Pick-up and Release of Children
Newberry Academy

The following pick-up authorization must be completed and updated yearly, or as needed, for our records. It allows individuals, other than the legal guardians of your child, to pick up your child from the Newberry Academy Kindergarten program or after school program. These individuals should have identification available or know the code word as indicated on DSS form #2900 that you complete yearly.

We ask you to please send a note or call us when your child will be picked up by someone other than a regular ride to avoid any complications. Thank you!

Student's Name _____

Parent or Guardian's Name(s) _____

The following person/s are allowed to pick up my child(ren):

_____

_____

_____

_____

Parent Signature: _____

Date: _____

NEWBERRY ACADEMY
2055 SMITH ROAD
NEWBERRY, SC 29108

STUDENT TRANSPORTATION AUTHORIZATION FORM 2026-2027

Newberry Academy offers this singular travel authorization form for the convenience of parents in lieu of multiple documents for each off-campus travel event in which a student of Newberry Academy may participate. This form serves as a statement of permission from parents for a student to travel to all off-campus events for which Newberry Academy provides or arranges transportation and participates. Trips or travel events that are not covered by this form will be events that require overnight stay or events that require travel beyond the borders of South Carolina.

_____ (student name) has my permission to travel with and be transported by representatives of Newberry Academy to any and all off-campus events. I do hereby give my consent and authorization to the personnel and representatives of Newberry Academy to seek the services of medical staff, including but not limited to, doctors, hospital doctors, hospitals, ambulances and emergency personnel, in caring for this student, with the understanding that all financial costs incurred will be assumed by me. I furthermore absolve Newberry Academy and any representative or employee of Newberry Academy of any and all liability stemming from any accident or incident that occurs during the trip or travel related to the off-campus event. It is also understood that any student participating in such a travel event will strictly adhere to the guidelines and policies of Newberry Academy and the guidelines set forth by the chaperons. It is also understood that any discipline resulting from non-compliance of these guidelines will be accepted without recourse.

_____
Parent or Guardian

_____
Date

This form is effective for all events related to the 2026-2027 academic year and should be returned no later than Monday, August 13th 2026.

Policy Statement Newberry Academy

The Newberry Academy Parent/Student Handbook (available on the school website) states all school policies for 2K-12th grade. Additional Kindergarten Guidelines and a Medical Policy are provided in this packet with information specific to kindergarten students and parents. Please sign below to acknowledge you have received a copy of the Kindergarten Guidelines and Medical Policy for the 26-27 school year.

I have read, accept, and understand the policies presented in the Newberry Academy Parent/Student Handbook, Kindergarten Guidelines, and Medical Policy.

_____

(Signature of parent or guardian)

_____

Date

Reset

South Carolina Department of Social Services
Child Care Regulatory Services

GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION TO CHILD CARE FACILITY

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: Newberry Academy County: Newberry

Address: 2055 Smith Road Newberry, SC 29108
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

_____
Full Name Relationship

Address: _____
Street Address City, State, Zip

Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

_____
Full Name Relationship

Address: _____
Street Address City, State, Zip

Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) ❑ Yes ❑ No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: ❑ **Mon** ❑ **Tue** ❑ **Wed** ❑ **Thurs** ❑ **Fri** ❑ **Sat** ❑ **Sun**

Check all meals Child will receive daily: ☑ **Meals are not offered** ❑ **Breakfast** ❑ **Morning Snack** ❑ **Lunch** ❑ **Afternoon Snack** ❑ **Dinner** ❑ **Evening Snack**

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

_____
Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

_____
Street Address City, State, Zip Telephone

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Dental Care Provider: _____
Name

_____
Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: ❑ Yes ❑ No ❑ N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Newberry Academy
Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

PARENT COPY

Newberry Academy Kindergarten Discipline Policy

Rules, constructive communication, positive reinforcement, gentle guidance and schedules are key aspects of classroom discipline. School and classroom rules are a positive way to guide children and help them learn acceptable behavior. Rules give children limits and encourage them to develop self-control.

When the rules are broken, the consequences are as listed:

I) Verbal warning
2) Name on board
3) Time-out or walk at recess around the woodchips (this allows children the physical activity they need)
4) Sent to Director
5) Informing of parents

If your child has time-out at school, please do not punish them at home. If there is a serious problem with your child's behavior we will be sure to contact you.

