



The Judson School

FAMILY HANDBOOK

2025- 2026

WELCOME

Dear Families:

We are so pleased and honored that you are considering The Judson School for your child. We look forward to building relationships with you and your family as we work together for the good of your child. We want your child to flourish and have a wonderful start to learning.

Thank you for choosing **The Judson School**.

Sincerely,

Rhonda Sherer and Destiny Oliphant
Directors

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ABOUT US

Philosophy

We are a preschool, serving the Judson community, desiring to help children make connections to their world, to God, to others, and to themselves through curiosity and play, leading to growth.

Mission

The Judson School: Learn, Grow, Flourish

FLOURISHING CHILDREN...

Love God because they know He loves them.

Love Nature because they feel at home in it.

Love Themselves because they know their God-given identity.

Love Others because they know everyone is made in God's image.

Love Learning because they own the tools of opportunity.

Definition of Family

In this handbook, we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

Hours of Operation

September 2, 2025 - May 22, 2026

School Time: 9:00 AM to 1:00 PM

Drop off: 8:45 AM

Pick up: 1 PM

Late Pick up: 1:15 PM

Holidays

The Judson School generally follows the Greenville County School District calendar. However, there may be occasional differences to accommodate school-specific needs. Any changes or exceptions—such as additional professional development days, early dismissals, inclement weather closings, or special events—will be communicated in advance.

We will update the Brightwheel calendar monthly and notify families of changes through the app, written communication, and verbal reminders when needed. In the event of inclement weather, we will follow Greenville County Schools' closure decisions unless otherwise noted.

Admission & At-Will Enrollment Policy:

Enrollment at The Judson School is considered an **at-will relationship** between the school and the student's parent(s)/guardian(s). This means that either the parent/guardian or the school may choose to discontinue enrollment at any time, with or without cause, and in accordance with the policies outlined in this handbook.

While our goal is to build strong partnerships with families and support each student's growth and success, The Judson School reserves the right to make decisions regarding continued enrollment based on the best interests of the student and the school community.

Suppose at any time a parent or guardian feels there is a **concern or question related to the safety of their child. In that case**, they are encouraged to bring it to the attention of school leadership immediately. The safety and well-being of each student is a top priority, and we are committed to addressing all concerns with integrity, transparency, and care.

Examples of reasons enrollment may be discontinued include, but are not limited to:

- Repeated failure to follow school policies or expectations outlined in this handbook
- Ongoing misalignment between family values and the mission or educational approach of the school
- A breakdown in communication or trust that impacts the school-family partnership
- Inability of the school to meet a student's specific academic, behavioral, or support needs with current resources
- Behavior from a student or parent/guardian that negatively affects the safety, morale, or integrity of the school environment

We strive to address concerns collaboratively and with care, but reserve the right to make final decisions that uphold the health, mission, and success of our community.

All admission and enrollment forms must be completed, with registration fee and first week's tuition payment paid before your child's first day of attendance. Based on the availability and openings, our facility admits children from 3 to 4 years of age.

Our process for introducing children to our program is a family tour of the facility.

Transitioning into School

Your child's transition into child care should be a positive and exciting learning adventure. At The Judson School, we are committed to working closely with you to ensure a smooth and supportive start as your child adjusts to new routines and relationships.

Before your child's first day, you'll have the opportunity to tour the school, meet their teachers, and share any concerns or important information that may help us connect

more meaningfully with your child. This is also a great time to let us know your preferred methods of communication. We primarily use the Brightwheel App to send updates, photos, and messages between teachers and families. This helps keep you informed and engaged in your child's day-to-day experience.

Inclusion and Non-Discrimination Statement:

At The Judson School, we are committed to providing equal educational opportunities to all children, regardless of race, culture, sex, religion, national origin, or disability. We believe that all children, regardless of ability, should have the same opportunities for participation, acceptance, and belonging in our programs.

We will make every reasonable accommodation to encourage full and active participation of all children based on their individual capabilities and needs. Our goal is to create an inclusive environment that meets the diverse needs of our students and ensures everyone has the opportunity to thrive.

