschool Foundations (4K-5):**

- Physical Development
- Mathematics
- Personal Development
- Health and Safety
- Language
- Classroom Work-Play Habits
- Personal/Emotional Development
- Language and Literacy
- Music-Art-Science-Social Studies
- Health and Safety

Should parents have questions about their child's assessment, they are required to meet with the appropriate faculty member by arranging a parent/teacher conference. It is difficult and potentially disruptive for questions to ask about reports without an opportunity for faculty to prepare for such discussions.

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**Common Core Standards** South Carolina schools contain the broad goals and objectives, that identify the minimum content required at each grade level and for each course. The curriculum standards South Carolina “School Readiness Guidelines for 3, 4, & 5-Year-Old Children” will be implemented. These standards relate to what students should know and be able to do in content areas and grade levels. Faculty should list the appropriate curriculum standard for each lesson plan.

**Instructional Objectives** Instructional objectives are the learning outcomes for the lesson. In other words, what do you want the student to be able to do when the lesson is over? Find information about instructional objectives. Write the instructional objectives for the lesson.

## A. INSTRUCTIONAL GUIDELINES

MA encourages faculty to develop a curriculum that will ensure high-quality student achievement. Instructional Guidelines provide specific direction to teachers about the pedagogical practices that all MA teachers use regularly. They set the targeted frequency for different teaching methods and describe how each method should be implemented for maximum learning. Far from a “script,” the instructional guidelines require highly skilled teachers who have the creativity and professional skills to address each student’s individual needs. In combination with clear, explicit standards, the instructional guidelines ensure that all students receive a high-quality educational program. These guidelines will be reviewed each year to ensure excellence in the instructional process.

Our beliefs are fundamentally driven by developmentally appropriate practices. Our curriculum is customized to meet each child's individual needs: socially, emotionally, physically, and cognitively. Our daily practices have consistency and incorporate an emergent curriculum, which stimulates each child's unique interests, curiosity, and sense of discovery. Ultimately, our curriculum strives to enhance the development of social skills, relationships, respect for others and oneself, self-help skills, autonomy, peaceful conflict management, and the empowerment of one's own ideas and feelings. Children at this age (3-5) are still acquiring basic life skills.

### Majestic Foundations (2-3)

- Colors Fine Motor
- Shapes Gross Motor
- Counting
- Alphabet

### Majestic Preschool/Pre-K Foundations (3-5):

- Reading Fine Motor
- Writing Gross Motor
- Math
- Alphabet
- Numbers
- Creative Art
- Music
- Vocabulary
- Social Skills
- Interactive Play
- Character Development
- Identity
- Group Exercise
- Self –Esteem building

## B. Typical Preschool Daily Routine

6:30 - 8:00 am	Arrival/Breakfast
8:00 - 9:00 am	Center Time/Restroom
9:00 - 9:30 am	Devotion/Memory Verse
9:30 - 10:00 am	Music and Movement
10:00 - 10:30 am	Circle Time
10:30 - 11:15 am	Outside Play
11:15 - 12:00 pm	Lunch
12:00 - 12:15 pm	Restroom
12:15 - 2:15 pm	Nap
2:15 - 2:45 pm	Restroom/Snack/Story Time
2:45 - 3:45 pm	Outside Play
3:45 - 4:15 pm	Reading/Writing/Phonics
4:15 - 5:15 pm	Center Time/Story/Review
5:15 - 5:30 pm	Quiet Time (Select Center Time)
6:00 pm	Close

### **RESERVATION TO CHANGE**

Due to our ever-changing world, MA reserves the right to amend this Handbook at any time. All parents will be informed of these changes through our usual means of communication, i.e., memos and newsletters.

### **C. FIELD STUDIES**

Field studies are scheduled throughout the year. A permission form will be completed by all parents prior to each study. Teachers are to ensure that such form is completed and is part of the student's file prior to permitting any child to participate in a field study. All parents are **REQUIRED** to purchase a Majestic Academy shirt to wear. (Parents who are experiencing financial difficulty may contact the Director). Parents will be reminded at least one week before a field study is taken setting forth the nature of the field study and the time that the child will be away from MA. Any special clothing needed should be communicated to the child's parent. All field studies must be authorized by the Director. Field studies are to be related and integrated into the curriculum. Essentially, field studies are to be considered as an opportunity to further the advancement of the curriculum and thereby advance and reinforce the curriculum and the instructional process.



