

Live Oak Little School Incorporated Handbook

Live Oak Little School
4904 River Road
Johns Island
(843) 768-3704

Live Oak Little School
1300 Fort Johnson Road
James Island
(843) 974-5264

Live Oak Studios
3664 Bohicket Road
Johns Island

Policies and Procedures

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

Child Records

To obtain admission into any program at Live Oak Little School, a parent must submit the following:

1. LOLS Registration form (available online) which includes:
 - Child's full legal name, nickname, date of birth, and current home address.
 - Full names of both parent(s)/ guardian(s), work, home, and cell phone numbers.
 - Names, addresses, and telephone numbers of persons who can assume responsibility for the child in an emergency if the parent or guardian cannot be reached.
 - Names, addresses, and telephone numbers of family physician or health provider.
 - A family code word to be used by any person who may pick up the child from school.
 - Authorization from parents or guardians to obtain emergency medical treatment for their child.
2. Verification of identification, such as a valid driver's license
3. A signed statement of health prior to admission to the school (DSS Form 2900)
4. A copy of immunization records signed by a physician on South Carolina DHEC Form.
5. Any medical information pertinent to the child's well being
6. Registration fee

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

DSS Regulations 114-503, Section G 5, Subsection e.

Hours of Operation

Johns Island: 4904 River Road
7:00 am to 6:00 pm Monday through Friday.

James Island: 1300 Fort Johnson Road
7:00 am to 6:00 pm, Monday through Friday.

Attendance Policy

- Please call the school if your child will be late or absent for any reason.
- Children must arrive by 10:00 am to be counted in lunch service.
- If your child leaves school with an illness and goes to the doctor, please call us with the diagnosis. This helps us eliminate contagious illnesses. We also worry. We require that your child stay out of school for the remainder of the day after they receive immunization injections. This is for the comfort and safety of the children.
- There is a \$1.00 per minute late fee per child if you arrive to pick up your child after 6:00 pm. No exceptions. You must arrive at school in time to leave the building by 6:00 pm.

Tuition Policy

- All tuition must be paid in advance.
- Tuition is non-refundable.
- There is an annual registration fee.
- Tuition is based on a 52-week year:
 - Tuition is due on Mondays, if paid weekly (must pay for all 52 weeks of the year).
 - Tuition is due on the first day of the month, if paid monthly (weekly rate, multiplied by 52, divided by 12 equals the monthly fee).
 - Tuition is due upon registration, if paid annually (discount for siblings applies).
- Two weeks paid notice is required to remove child from the school.

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

Meals and Snacks at School

- Lunch is prepared daily at our school kitchen. The food is delicious and nutritious. No nut products are served. We prepare food from our organic garden in season. The cost of lunch is included in tuition. The menu is posted and varies daily. Pizza is served on Friday. Even the “pickiest eaters” love our food!
- If your child is not in school by 10:00 am, food will not be prepared for them. Please provide lunch for your child if they will arrive after 10:00 am.
- Parents are asked to provide one snack item to share weekly. Please send food that your child would enjoy sharing with friends. No peanuts or tree nuts or popcorn please,
- Live Oak Little School will not serve any food or beverage that is not labeled prior to arrival. Please be certain that bottles and lids as well as cups are labeled and go home daily.
- Water and milk are served daily. Please provide one leak-proof cup of water and one leak-proof cup of milk. Please take cups home daily to wash and refill. Occasionally we serve juice. We do not serve juice to children under age two.
- Breakfast is not provided. Children must eat breakfast before coming to school. Please do not send in breakfast with your child.
- Parents of infants under one year are to provide pureed food for their baby’s lunch. We will introduce our wonderful food when your baby has teeth.
- We use the best practices in food preparation in order to ensure that every meal is safe and healthy.
- We often celebrate with food, such as cakes, cupcakes, and cookies. You are welcome to send in special food for birthdays and other holidays. Please let us know if you do not wish your child to partake in celebration foods.