If your child has an identified special need, please discuss this with the school director during the family tour. Due to limited resources and capacity, we may not be able to meet the specific needs of all students in every situation. **However, we value open communication with families to ensure we can best support each child within our capacity.**

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Confidentiality

Unless we receive your written consent or verbal consent, information regarding your child and family will not be released except for that required by our regulatory and partnering agencies. All records and family conversations concerning children in our program are confidential.

Staff and Caregiver Commitment

At The Judson School, our staff members are teachers who love Jesus and children. They are fully qualified, both educationally and practically, to care for and nurture your child. All staff and volunteers 18 and older undergo background checks, staff receive CPR and first aid training, and both staff and volunteers complete child protection training to ensure they are prepared to respond in emergencies and provide a safe environment. Staff participate in ongoing professional development in areas such as child growth and development, creating healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into personal employment arrangements with our staff or volunteers (e.g., babysitting). Any such arrangements made outside of our regular programs and services are considered private and are not connected to or sanctioned by The Judson School.

College Student Partnerships

Judson School partners with local colleges and universities, including Bob Jones University and Vox, to provide opportunities for college students to complete internships, capstone projects, or to shadow experienced educators. These college students may visit our campus regularly throughout a semester, ranging from multiple times per week to once a month, depending on the requirements of their academic program.

Each student intern has received foundational training relevant to their degree, and Judson School provides supplemental materials aligned with our safety and educational standards. Please note that these students do not hold any disciplinary authority over Judson School students and are always accompanied by a member of our staff or faculty during their time on campus.

If this is something you'd like to learn more about or if you have any questions, please don't hesitate to contact us.

Child-to-Staff Ratios

Children are supervised at all times. We maintain the following standards for child-to-staff ratios:

Age : 3 and 4 year-olds | Child to Staff: 12:1

Source: National Resource Center for Health and Safety in Child Care and Early Education.

Communication & Family Partnership

Daily Communications. We will communicate closely with you daily, primarily in person and through the Brightwheel app. You can see pictures here and on our social media.

Newsletters. Newsletters provide school news, events, announcements, etc. Look for them on the Brightwheel app.

Email. We encourage you to provide an email address that you use regularly so that we may send you long-form updates, and this is our primary way to communicate for parent-teacher conferences.

Family Night. Family nights will be scheduled and put on the school calendar. These nights vary from month to month and are fun-filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family and teacher conferences will be scheduled at least twice a year, in the Fall and Spring. During these conferences, we will discuss your child's strengths, preferences, learning styles, and set goals for their growth and development. We encourage ongoing

communication and invite you to request additional conferences at any time to discuss your child's progress. If you have any concerns, please don't hesitate to reach out.

We value open communication and are always happy to have conversations with you and your family. While our staff is dedicated to caring for the children during program hours, it's typically not possible to have long discussions at that time. If a situation requires more time, we kindly ask that you arrange an appointment to ensure we can give you the attention needed.

Publicity

Photos may be taken of the children at the school for use on our website, social media, and promotional materials. To protect privacy, no names will be used alongside these photos.

If you do not wish for photos of your child to be used publicly, please inform us in writing or deny consent on the photo release form so we can ensure your preferences are respected.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in our care. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

The Judson School uses a combination of Preschool Beyond Walls, Fluent Seeds (Collaborative Classroom), and Sing, Spell, Read, and Write. As part of these curricula, we gather information about each child's developmental abilities and evaluate progress to modify and adjust our classroom activities, ensuring the delivery of the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Developmental Screening and Learning Support

The Judson School monitors each child's achievement of developmental milestones, shares observations with parents/guardians, and provides resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. We conduct in-house assessments of students in both the fall and spring. During parent-teacher conferences, these assessments are shared with you to highlight your child's progress and growth throughout the year.

Additionally, we have trained volunteers with backgrounds in early literacy and child development who may occasionally work with students one-on-one to provide extra support and enrichment.