## **GENERAL INFORMATION AND POLICIES**

### **A. STUDENT CODES OF CONDUCT**

These rules apply inside and outside the classroom. These rules have been developed to ensure that each child's interest will be protected and respected. These rules should be thoroughly explained and reinforced with students frequently. It may be necessary for them to be explained and reinforced with parents. Please advise us if this occurs.

- Children must respect themselves and others.
- Children can climb on playground equipment only.
- Children may not open gates or doors unless instructed by faculty.
- Children may not throw sand, insult, tease or frighten one another
- Children may only play in areas where teachers are supervising.
- Children must sit down when eating.
- Children may not run in the classroom.

### **ALL CHILDREN ARE EXPECTED TO ADHERE TO THE CODES OF CONDUCT.**

#### **B. CONSEQUENCES**

It is our desire to help redirect negative behavior.

Following are the consequences:

1. Teacher-Student "Talk"
2. Teacher talks to parents.
3. Student sent to office.
4. If student/parent is unable to control unacceptable behavior, the child will be suspended for three days.

After the 2nd suspension, the child will not be able to return.

\*\* "Tuition still applies" \*\*

#### **C. BIRTHDAY CELEBRATIONS**

Birthday parties are planned by MA or the parents. Parents may arrange birthday celebrations with their child's teacher(s). If parents wish to have a birthday celebration away from MA, and if they will not be inviting all of the children in their child's classroom, they should mail the invitations or facilitate them accordingly. If invitations are going to the entire class, parents may give them to the teachers so that they can be placed in the children's folders.

#### **D. ENROLLMENT PROCEDURES AND OPERATIONS**

##### **ENROLLMENT PROCEDURES**

Enrollment at Majestic Academy is open to children from six weeks to age five. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Majestic Academy by completing the Enrollment Application and paying the yearly \$65.00 Registration Fee. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt and registration fee. Immunization records and health assessment must be received within the first five days prior to the child's start date in order to continue care. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Majestic Academy reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Majestic Academy is contingent upon the parent's, emergency contact persons,' and child's adherence to the policies and procedures of Majestic Academy as outlined in this handbook including, but not

limited to, timely payment of all fees and tuition.

Parents are required to notify Majestic Academy immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

### **Enrollment Procedures**

The following forms and Procedures must be completed to become officially enrolled at MA.

1. Pay Registration Fee of \$65.00
2. Complete and return the MA Admission Contract with the emergency information.
3. Parents must abide and agree with rules & regulations.
4. Parent complete and return the *Parent Acknowledgement of Handbook* page (last page in the Parent Handbook).
5. The MA admission Contract is received and reviewed by an office staff to make sure that it is completed in full according to DSS regulations.
6. The registration fee is received by an office staff.
7. A copy of the South Carolina Certification of Immunization prior to the first day at MA.
8. An office staff makes a copy of the parent(s) picture ID.
9. The office staff receives tuition for that week.
10. The child's teacher will give the parent a welcome letter, supply list, weekly teaching goals, and curriculum for the appropriate age group.
10. Give the parent a copy of the MA Parent Handbook.

### **OPERATIONS**

MA opens at 6:30 a.m. Monday through Friday and closes at 6:00 p.m. All children should be in school no later than 9:00 a.m. Any student who arrives after 9:00 a.m. is considered late and will be marked accordingly. Perfect attendance is defined as being in school at least four hours or more each day that school is in session. Late reporting to school is disruptive to the teacher, other students, and the student who is late. Tardiness negatively impacts the quality of education and the instructional delivery process. Parents should avoid bringing children to school late.

### **School Colors and Newsletter**

- SCHOOL COLORS: Royal Blue and Gold
- SCHOOL ALMA MATER: Royals

### **School Uniforms**

School uniforms are to be worn by all children ages 2 - 5 years of age. Navy Blue bottoms (pants, skirts, shorts, dresses) are to be worn with the Majestic Academy Gold Polo shirts (long-sleeved white shirt or turtleneck may be worn underneath). Polo Shirts may be purchased from Majestic Academy or a respective supplier with the exact same color. Uniforms are worn Monday – Friday. Field study shirts are to be worn on Field Studies.

NEWSLETTER: Our newsletter is called *Royal Gazette*. It is published quarterly via Brightwheel

### **MAJESTIC ACADEMY'S RIGHT TO REFUSE ADMISSION**

Majestic Academy reserves the right to refuse admission to any child at any time with or without cause.

Majestic Academy strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first-come/first-served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff-to-Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.

