

Name of Student: _____

1. Release of Student

- Parents must notify the school if someone who does not regularly pick up their child will be picking up their child. Parents must provide the school with accurate contact information for this person if the parents will not be reachable. The names of all adults authorized to pick up a child must be on file with the school along with a copy of the persons photo ID. When an adult who does not routinely pick up a child comes to the school, a photo ID must be presented to the administrator or front office personnel before the person enters the child's classroom or before the child enters the car.

2. Illness

- If a child has a temperature of 100 degrees or more, is vomiting, has diarrhea or any symptoms of contagion, the child will be separated from the other children and the parents will be contacted to come for the child immediately. **A child must be symptom free for 24 hours, without medication, before returning to school.**

Parent Initials _____

3. Administration of Medications

- The only time a medication can be given to your child at school by the school nurse is when a parent writes a signed note stating that your child needs the medication.
- Medications have to be in the original prescription bottle with the label of how to administer.

4. Potty Training

- Children enrolled in 3K and beyond must be potty trained before attending school. Potty-trained preschool children:
 - no longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
 - can tell the teacher when they need to use the restroom, and
 - can attend to his/her own hygiene (wipe on his/her own).
- If your child is not completely potty trained as described above when school begins, and has more than an occasional accident, your child will be asked not to return until fully potty trained. **Parent initials** _____

5. Discipline and Behavior Management

- Corporal punishment is NOT allowed at Spartanburg Day School. Classroom management is handled in a positive nature where students learn from their mistakes.

6. Behavior Management Plan

- I understand that if my child does not adhere to school policies, he or she may be placed on a behavior management plan. If the behavior does not improve within the specified time deemed by the Head of Lower School, my child may be dismissed from the school. **Parent initials**

7. Confidentiality

- All student records and testing of students are kept in a locked cabinet in the Lower School Office for security and confidentiality purposes.

8. Tracking of Students

- In the morning, parents of 3K and 4K children must park and walk their children into the school and take them to their classroom where they will be greeted by their teacher. If students are moving to another special activity or anywhere in the building, they are escorted by a teacher. Children may not move about the building alone. Teachers will take tracking sheets with them as they move around the building, keeping count of each student.

9. Emergency Medical Form

- All parents will fill out an Emergency Medical Form. This plan addresses conditions under which emergency medical care or treatment is warranted and steps that will be followed.

10. Evacuation Plan / Emergency Preparedness

- We have a written plan for removing children from the building in case of fire, a natural disaster, or threatening situation that may post a health or safety hazard.

11. Transportation / Field Trips

- Parents sign a Field Trip Permission form allowing students to go on field trips and planned activities. Tracking sheets will be used for all field trips for loading and unloading children and at different intervals of the trip. For all field trips, a bus will be used.

Parent Signature Required:

I have read and understand all the procedures and policies on this form along with the Lower School Handbook for my child at Spartanburg Day School.

(Parent Signature)

(Date)