Our Outdoor Learning Laboratory

At The Judson School, Outdoor Learning is an essential part of our philosophy. Our outdoor space is not a traditional playground—it is a natural, real-life environment where children explore, learn, and engage with the world around them. This space requires active supervision and guidance, as children are supported in safely navigating the natural risks that come with outdoor exploration.

Please dress your child appropriately for the season each day. We go outside daily—rain or shine—so boots are a must for outdoor play, and bare feet or grippy socks are worn indoors. Depending on the weather and activities, boots and socks may come off as children play in sand, water, or enjoy the grass under their feet. Feel free to send items such as a windbreaker, sun hat, winter coat, or any other clothing that will help keep your child warm, dry, and comfortable.

Outings

The safety of children and staff is a top priority in all aspects of our program. Proper restraint systems (seat belts) must be used correctly during any travel to and from the center, as well as during field trips, to ensure every child's safety.

Electronic Media

Our normal daily routine does not include electronic media for viewing or computer use. Here are a few examples, but they are not limited to television, video, DVD, or streaming platforms. Occasionally, we may use a television show or a kid-friendly YouTube channel without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened before use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world.

Multiculturalism & Celebrations

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Rest Time

After lunch, the children will sometimes participate in a quiet rest time. Children are not required to sleep and will be provided with quiet individual play as helpful.

Toilet Training

Each child must be successfully potty-trained before attending The Judson School. Of course, we are prepared for accidents and will deal with each child with love and encouragement, coming alongside you in this.

General Procedure

The Judson School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Children are guided to treat each other and adults with self-control and kindness.

Each student at The Judson School has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect the child and all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others, and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child, as determined by medical, psychological, or social service personnel.

- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed on the Bright Wheel App. If you have a question or concern regarding a payment or fee, please contact the director.

If you have a third-party payment, such as the military, Peace Corps, Americorp, etc. that approves our school, we are happy to work with you for that. We are also approved for the South Carolina Education Scholarship Trust Fund if you have been approved for that.

If you would like financial aid, please be sure to reach out for a conversation regarding that. A financial aid form is in every enrollment packet upon receiving one on the tour or available in the "forms" section of the app.

Annual Registration Fee:

A non-refundable enrollment/ registration fee of \$25.00 is due annually by July 31st.

Tuition Rates:

1/2 Day Preschool Program: \$100.00 per week.

Siblings will receive a 25% discount on tuition per week.

Families sign an agreement for the payment plan of their choice, whether weekly, biweekly, monthly, or a larger period of time. No credits are given for sick or vacation days, holidays, staff training closure other than Christmas break and severe inclement weather.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by 9:00AM on each Monday, as outlined in the *Enrollment Agreement*.

Methods of Payment

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$20. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Tuition Payments

Payments can be made through the Brightwheel App, by cash, or by check. If you need to make other arrangements or are unable to use one of these methods, please contact the director to discuss options. We kindly ask that all tuition payments be made on time. If you are facing financial hardship, please let us know as soon as possible. Our priority is supporting your child's continued care and working with you to find a solution. We are here to help and will do our best to assist during challenging times.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. There will be a grace period of 15 minutes before Late fees are applied. There will be a fee of \$5 after 1:15 pm. You will need to pay cash at that time or the charge will be added to your Brightwheel account.

Other Fees

- From time to time, there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating, families shall pay for the week we return. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances, such as your child being hospitalized for an extended period of time, credit may be given on a case-by-case basis.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9 AM, please call us at 864-451-1116 or communicate with us via the Brightwheel app. We will be concerned about your child if we do not hear from you.

Vacation

While we recognize the value of family vacations, the center does not provide credit for family vacation days.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced by email and our app. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the school.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up contacts. If you want a person who is not identified as an Emergency and Authorized Pick-up contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. **Writing includes, but is not limited to, a message via Bright Wheel. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.**

In order to safeguard your child, we will need copies of any court-ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. If the parent is not on the pickup list or if the primary caregiver has not given us authority in writing, we will not release the child.