3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff, or other children enrolled at Majestic Academy if the child were to be present at the facility.
5. Parents' failure to maintain accurate, up-to-date records.
6. Parents' failure to complete and return the required documentation in a timely fashion.

Parents will not be reimbursed for tuition for days when their child is refused admission to the program.

## **E. TUITION AND FEES/PAYMENT SCHEDULES**

The tuition fee schedule for academic school year 2023-2024 is as follows:

- Registration Fee:** A registration fee is required for each school term – (August) (non-refundable)
- Late Pick-Up Fee:** Parents who pick-up children after 6:00 p.m. will be charged a late pick-up fee of \$5.00 for every fifteen (15) minutes or any portion thereof after 6:00 p.m. MA has a compelling reason to close its operations and prepare for the next day. When this effort is delayed or hampered, it costs unnecessary expenses. Parents are advised that they can avoid this fee by making arrangements to pick-up their child as required.

**9 HOUR RULE: Students will only be allowed to stay for Basic Childcare which consists of 9 hours starting from the time of Drop-off. Anytime after will be considered Extended Day and will require an extra fee of \$35.00 per week.**

### **Weekly Tuition:**

**Registration: 1-** \$65.00, **2-**\$118.50, (additional \$58/per student) **Summer Camp Registration Fee:** \$65  
**Basic Tuition Rates and Programs: Full Time, Afterschool and Summer Camp are based on weekly rates.**  
**Infants – 12 months** \$155.00 **1 year** \$150.00 **2 year** \$145.00 **3 year** \$140.00 **4-5k** \$135.00 **Afterschool** \$55  
**Extended Day (AFTER 9 HOURS)** \$35.00 **Summer Program (5-12yrs.)** \$105.00 **(AFTER 9 HOURS)** \$135.00

**Annual Rate Changes:** Rates listed are based on the 2023-2024 contract year. Tuition Rates are subject to a yearly increase to allow for inflation adjustments. Majestic Academy's average adjustment is \$10/per week, and per program every other year. (This amount is paid one week in advance. It is due on Monday morning of each week and must be paid no later than 12:00 noon. Payments after this date and time will incur a late fee of \$25.00). If tuition is not paid by Tuesday of that week, the child will not be permitted to attend MA until the same is paid in full up to the period that will be specified by a member of management.

**Method of Payment:** Tuition may be paid by check, money order, or Brightwheel

For checks that are returned, for any reason, a \$36.00 fee is assessed and must be paid by money order only.

In the event that a child is sick (three days or more) for an extended period of time, tuition may be adjusted after consultation with the Director and the presentation of a doctor's statement. Otherwise, full tuition is due. Children who are absent due to reasons other than death in the immediate family (mother, father, and sibling) is required to pay full tuition. During the summer session, vacations will be honored up to two weeks. One week of your choice and the week of Teachers In-Service Training. Tuition and fees are subject to change. Parents will be notified of such as soon as possible.

## **F. PERSONAL ITEMS - CLOTHING AND FOOD.**

Make sure that your child is properly clothed, especially during cold and inclement weather. Each child will need two sheets and (1) cover to fit over a cot for napping. Make sure your child's property is labeled. A tote bag or bookbag may be helpful from time to time for carrying items. Roller bags are discouraged. An extra set of clothing are required in the event of accidents. Make sure that you bring all items to school for your child. Packing your child's bag, the night before with your child's assistance could be a teachable moment and a reminder to you. Please visit your child's classes. Your presence makes a very powerful statement. Let your child see you smiling with his/her teacher, staff,

and others. This will ensure your child that they are in a safe and friendly environment. This is especially critical at the beginning of the school year. Like any other habit, healthy eating habits start from a young age. Therefore, certain items are discouraged, and we avoid them in our snacks. We want all our children to eat healthy, well-balanced meals (e.g., fruits, vegetables, breads). We discourage parents from bringing food. We provide breakfast, lunch, snack, and dinner each day.

#### **G. PARENT'S RIGHT TO IMMEDIATE ACCESS (DROP OFF/PICK UP REGULATIONS)**

Majestic Academy staff shall permit parents free and full access to the (their children) premises without prior notice. In some cases, a parent and/or parents may be denied access if there is a court order limiting parental access. This free access must not disrupt instructional activities or classroom routines. MA requires that your child be signed in and out each day with a full legal signature and the time of arrival and departure. The sign-in sheets are available in the front foyer of MA. Parents are to sign children in daily (am and pm) at the front door upon arrival and dismissal. All children are to be properly signed in/out by an authorized parent/guardian with a legal full signature.