The Wait List

Please contact Live Oak Little School Administration for information about the wait list. We do our best to welcome children in a timely manner. We welcome siblings of current students first.

Arrival and Welcoming the Children

- Parents must park in designated parking spots.
- Parents must escort their children in to the school.
- Parents must sign their child in at the welcome table with initials and time of arrival.
- Parents must escort their children to their care providers.
- Parents must inform care providers of any information that is relevant to the care of each child.
- Parents of infants must place infant carriers in designated areas.
- Parents must confirm that the school has the necessary items from for the care of each child.

Release and Departure of Children by Parents/Guardians

- Parents arrive prior to 6:00 pm.
- Parents must park in designated spots.
- Parents sign out their child at the welcome table with initials and time of departure.
- Parents retrieve their children from their care provider.
- Parents take daily information sheets and personal items belonging to their child. This includes soiled clothing, cups and bottles.
- Live Oak Little School on Johns Island is situated on wooded property. At both schools children play and learn in fenced in areas for outdoor play. Small groups of children use the garden together with great joy!
- If you arrive and the children are out at play, please allow a teacher to escort your child to you or join us in the garden or playground.

No child is ever allowed outdoors without an adult.

- Children are to be escorted and placed in car seats by adults. Children are not allowed to play in vehicles at any time.
- Children are not allowed to touch any of the doors. Please do not ever allow your child to open or hold any of the doors at school.

Release of Children to Persons Other Than Parents/Guardians

- If a person other than a parent/guardian is to retrieve a child, a personal telephone call to the office must be made to inform the staff.
- That person must know the family code word.
- That person must have photo identification to have your child released to them.
- If a non-designated person tries to pick up a child, LOLS STAFF WILL NOT RELEASE THE CHILD. A CALL TO 911 WILL BE MADE TO REPORT A NON-AUTHORIZED ATTEMPT TO RETRIEVE A CHILD.
- THE DIRECTOR WILL NOTIFY PARENTS IMMEDIATELY.
- THE CHILD WILL BE KEPT SAFELY WITH LOLS STAFF

Access to Children

Parents and family members have full and unrestricted access to children during the day. There is no need to call ahead. You are always welcome. Security measures apply to everyone.

Security

- Live Oak Little Schools are secure campuses with security systems connected directly to Fire, Police, and Emergency Medical Services.
- A fence surrounds the entire campus and playground on Johns Island. A fence surrounds the playground on James Island.
- Every staff member is trained in CPR, First Aid, OSHA Standards, and Blood Borne Pathogens.

Employees/Caregivers/Teachers

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

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

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

- Volunteers in the school must undergo the same background checks as paid employees.
- Every teacher undergoes specialized training to care for the children for all possible circumstances.
- Every exterior door is locked during the day and there is an emergency contact pull at each door.
- All doors can be opened to exit at all times.

Protocol for Emergency Medical Treatment

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

Evacuation Plan and Emergency Preparedness

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

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

When to Pick Up Your Child

- In the event of a terrorist attack in The United States, please pick up your child.
- If there is a hurricane or other storm warning, please pick up your child.
- If Live Oak Little School is without power for any reason (for more than one hour), we will call you to pick up your child.
- Live Oak Little School follows all government guidelines for evacuation and state and federal school closings. We may remain open if there are no dangerous traveling conditions for teachers and parents. Our schools are qualified as storm shelters.

Emergency Evacuation and Relocation of School

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

- Emergency Police Transportation will be contacted
 - The Johns Island School will evacuate to Saint Johns Fire Station Number 5 at 1148 Main Road.
 - The James Island School will evacuate to James Island Fire Company, Camp Road.
- The children will stay safely with the teachers until parent/guardian or other emergency contact arrives.
- Cell Phone Numbers to Contact Centers
 - Johns Island: Miss Heather (843) 817-2285
 - Johns Island Mr. Keenan (843) 330-3749
 - James Island: Miss Kathleen (843) 345-5771
 - James Island Miss Cassie (516) 480-2939
- Parents will be contacted in alphabetical order by telephone or text.