Newberry Academy does not use corporal punishment.

Confidentiality of Records

It is the policy of Newberry Academy that all staff members keep permanent records and any information discussed at school pertaining to students strictly confidential.

Newberry Academy Student Illness and Return-to-School Policy

(Aligned with South Carolina DHEC Regulations 61-20 and School Exclusion Lists)

Purpose

Our school follows the South Carolina Department of Health and Environmental Control (DHEC) guidelines to protect the health of all students and staff. When a child is sick, staying home helps prevent the spread of illness and allows time for recovery.

This policy outlines when a student must remain home, when they may return to school, and expectations for both families and school staff.

When Students Should Stay Home

Students **must** stay home if they show symptoms listed in the **DHEC School Exclusion List** or are too sick to participate in classroom activities.

1. Fever

- Fever of **100.4°F or higher** (oral or temporal).
- Student may return **after 24 hours fever-free without fever-reducing medicine**.

2. Vomiting or Diarrhea

- Stay home until **24 hours after the last episode** of vomiting or diarrhea *without medication*.

3. Respiratory Symptoms

- When a **cough or sore throat** is severe and limiting normal activity.
- If they are experiencing **Shortness of breath or difficulty breathing**.
- Return when symptoms are improving, and the child can fully participate.

4. Strep Throat or Other Bacterial Infections

- May return **after 24 hours of prescribed antibiotics AND fever-free**.

5. Pink Eye (Conjunctivitis)

- **Bacterial:** return after **24 hours of antibiotic treatment** and when there is **no active eye drainage**.
- **Viral:** return when symptoms are improving and no active drainage.

6. Head Lice

- Return **after treatment** and when **no live lice** are present.

7. Rashes or Skin Infections

Students should stay home if:

- The rash is **open, oozing, bleeding, widespread, or undiagnosed**.
- The rash is **associated with fever**.
- There is **yellow crusting or drainage** (possible bacterial infection).

Return to school when:

- Cleared by a healthcare provider **OR**
- After **24 hours of treatment** if the rash is known to be contagious (e.g., impetigo, ringworm).

8. Chickenpox

- Return **after all blisters have scabbed over**, typically **5–7 days** after onset.

9. Flu or COVID-19

- May return **after 24 hours fever-free without medication** *and* well enough to participate.
- If diagnosed with COVID-19, follow **current DHEC/CDC isolation guidance**.

10. Other Conditions

Keep your child home if they have:

- Uncontrolled coughing
- Severe sore throat
- Severe fatigue affecting participation
- Contagious illnesses diagnosed by a provider (ex: hand-foot-mouth disease, norovirus, RSV, scabies, etc.)

When Students May Return to School

Students may return when:

✔ **They have been fever-free, vomit-free, and diarrhea-free for at least 24 hours without medication.**

✔ **They have completed 24 hours of antibiotics (if applicable).**

✔ **Symptoms have improved enough to participate in normal school activities.**

✔ **They have a doctor's note, if the school requests one for certain conditions (such as undiagnosed rashes, recurrent fever, or persistent symptoms).**

✔ **They meet DHEC exclusion and return-to-school criteria.**

Parent/Guardian Responsibilities

Parents/guardians are expected to:

- **Monitor** for symptoms of illness before sending the child to school.
- **Keep the child home** when symptoms meet exclusion criteria.
- **Notify the school** if the child has a diagnosed contagious illness.
- **Provide medical documentation** when requested.
- **Pick up the child promptly** if the school contacts them due to illness.

Teacher & Staff Responsibilities

Teachers and staff should:

Daily Observation

- Monitor students for signs of illness (feverish appearance, persistent cough, lethargy, rash, vomiting, diarrhea).
- Contact parent/guardian if symptoms worsen.

Classroom Hygiene

- Encourage frequent **handwashing**, especially before eating and after restroom breaks.
- Assist with the cleaning of high-touch areas when needed.
- Reinforce **no sharing of food, drinks, personal items**, or hats.

Documentation

- Report observed symptoms to administrative staff.
- Record patterns of recurring illness or multiple sick students in a classroom.