Children will be accepted beginning at 6:30 a.m. each day. Children should arrive no later than 9:00 a.m. every day. Some children need enough quality time to separate from parents. MA closes at 6:00 p.m.; therefore, all families are required to leave the grounds of MA no later than 6:00 p.m. unless they are attending meetings or other MA events. Once a parent or guardian has signed a child out, he and/or she is their responsibility. Only persons listed on the forms, as designated by the parent, will be allowed to pick up the child. Only persons over the age of 18 with a picture ID may pick up children.

Parents must inform management in writing if someone other than a person who is authorized on the contact form will be picking up your child. Any person who is picking up a child will be asked to provide the staff with a picture I.D. They will also need to sign the child out with their full first and last name, as well as the time of arrival or departure. If the child is being dropped off by a person, this does not constitute an authorization for him or her to pick up the child. In addition, once the parent has authorized a certain individual to pick up the child, the authorization is valid only for that specific day unless stated otherwise.

If only one parent has custody of the child, and the other is not authorized to pick up the child, the custodial parent must instruct the Director of this fact and must provide him/her with a copy of the Court Order confirming visitation rights. If there is any change in the legal custody of the child while the child is enrolled at MA, the parent must immediately notify the Director and must provide them with a copy of the Court Order confirming the change in custody. If a biological parent insists on picking up the child from MA (only if their name appears on the application and/or additional paperwork), the Director will release the child to that parent on demand and may immediately inform the local police department. This procedure is to ensure the safety of our children as well as all the staff. Parents should use all strategies to avoid placing staff in a position of conflict.

Note: In the event a parent/guardian arrive or drop off a child while intoxicated or under the influence, a Majestic Academy staff member will notify the police and an emergency contact person to ensure the safety of the child.

#### **H. CHILDREN'S RECORDS POLICY:**

Majestic Academy will keep a separate file record on each child. The file shall be kept in a confidential manner, locked in a file cabinet, but shall be immediately available to the Department of Social Services, the child's teacher, parent and/or guardian upon request.

## **I. DISCIPLINE POLICY:**

Majestic Academy staff and teachers shall use no corporal punishment as a discipline method for behavior management. None of the following shall be used as a form of redirecting behavior or punishment:

1. No corporal punishment, emotional, or harsh and demeaning language.
2. No child will be unsupervised or left in isolation,
3. No child will be subject to withholding food, sleep, or toilet use.
4. No child will be restrained by any means
5. No use of any strategy that hurts, shames, or belittles a child
6. No use of food as form or reward or punishment
7. No use of any strategy that threatens, intimidates, or forces a child
8. No use or withhold physical activity as punishment
9. Leave child alone unattended
10. Compare children

Praise, positive reinforcement, and redirection are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop positive self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, MA will practice and follow the discipline and behavior management policy.

## **J. PHYSICAL ACTIVITY-INDOOR AND OUTDOOR PLAY:**

**1. Indoor play:** We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

**2. Outdoor play:** We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for school/outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 92 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

1. Encourage a restrictive, safe environment for children at all times
2. Provide a designated safe outdoor are for infants (ages 0-12 months) for daily outdoor play
3. Provide toddlers (ages 1 through 2 years old) with at least 60-90 minutes of daily outdoor active play opportunities on 2 or 3 separate occasions.
4. Provide preschoolers and school aged children (3-12 years old) with at least 90-120 minutes of daily outdoor active play opportunities on 2 or 3 separate occasions.
5. Increase indoor active play time so the total amount of active play time remains the same if weather limits outdoor time.
6. Provide a variety of play materials (both indoors and outdoors) that promotes physical activity
7. Staff member will not withhold opportunities of physical activity for misbehavior of any kind

## **USDA STATEMENT**

MA facility is operated in accordance with the United States Department of Agriculture Policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes that he or she has been discriminated against in any USDA - related activity should write to:

Majestic Academy  
1250 Old Camden Rd, Winnsboro, South Carolina 29180

## **K. NUTRITION**

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility.

As long as Majestic Academy participates in the USDA Food Program, all meals will be provided. Meals will consist of breakfast, lunch, pm snack, and dinner. Children who arrive after mealtimes should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food and drinks from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home if your child has allergies, and requires a modified diet, we must be notified of this in writing. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, then we may require the parents to provide his/her lunch and snacks. Sugar Sweetened beverages shall not be served at this facility and only 1% milk is served to children age two and above.