- Parents will make arrangements to pick up their child or authorize another person to pick up their child.
- In the event that another childcare center cannot return to their facility, Live Oak Little School may welcome displaced children. Childcare Regulatory Services will determine the capacity in which Live Oak Little School can accept children from displaced centers. This emergency capacity can remain in effect for 90 days.

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

Child Protective Services

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

School Calendar/Closings

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

Dispensing of Medication for Children During School

- No medication will be dispensed without being given directly by a parent/guardian.
- All medication dispensed will be recorded in a medication log.
- No Staff will administer medication unless it is a life saving emergency
- All medication must be labeled and provided by parent or guardian and will be kept in a locked cabinet.

Health Related Policies

- No child will be admitted into the school if they are ill. There are no exceptions. It is important to pick up a sick child as soon as possible. Parents or guardians must administer medication to children unless it is an emergency.
- No child may be given medicine to mask symptoms of fever or other illness and go to school. Your child may be contagious.
- If other members of the household have a communicable illness, we require that you inform us. This may prevent a viral outbreak.

Non-Emergency Protocol

- Parents/Guardians will be notified if their child has any symptoms of illness.
- A doctor's note will not admit your child back into school if he or she has a viral or bacterial infection. The child may return to school only when they are completely well with no symptoms. Admission into school after an illness is at the discretion of the Director. These policies are firmly enforced to help reduce communicable illnesses in our school. Some viruses are communicable prior to symptoms.
- No child may enter Live Oak Little School without proper documentation of current immunization.
- No child may enter Live Oak Little School with a rash of any kind.
- If a child is ill at or home or leaves school, they may not return until:
 - They are fever free with a normal temperature for 24 hours without medication.
 - Any cough that persists at rest or play.
 - Viral/Bacterial Infection is completely gone
 - Conjunctivitis- 48 hours after starting medication
 - Impetigo- 48 hours after starting medication with no rash
 - Any Rash including an "Exit Rash."
 - Upper Respiratory Infection- 48 hours after treatment with no medication
 - Strep Throat- 48 hours after treatment with no symptoms
 - Ear infection- until treatment begins and child has no pain
 - Sinus Infection- No child may go to school with any color in nasal discharge
 - Ring Worm or Fungal Infection until completely gone
 - Diarrhea/Vomiting- 48 hours after onset with no symptoms and no medication
 - 5th Disease- 6 days after onset (this illness causes birth defects)
 - Hand Foot and Mouth Disease- 7 days after onset
 - Head Lice or Redbugs- After all symptoms are completely gone with no nits, rash or eggs present
 - MRSA VIRUS NO CHILD MAY HAVE MRSA AT LIVE OAK LITTLE SCHOOL

Mildly Ill Children will stay in the office until picked up by a parent or guardian. Please come as quickly as you can. Your child needs you!

Developmentally Appropriate Practice

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

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

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

Discipline Policy

- “Discipline is training that develops self- control, character, and social competence.” It is derived from the word Disciple. Teachers and students at Live Oak Little School act in exemplary ways to demonstrate appropriate behavior.
- Used as a last resort, the only method of discipline at Live Oak Little School is “time out.” A child is accompanied to time out for violent actions, cruelty, or rude behavior for one minute of sitting or standing for every year of the child’s life. We are dedicated to insuring positive self-assurance in every child.
- Corporal Punishment is not allowed at Live Oak Little School.

Communication

- The Director sends an email newsletter to parents. Each email contains important information about the school and special events for the week.
- Bulletin boards located throughout the school are used to communicate classroom news and share photos of the children.
- Parents will receive text message and photos of their children from administration often. We like to share our happy moments with you during the day.