Procedures if a Student Becomes Ill at School

- The student will be removed from class and supervised in a designated area.
- Parents will be contacted for **immediate pick-up**.
- If vomiting, fever, concerning rash, or suspected contagious symptoms occur, exclusion guidelines apply.
- If 911 is required (severe breathing issues, allergic reaction, seizure), staff will follow emergency protocols.

School Responsibilities

The school will:

- Follow all **DHEC health regulations** for student exclusion and return.
- Communicate **outbreak or exposure updates** to parents when appropriate.
- Maintain a clean learning environment and ensure access to soap, sanitizer, and tissues.
- Update staff annually on DHEC illness guidelines.

Summary

Keeping students home when they are sick protects the entire school community. Students who meet return criteria and feel well enough to learn can safely rejoin classroom activities.

Kindergarten Guidelines 2026-2027

Arrival and Dismissal: The Kindergarten opens at 7:30am. You may arrive any time between 7:30am and 8:00am, but we ask that all students arrive by 8:00am. Your child is considered tardy after this time. Please understand the importance of being on time as it not only affects your child's class experience, but interrupts the morning routine for others. Dismissal is at noon for 2K-4K, and at 2:40pm for 5K unless your child is attending our After School Program.

Please enter off Smith Road and circle the drive to the Kindergarten Building. A teacher will greet you at your car for morning arrival and both dismissals. Please do not let your child out until a teacher has approached your vehicle to help.

Dress Code: Students are asked to wear closed toe shoes. Please dress your child appropriately for the weather- we play outside everyday until it is absolutely too wet or too cold. Please keep an extra set of clothes (underwear and socks included) in your child's bookbag for any type of accident (bathroom, spills, etc.)

Toys: Students are not allowed to bring toys to school or keep toys in their bookbags. Toys from home create hard feelings, distractions, and issues with listening. We encourage students to bring books and educational items to share with their teacher.

Snacks: We have snack each day around 10am. There is a $75.00 snack fee per student to cover the cost of this snack for the year. You are welcome to send in goodies for your child's birthday to share with their class. Please inform us in writing of any food allergies that your child has.

Lunch: If your child attends our Lunch Bunch program or is a 5K student, they will need to bring or order lunch. Lunch must be ready to eat- fruit must be peeled, meat must be cut for safe consumption, macaroni and cheese pre made, etc. We are happy to warm items up. An online ordering system for lunch is also available. Please label your child's lunch box and containers.

After School Rest Time: 2K-3K students who attend our After School program have rest time after lunch. Rest time is optional for 4K students. Those napping will need a small nap mat or sleeping bag. You are welcome to send in an extra blanket for cover. We do not have storage space for bulky items. All nap items, including roll mats, MUST be in a solid, not mesh, laundry bag with your child's name on it per DSS regulations.

Parties: We have several parties throughout the year- Halloween, Christmas, Valentines, and Easter. These are organized by teachers- you are welcome to send goodies for these holidays.

Illnesses and Medication Policy- If your child is ill or has a fever, do not send them to school. Students must be symptom and fever free (without fever reducing medication) for 24 hours before returning to school. A full copy of the Kindergarten Illness and Medication Policy is provided to all families.

If your child is prescribed medication that requires administration during school hours, please contact Kindergarten Director Mrs. Heidi Cole at hcole@newberryacademy.com to complete an authorization form.

Sending in Money: When sending in fees, it is very important it is enclosed in an envelope with your child's name on it, the reason for payment, and put in your child's folder.

Progress Reports and Conferences: For 3K-5K students, progress reports will be sent home November 20, February 19, and the end of school. We encourage you to speak with us any time you have a question regarding your child's work or progress.

School Programs: All 2K-5K students participate in school-wide programs throughout the year. Details will be sent home several weeks prior to any event.

Kindergarten Graduation is for students 2K-5K with details to be sent home several weeks prior to the event.

Teacher Guidelines- we promise:

- To instill in each child a love for school
- To help each child develop the ability to cooperate, show respect, share, and love one another.
- To teach by example, not just with words.
- To help each child develop scholastically from his own particular ability to his/her highest potential using consistent praise, encouragement, and sincere caring.