If a child has not been picked up after closing and we have not heard from you, and there have been attempts made to contact you, and the contacts listed as Emergency and Release Contacts, we will call the local child protective services agency. Provisions will be made for staff to stay with your child as long as possible, until the proper authorities and caregivers have been located and the child is in safety.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Authorized Contact pick up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

At least one change of clothes: underwear, pants, and a shirt.

These will “live” in a gallon ziplock in your child’s cubby.

Please label all items brought from home with your child’s name to help prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment, each child will be assigned a “cubby.” Cubbies are labeled with your child’s name and a number.

We do our best to keep all children’s personal items in their cubby or backpack, but please communicate with us on BW if you are missing something of importance! Please note that we are not responsible for lost personal property.

We request that you do not allow your child to bring toys from home into the building unless they are part of a show-and-tell activity.

Food Prepared for or at The Judson School

We want your child to have great food to eat. We provide breakfast and lunch, eating lots of fruits and vegetables. We strive to have variety, and encourage the children to try new foods, and the ones they think they don’t like! We use the Kids Eat in Color ideas! We also eat the food we grow in our garden!

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time, we use real plates and silverware. We want children to learn how to sit down and eat a meal with friends and family, practicing conversation and good manners. We will practice passing the serving bowl around the table, while keeping our germs to ourselves.

HEALTH

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to school. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the

following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- An illness that prevents your child from participating in activities.
- Illness that results in a greater need for care than we can provide.
- An illness that poses a risk of spreading harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, for 24 hours after treatment.
- Strep throat, for 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, for 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), for 5 days of antibiotics.
- Hepatitis A virus, for one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after the onset of parotid gland swelling.
- Measles, until 4 days after the onset of rash.
- Has a physician or other health professional written an order that the child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding their children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main kitchen area. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- ~ All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Minor injuries and prevention**
We will clean wounds, put ointment, band-aids, etc. as needed.
We also use essential oils for diffusing, cleaning, calming, etc. If these are a problem for your child, please speak with the director. Our goal is to be as natural as possible, rather than coming into contact with chemicals, which may have adverse effects.
Because they work very quickly with no side effects, we use homeopathic remedies for bumps and bruises, bites and stings.

<https://www.drhomeo.com/homeopathic-treatment/homeopathic-medicines-for-insect-bite>

<https://www.drhomeo.com/arnica/homeopathic-medicine-arnica/>

These websites are not meant as endorsements, but only for information's sake.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)

- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Your child will be provided with a uniform T-Shirt. Please choose pants for your child that have elastic waistband such as joggers, rather than zippers, buttons and snaps. They can be shorts or long pants in solid colors such as black, blue, green or gray. We have some pants available as well, so if you need some, please ask if we have your child's size! We specifically chose these articles of clothing to be comfortable and to not worry about getting dirty! Please dress your child in outer wear that is appropriate for the weather! This might be a light jacket with a hood, or a warm hat that will stay on their head. It might be a winter jacket. You know your child best and we want them to be comfortable. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our outdoor learning lab is an integral part of The Judson School, and daily programs are conducted outside whenever weather permits.

Please plan for your child to leave a pair of rain boots at school for the year. (We do have extras and perhaps have your child's size if need be.)

Extreme Weather and Outdoor Play

Outdoor learning will not occur if the outside temperature is greater than 90°F or less than 32°F degrees. Additionally, outdoor play will be canceled if the air quality index is above 150.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside The Judson School area in order to make it as safe as possible.

First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a message from a teacher to let you know if there is an incident of significance. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. The closest hospital is St. Francis Downtown.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor school environment and vehicles used by the school are non-smoking areas at all times. The use of tobacco in any form is prohibited on the school's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire extinguishers.

Our fire evacuation plan is reviewed with the children and staff to keep it fresh in our minds.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

SCHOOL POLICIES

Our school policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the school directors.