Media Release

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

Annual Events

- Every January is Art and Artists' Month at Live Oak Little School. The children learn and experience all methods of art. Each child works to make a collection of art for a portfolio as component of our Art Makes Me Smart program. In February we turn the school into an art gallery. We host the Art Makes Me Smart Show where family and friends come and purchase the children's art. This event raises money for art supplies and lessons for the coming year.
- The Fairy Village arrives every March on a very special day when a magical village of miniature homes and shops appears in our garden. The children are enchanted by this wonderful event!
- June is Classic Children's Literature Month The Fairy Tale Ball is a celebration of literature and etiquette in a magical event the children will remember always. Live music plays while the children dance in their finest dress up clothes. Parents and community friends chaperone this magical party for all of the children.
- Independence Day Picnic is a celebration of America's Birthday. We have traditional American Food followed by a game of kickball! Please invite your whole family to join us.
- October is Safety Awareness Month We teach the children fire safety and stranger danger in an age appropriate developmentally appropriate way. We invite fire fighters and police officers to visit us at school. We also invite other community helpers such as dentists, doctors and vets to join us at school to share their important work.
- Halloween Celebrations. We have a dress up party and trick or treating at school. This is a fun event for our young children to practice being safe during a traditional American Holiday.
- Our Thanksgiving Feast is a culmination of study of sharing and cooperation that happens every November. Parents are the invited Pilgrims to our Native American Dinner. We ask that our Pilgrim Parents bring a dish to pass. The children enjoy singing songs and playing traditional Native American Games at our celebration.
- The Nativity. Every December we tell the story of the holy family in a play. The children experience this event in costume and song. We ask parents to bring a treat to share at our Christmas Celebration.

Inclusive Curricular Activities

- The children of Live Oak Little School benefit tremendously through many integrated curricular activities.
- All of the children have the opportunity to have individual lessons or small group classes in Music, Piano, Yoga, Dance, Studio Art, and Foreign Language.
- There is no extra cost for any curricular activity at Live Oak Little School.
- Every child has the opportunity to dance in the Live Oak Studio on Johns Island. Training from pre-ballet through professional levels of dance is taught with kindness.

School Supplies

- Parents of children age one and over receive an annual school supply list of items used in the classrooms throughout the year.
- You will receive a written supply list for daily consumable items to be provided by parents upon enrollment in Live Oak Little School

Your child will need the following to be LABELED and kept at school:

- Infant formula or breast milk prepared to be stored in the refrigerator. (Please send in at least one extra serving in case your child is hungry during the day. * as infants grow their appetite increases we must accommodate these welcome changes.
- A change of clothing including socks
- A small blanket Gauze or Flannel
- Small portable crib sheets are to be provided by parents of infants less than 9 months.
- Small fitted crib sheets for nap mats for children ages 9 months to 30 months
- A standard crib sheet to cover napping cots provided by the school.
- A spill proof cup or water bottle * these are required to be taken home daily. * Please note, we cannot serve a cup or bottle that is not labeled clearly with your child's name.
- For children in diapers please provide a minimum of 6 diapers per each full day. (You are welcome to bring in a case of diapers to be stored at school.
- Parents of children in diapers and of children, who are in training, please provide one case of unscented sensitive skin wet wipes per month. These are used communally to clean hands, faces, and used in diapering.
- For children in diapers please provide ointment to prevent diaper rash.
- Please note, large dense blankets are prohibited. Small gauze or flannel only
- Please note, pillows are prohibited
- Please note, pacifiers with an attached toy or clip and lead are prohibited.
- Please note that bumper pads and stuffed animals are prohibited in cribs.
- Please note that pacifiers are prohibited in classrooms for children over 24 months.

Please check your child's cubby daily for needed items and to take home soiled clothing and bedding.

Please take home all cups and bottles daily and return clean ones.
*We cannot serve any cup or bottle without a label.

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

Parents are encouraged to meet with teachers and administration to receive full support in our combined efforts to provide the best quality care and education for every child.