To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

### **Fruits and Vegetables**

1. We serve fruit at least two times a day
2. We offer a vegetable other than white potatoes at least once a day.

### **Grains**

1. We serve whole grain foods at least once a day.

### **Beverages**

1. We limit juice intake to once per day in serving size specified for child's age group. When served, the juice is 100% fruit juice
2. We do not serve sugar sweetened beverages
3. We serve only skim or 1% milk to children age two years and older
4. We serve only whole milk to children one and younger.

## **Fats and Sugars**

1. High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
2. Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
3. We limit sweet food items to no more than two times per week.

### **Role of Staff in Nutrition Education**

1. Staff provide opportunities for children to learn about nutrition 1 time per week or more
2. Staff act as role models for healthy eating in front of children

## **L. NOTIFICATION OF ABSENCE**

Parents are required to inform Majestic Academy by 8:00am if a child will not be at MA on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day more effectively.

If your child is ill, then we request that you notify Majestic Academy's director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our Academy. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with Majestic Academy Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Majestic Academy will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school. Parents who know in advance that a child will be late, are required to notify the center by 8:00am as to maintain the appropriate staff to child ratios upon your child's arrival at school.

## **M. WITHDRAWAL PROCEDURES**

Parents may withdraw their son/daughter at any time for any reason. The withdrawal procedure is as follows:

- 1.** The Parent must inform a member of management with a two weeks notice of their intent to withdraw a child. The same must be given in writing and a series of forms must be completed by the parent.
- 2.** No refunds will be issued for any withdrawal. All fees owed must be paid before the withdrawal process is complete.

## **N. REMOVAL FOR CAUSE AND PROCEDURE**

A child may be recommended for removal from MA if any of the following reasons:

- Payment is delinquent and all reasonable measures have been taken to enforce payment as determined solely by MA.
- The child's behavior becomes abusive to the other children.
- The child's parent's (or parents') behavior is disruptive or abusive to any staff member.
- The child's parents fail to cooperate with the staff, the policies and/or the procedures of MA.
- Parent is habitually late in picking up (i.e., after 6:00 p.m.) the child from MA.
- Immunizations and/or required paperwork are not current.
- Parent refuses to sign the MA Parent Handbook Agreement Form.
- Any other reason as defined by MA.

Any child who is recommended for removal may appeal the withdrawal notification to the Board of Directors of MA. The Board will meet as soon as possible to review the recommendation of the Administration. The effected Parent(s) may appear at the meeting but may not be accompanied by legal counsel or any other representative as this is viewed as a private matter involving the child, the parents and MA Administration. No secret recordings of the meeting may be conducted by the participants. An official recording will be conducted by MA. The parent may request a copy of the same for a reasonable cost.

## **O. TRANSPORTATION POLICY**

- 1.** The Director or a Designee, and the bus driver must have a bus log of all students on the field study. All teachers should have a class list of children who are on the field study. The chaperone should have a list of assigned students on the field trip.
- 2.** The staff will conduct roll call and count all students when boarding the bus to leave the school.

3. The staff will conduct roll call and count all students when leaving the bus upon arriving at their destination.
4. The staff will conduct roll call and count all students before leaving their destination.
5. The staff will conduct a roll call and count all students upon arriving back at school and leaving the bus.
6. Once students are inside the school attendance will be taken by the staff.

Note: We do not transport after schoolers at this time. A charter bus system will be used as a mode of transportation for field trips.

#### **P.SUPERVISING CHILDREN DURING SCHOOL HOURS:**

Majestic Academy Teachers and Staff supervise the children by counting each child during transitional periods then carefully monitor and count the children with a face to name count with a written procedure during the day. (Monitored on tracking sheets). (Lunchroom, playground, restroom, fieldtrips, enter/exit the building or one area to another).

#### **Q.HEALTH MATTERS AND MEDICATIONS**

Each family is responsible for informing MA of any allergies, disabilities, or phobias the child might have. A child who is not in good health (by decision of teacher or director) must return home. In general, a child who is not able to participate in all school activities is not well enough to be in school. When a child becomes ill during the day, MA will contact the parents. It is the family's responsibility, or any authorized personnel's responsibility to pick the child up within an hour. The following are symptoms most commonly seen that require a child's removal from school:

1. **A fever**  
(temperature greater than 100.0). The child must be fever and symptom free without medication for 24 hours before returning to school.
2. **Conjunctivitis**  
Which is an eye infection commonly, referred to as "pink eye." A physician's clearance is required to return to school.
3. **Unexplained rash**  
A physician's clearance is required to return to school.
4. **Impetigo**  
A physician's clearance is required to return to school.
5. **Diarrhea**  
The school uses the criteria of two bowel movements before calling the parent(s). The child needs to be diarrhea free 24 hours before returning to school.
6. **Vomiting**  
Vomiting needs to cease for at least 24 hours before the child can return to school.
7. **Evidence of nits or lice**  
Children are excluded from school until nit and lice free.
8. **Gastroenteritis (Stomach Flu)**- An intestinal infection marked by diarrhea, cramps, nausea, vomiting, and fever.



