

Anderson Child & Developmental Center, LLC

Parent & Operations Policies

Revised 7/3/26



1. Release of Children Policy

- Children will only be released to a parent, legal guardian, or individuals authorized in writing on the enrollment form.
- Photo identification will be required whenever staff do not personally know the individual picking up a child.
- Any changes to the authorized pick-up list must be made in writing by the parent or legal guardian.
- Custody orders must be provided to the center and will be followed exactly as they were written.
- Staff will never release a child to an unauthorized person or anyone appearing impaired.
- Parents will be contacted immediately if an unauthorized person attempts to remove a child. Law enforcement will be contacted if necessary.

2. Administration of Medication

- Medication will only be administered after the parent completes and signs a Medication Authorization Form.
- Prescription medication must remain in the original labeled container.
- Over-the-counter medication must meet DSS requirements and include written parent authorization.
- Medication will be stored securely and inaccessible to children.
- Each dose administered will be documented with the date, time, dosage, and staff signature.
- Unused medication will be returned to the parent or properly disposed of.

3. Discipline and Behavior Management

- The center uses positive guidance, redirection, encouragement, and developmentally appropriate practices.
- Staff will never use corporal punishment, humiliation, ridicule, threats, or withholding of food, rest, or restroom privileges.

- When challenging behaviors occur, staff will redirect the child, teach appropriate alternatives, and communicate with families.
- Parents and staff must sign this policy before implementation and again whenever revisions are made.

4. Confidentiality

- All records containing identifying information about children and families are confidential.
- Records are maintained in secure locations with access limited to authorized personnel.
- Information will only be released with written parental consent or as required by law.

5. Child Tracking Procedures

- Attendance will be recorded immediately upon arrival.
- Name-to-face counts are completed during classroom transitions, playground time, restroom trips, field trips, vehicle loading and unloading, and before departure.
- Any discrepancy in attendance will be investigated immediately.

6. Emergency Medical Plan

- Staff trained in first aid and CPR will respond immediately.
- Emergency Medical Services (911) will be called whenever a serious injury or illness occurs.
- Parents will be notified immediately.
- The child's emergency information and medical forms will accompany the child.
- A designated staff member or the Director will accompany the child to the hospital and remain until the parent arrives.
- Preferred hospital: Parent designated hospital or nearest appropriate emergency facility.

7. Emergency Preparedness and Evacuation

- Written procedures are maintained for fire, tornadoes, hurricanes, severe weather, lockdowns, bomb threats, hazardous materials, utility outages, and missing children.
- Evacuation routes are posted in every classroom.
- Fire and emergency drills are conducted as required by DSS.
- All staff receive emergency preparedness training during orientation and annually thereafter.

8. Transportation and Field Trips

- Parents must provide written permission before transportation or field trips.
- Attendance is verified with a loading and unloading checklist at every stop.
- Children will use age-appropriate safety restraints.
- Drivers must meet all licensing and center requirements.

9. Care for Mildly Ill Children

- Children with mild illness may remain in care only if they can safely participate and do not pose a risk to others.

- Children with fever, vomiting, diarrhea, unexplained rash, difficulty breathing, or other exclusionary symptoms will be excluded.
- Parents will be notified promptly of illness.
- Illnesses and care provided will be documented.

10. Liability Insurance Notice

- The center maintains liability insurance in accordance with South Carolina law. Written notice will be provided to parents if coverage changes or is unavailable.

11. Parent Access

- Parents and legal guardians have free and full access to their child during operating hours unless restricted by a valid court order.

12. Provisional Employment

- The center may provisionally employ staff in accordance with South Carolina law when necessary to address unexpected vacancies.

Parent Acknowledgment

I acknowledge that I have received, read, and understand the policies of Anderson Child & Developmental Center, LLC and agree to comply with all applicable requirements.

Parent/Guardian: _____

Signature: _____ Date: _____

Staff Acknowledgment

I acknowledge that I have received training on these policies and agree to implement them in accordance with South Carolina DSS regulations.

Employee: _____

Signature: _____ Date: _____