**9. Fifth Disease-**A common and highly contagious childhood ailment causing a distinctive face rash.

**10. Others**

Other communicable diseases such as chicken pox, strep throat, continuous cough, ringworm and so forth must have a physician's clearance to return to school.

**11. Signs of illnesses that are non-specific**

The child may look and act differently. There may be unusual paleness, irritability, unusual tiredness, or lack of interest. The child requires more attention and care than our adult/child ratio allow and may need assessment by a physician.

Parents should keep their child home when an antibiotic is prescribed until the medication has been given for at least 24 hours. Many illnesses are considered non-contagious after administration of antibiotic for 24 hours.

- **Example: If your child is sent home for any of the above on Monday, he/she cannot return until Wednesday.**

- **Child may return to school after 48 hours after Treatment**

  - Pink Eye
  - Strep Throat

  - Thrush
  - Ringworm

  - Coxsackie Virus
  - Scabies

  - Mumps
  - Croup

- **Example: If your child is treated on a Monday, he/she may return to School on a Thursday**

  - Child may return to school after he/she is fever free for three days

  - Mono

**\* Child may return to school after being completely symptom free and completely healed. A health care professional must clear the child in order for he/she may return to school.**

  - Chicken Pox
  - RSV

  - Impetigo
  - Staph

- **Children may not have open sores or have any other communicable disease that could be transmitted to other children or staff members.**

**Majestic Academy reserves the right to prohibit a child from attending school if the Directors deem the child to be a health danger to other students or staff.**

**WHEN TO CALL A PARENT**  
**Majestic Academy General Emergency Medical Procedure Policy**

Majestic Academy must safeguard all children and staff at all times: This policy applies at any time an emergency occurs on the premises or away on a school field trip. The medical plan shall address the following:

1. Any needed first aid will be provided immediately by the nearest staff member(s), while other available staff are assigned to supervise other children and give the proper care needed.
2. All existing emergency procedures relevant to the immediate situation will be put into action by the Director and or other staff appointed to do so by the Director.
3. When needed, office staff or appointee will call Emergency Medical Services immediately to appraise the situation and request advice.
4. Parents will be contacted with all available related information.
5. Palmetto Children's Hospital will be the hospital used (unless otherwise indicated) if an emergency occurs and a medical facility is necessary.
6. All staff will follow EMS recommendations for emergency transportation of any injured person or child to the nearest hospital (Fairfield Memorial Hospital).
7. All staff will fully cooperate with requests and or directions by responding emergency personnel and provide them with information needed from the child's record to address the situation.
8. At least one staff member shall accompany any child taken to the hospital, and stay with such child/children until their parent
9. After the emergency and its related results have been resolved, and no one remains in danger, all staff involved will complete any related facility accident report as required.
10. The same procedures will be followed if away from school on a school field trip or school related business.
11. Parents should keep their child at home if a discolored nasal discharge is present and running nose with a temperature of 100 degrees.
12. Parents should keep their child home if he or she has a severe cough. If the child contracts any communicable disease or condition, then please notify the director of the doctor's diagnosis. A notice will be posted (without using name) so that teachers and other families can be on the lookout for symptoms.

**MEDICATION**

Medication can be brought to school and administered only if:

1. **PRESCRIPTION MEDICATIONS** may be administered if all the following conditions are met:
  - A.) Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician.
  - B.) For each prescription medication, the licensee shall obtain in writing approval and instructions from the child's authorized representative for the administration of the medication for the child.
  - C.) This documentation will be kept in the child's records.

D.) The instructions from the child's authorized representative shall not conflict with the label directions as prescribed by the child's physician.

MA has a written plan to record the daily administration of prescription medications when signed by the child's authorized representative daily when medications have been given.

All medicines must be administered in the management's office under management supervision.

## **FIRE DRILLS, LOCKDOWNS, BOMB THREATS AND EMERGENCIES**

### **1. Fire Drills**

The purpose of fire drills and emergency evacuation plans are to provide for an orderly evacuation of MA. Per each academic year, fire drills shall be conducted often. The Safety Coordinator shall complete a Fire Drill Report for each fire drill or evacuation drill. The Report shall be reviewed with management and any plans for improvement must be incorporated in the next fire/evacuation drill.

Faculty is responsible for the safety of students in their class. Faculty shall take these measures before a fire drill or emergency:

- Review the evacuation plans posted in the hallways.
- Follow the emergency escape route that has been established for his/her class.
- Become familiar with the secondary route in case the first route is inaccessible.
- Identify a location outside and away from the building where the class can meet and ensure all students are accounted; and checked off on log sheet.
- Review this information with each class.

#### **When the fire alarm sounds faculty shall:**

- Take the class roster and immediately guide students safely out of the building.
- Assemble the students at the predetermined accountability site.
- Account for students using the class roster.
- Report the status to the building liaison or safety coordinator.
- Do not re-enter the building until clearance has been given by the safety coordinator or management.

### **2. Lockdowns**

Lockdowns are situations where it is safer to stay inside the building rather than move to outside locations. In emergencies, two protection strategies can be preferable to an evacuation: sheltering-in-place and lockdown. Sheltering-in-place procedures may be ordered in situations involving chemical leaks, biological or chemical attacks. The purpose of lockdowns is to minimize accessibility to a school or rooms in that school, thus reducing the risk to staff, students, or patrons of some sort of victimization from dangerous intruders. Lockdowns might be necessary in situations of: persons armed with firearms on school property, gunshots directed at or near school and grounds, police incidents involving dangerous persons that are adjacent to or within a short distance of the school site, or intruders. Lockdowns involve securing the building from outside intruders and moving students away from exposed areas such as doors and windows. Ideally, clients, students and staff congregate in safe rooms, locked from the inside.

### **3. Bomb Threats and Emergencies**

Bomb threats and other emergencies are to be treated either as lockdown procedures or fire drills. Fire, evacuation, sheltering-in-place, and lockdown procedures will be posted in each classroom. Drills in each of these areas will be conducted on a basis that will ensure safety.

## **POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Majestic Academy are considered mandated reporters, under this law.

The employees of Majestic Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Majestic Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Majestic Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.” Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## **PARENT CODE OF CONDUCT**

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Majestic Academy requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Majestic Academy is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Majestic Academy but is the responsibility of each and every parent or adult who enters the facility. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Commitment will not be permitted on facility property thereafter. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing facility property.

**SWEARING/CURSING:** No parent or adult is permitted to curse or use other inappropriate language on facility property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH MAJESTIC ACADEMY:** Threats of any kind will not be tolerated. In today’s society, Majestic Academy cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the facility will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

**PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT MA:** While Majestic Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcomed to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their

own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our facility have privacy rights and are further protected by our confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the facility.

**SMOKING:** For the health of all Majestic Academy employees, children and associates, smoking is prohibited anywhere on facility property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Majestic Academy. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

**VIOLATIONS OF THE SAFETY POLICY:** Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Majestic Academy. Please be particularly mindful of Majestic Academy entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the facility. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

**CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF MAJESTIC ACADEMY:** While it is understood that parents will not always agree with the employees of Majestic Academy or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

**VIOLATIONS OF THE CONFIDENTIALITY POLICY:** Majestic Academy takes seriously the responsibility of maintaining the confidentiality of all persons associated with the facility. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Majestic Academy. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## PARENT COMMITMENT ACKNOWLEDGEMENT OF HANDBOOK

We agree to accept all rules and regulations of MA. We understand the MA does not tolerate profanity, obscenity in word and/or action, or disrespect to the personnel of the Academy. We will encourage our child to comply with school regulations. We realize that the MA reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational program. We understand that damage to property by our child will be directly charged to us. We agree to pay the TUITION AND ANY OTHER FEES as are chargeable according to the current tuition schedule and fees that have been stated in this booklet and/or the Admission Agreement. Yes, we agree to pay our financial obligation to the MA on the date due. We have read ALL of this Parent Handbook, understand, and agree to it. We also commit to volunteering. All parents are encouraged to become a member of the PTO. Parents must participate in Parent/Teacher Conferences after each marking period. Parents also must attend workshops and seminars

By signing this page in the space provided below, I hereby acknowledge that I have received and I understand the contents of the Parent Handbook of Majestic Academy. I also acknowledge that the same has been discussed with me and if I had any questions, they were fully answered. I understand the policies in full and I am signing below being fully informed of the benefits and consequences set forth in the Handbook. I also acknowledge that if I have any questions about this Handbook in the future or any policies of Majestic Academy, I have been encouraged to direct them to the Executive Director or the Director. The original of this page will be placed in the Parent/Student's file and a copy of this page will be given to the Parent as part of the Handbook.

Date: \_\_\_\_\_ Parent Name: \_\_\_\_\_  
(Print Name)

Parent Name: \_\_\_\_\_  
(Sign Name)

Date: \_\_\_\_\_ Administration: \_\_\_\_\_  
(Print Name)

Administration: \_\_\_\_\_  
(Sign Name)

## **Majestic Academy Covid Health and Safety Measures**

Since the coronavirus, social distancing measures, infection control practices and sanitation are our biggest defenses. The purpose of this guidance is to ensure that the adults and children are taking every reasonable precaution to prevent the spread of COVID-19. The measures outlined below will remain in effect until formally lifted at the direction of the Directors and announced publicly.

### **Health & Safety Guidelines**

#### **Temperature as an indicator**

- Parents must measure and record their child(ren)'s temperature in the morning prior to bringing them to school. If the child's temperature is 100 degrees or greater, he or she must be kept home until fever free for 24 hours without medication (per DHEC Guidelines).
- An MA staff member will take the temperature of all students a second time upon arrival at school using a temporal artery contactless thermometer. If the child's temperature is 100 degrees or greater, an MA staff member will mask the student immediately, isolate him from others, and notify the office. The office will use the emergency contact number to call a parent or caregiver to return to school and pick up the child as soon as possible.
- Faculty and Staff members will measure their temperature at home and remain there if they have a temperature of 100 degrees or greater. All Staff Members will have their temperature taken upon arrival at school each day. The same procedures as described above apply to staff members.

#### **Social Distancing**

- In an effort to reduce the spread of infection, parents must drop their children off in the car rider line and will not be permitted to enter the school building or walk their children to the classroom door. Parents are required to practice social distancing and wear a mask when speaking to a staff member at drop off or pick up or when visiting the office.
- Faculty, staff, and children over 5 years of age are required to wear a face mask when they cannot maintain a six-foot social distance.
- Faculty and Staff members will avoid congregating in common areas
- Classrooms may not allow more students than can be accommodated with the six foot rules.
- Mats and desks will be sanitized daily
- During recess, teacher will ensure students play in small groups.
- MA implements "Hand Hygiene". This exercise includes washing or sanitizing hands every hour by everyone present at the school. In addition, everyone will practice "Hand Hygiene" upon entering any school building, before eating, and after eating and as needed. Hand washing posters will remind children and faculty of the requirement and method.

#### **Cleaning**

- The school's professional cleaning service will conduct a special disinfection daily.
- Classroom and office staff will intensify cleaning and disinfecting efforts, including but not limited to frequently disinfecting items that are touched often (doorknobs, faucets, etc.), and cleaning the classrooms daily with a 1 percent bleach solution.

#### **Other Safety Measures**

- Parents must provide certain materials such as colored pencils/crayons in a 1:1 ratio
- Nap cots will placed further apart and more space will be provided between cubby areas/storage spaces to help prevent the mixing of children's belongings.
- Parents may not observe in classrooms

#### **Identifying and Processing Symptomatic Students or Staff Members**

- MA is not screening students or staff specifically to identify cases of COVID-19. If the school has a sick child (including symptoms of COVID-19), a staff member with symptoms of COVID-19 should be excluded from school if they have any one of the following.
- Fever
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Muscles aches
- Chills
- New or worsening cough
- Any with any of these symptoms should consider not attending school regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying cause (such as shortness of breath for an individual with asthma) exclusion may not be necessary
- Students or staff member excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause. In this case the student can return
- Those who test positive by a PCR test but do not have symptoms will be required to stay out of school until 10 days after the specimen was collected.
- A classroom will be closed for 14 days if one or more students or faculty in that classroom has positive result. Further, the entire school will be closed for 14 days if two or more persons within the students population, faculty and/or staff are positive for disease at the same time.

### **Quarantine**

Some students or staff member may be told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick.

- Household contact: If the student or staff member lives in the same household as the infected person, they will have to self-quarantine until seven days after their household member has been cleared from their isolation period.