



Greenwood 50
Early Childhood Center

Parent - Student Handbook



2011 - 2012



1125 East Cambridge Avenue
Greenwood, South Carolina 29646
Telephone - (864) 941-5520



The Pride Starts Here!



SCHOOL CALENDAR 2011-2012

August 15, 2011 - Students Return to School

September 5, 2011 - Labor Day (Schools and Offices Closed)

October 17, 2011 - End Quarter 1 (45th Day)

October 21, 2011 - In-Service Day—No School for Students

November 23 - 25, 2011 - Thanksgiving Holidays (Schools and Offices Closed)

December 19, 2011 - January 2, 2012- Winter Break (Schools and Offices Closed)

January 3, 2012 - All Students Return to School

January 9, 2012 - End Quarter 2 (90th Day)

January 10 - 11, 2012 - In-Service Days—No School for Students

January 16, 2012 - Dr. Martin Luther King, Jr. Holiday (Schools and Offices Closed)

February 16, 2012 - In-Service Day—No School for Students

February 17, 2012 - Non-Student Day (No School for Students/12-Month Staff)

March 19, 2012 - End Quarter 3 (135th Day)

March 23, 2012 - In-Service Day—No School for Students


April 9 - 13, 2012 - Spring Break (Schools and Offices Closed)

May 28, 2012 - Memorial Day (Schools and Offices Closed)

May 30, 2012 - End Quarter 4 (180th Day: Last Day of School)


May 31 - June 1, 2012 - In-Service Days

June 1, 2012 - High School Graduations
(GHS - 9:30 AM EHS - 12 Noon)

 Weather Make-Up Days (not in priority order): January 10, 2012;
January 11, 2012 and February 17, 2012.



Greenwood Early Childhood Center

Home of the CUBS! 

Capable, Unique, and Busy Students

WELCOME TO GREENWOOD EARLY CHILDHOOD CENTER!

Greenwood School District 50 offers a unique experience for preschool children at the Greenwood Early Childhood Center. The center offers programs that are child-centered and developmental in nature. All children in our programs are given opportunities for a variety of hands-on experiences. The programs are designed to help each child develop and refine those skills needed to assist him or her to reach his or her fullest potential.

We are delighted to have you and your child with us at the Early Childhood Center. We look forward to supporting your child in a year of academic growth as well as working with you as partners. We value the role you play in your child's education. On behalf of the faculty and staff, I would like to extend an invitation for you to become a part of our center by visiting and interacting with us whenever possible.

It is our belief that your child deserves a safe, healthy, happy and nurturing environment while he or she is in our care. We ask you to support our program's policies and curriculum and to volunteer your time and talent whenever possible.

We have prepared this handbook to ensure a better understanding between our school, parents, and students. You are encouraged to read it carefully and refer to it throughout the school year. Much of this handbook should be read with your child and discussed. If you have any questions about information in this handbook, please contact me.

We are honored by your trust in our center. Our wish is that each student begins the life-long journey as a learner. If we can help in any way, please just ask for assistance.

Come join us as we "*Grow Everyone into a Caring Citizen!*" 

Sincerely,
Rex A. Coates, Director

MISSION STATEMENT

The mission of the Greenwood School District 50 Early Childhood Center is to provide a strong educational foundation in a safe and nurturing environment that instills a love of learning through family and community partnerships.

THE GOAL OF THE EARLY CHILDHOOD CENTER

The goal of our center is to provide children and their families with quality preschool experiences necessary for school success. We shall endeavor to:

- 🐾 Provide a healthy, safe and nurturing environment
- 🐾 Provide an environment that encourages emotional, social, physical and intellectual development
- 🐾 Encourage the development of a positive self image
- 🐾 Make learning fun so that children will develop a desire to be lifelong learners
- 🐾 Encourage language development, creativity and an appreciation of fine arts and music
- 🐾 Encourage children to interact successfully with other children and adults and to live and work together in a cooperative environment which promotes decision making, peaceful resolution of conflicts and respect for others
- 🐾 Form a cooperative partnership with parents so we can work together to meet the needs of each child and ensure his or her success

ADMISSIONS

Greenwood Early Childhood Center serves four-year old students in our Child Development programs. Our Pre-school Special Education classes serve three, and four year old special need students.

To be eligible for our Child Development program, children must be four on or before September 1st of the school year. Four-year olds are screened by the teachers using the DIAL 3 test. To be eligible for the Pre-school Special Education class, children must be placed through the Special Services Department.

Parents may register their children at the center located at 1125 East Cambridge Avenue in Greenwood, SC. To register a student the following items are needed: a legal birth certificate, the child's Social Security card, an updated South Carolina Immunization form, and proof of residence. Proof of residence may be a rent receipt, telephone bill, power bill, or cable bill with the parent's name and address.



ARRIVAL AND DISMISSAL SAFETY POLICIES

School Hours:	Morning Session:	8:10 a.m. - 10:40 a.m.
	Full-Day Program for Qualifying Students	8:10 a.m. - 2:20 p.m.
	Afternoon Session:	11:50 a.m. - 2:20 p.m.

For Bus Transportation Questions: Contact Robert Riley at 941-5556

Morning Class Bus Arrival: Your child will board the bus near your home with the neighborhood students and ride to the home school. From the home school, your child will be transported to the Early Childhood Center.

Morning Class Bus Dismissal: A bus will pick up your child from the Early Childhood Center and bring him to your driveway. *Please be prepared to meet the bus as children are not allowed to leave a bus without an adult to receive them.*

Afternoon Class Bus Arrival: The mid-day shuttle bus will pick up your child at your home as the shuttle takes the morning students home. The shuttle will bring your child directly to the Early Childhood Center.

Afternoon Class Bus Dismissal: A home school bus will transport your child from the Early Childhood Center to the home school at 2:20 p.m. Your child will ride home from the home school with the neighborhood elementary school students.

Car Riders Arrival:

Morning Drop-off Time: 7:40 a.m. - 8:10 a.m.



Afternoon Drop-off Time: 11:40 a.m. - 11:50 a.m.

Please form a line of cars in the front drive. Please do not allow your child to leave the car until you are stopped in the designated drop-off area where a teacher is supervising students. For safety reasons students should be dropped off at the front entrance. They should not be dropped off in the parking lots nor should they exit the car on the driver's side. Students may not enter the building before 7:40 a.m. /11:30 a.m.

If you plan to walk your child into school, which you are welcome to do, please park in the parking lot and use the designated crosswalk. Please come to the front office to sign in before going to the classroom.

Children arriving after the teachers leave the drop-off area must be brought to the front office, signed in, and then walked to the classroom. Be sure the teacher sees your child enter the classroom. We discourage tardiness.

Car Riders Dismissal:

Morning Dismissal Time: 10:40 a.m.

Afternoon Dismissal Time: 2:20 p.m.

Teachers and/or assistants will bring car riders to the cafeteria. Please remain in your car as you stop in the designated pick-up area. We will provide an Early Childhood Center car tag with your child's name to be displayed in the front car window. Your child will be called and brought to your car. An adult will assist your child into your car. Students leaving our school must be buckled in with the seatbelt or in the appropriate car seat.

If the car tag is not displayed, you must park your car in the parking lot, walk to the front office, and show picture identification before picking up your child. All persons you give permission to pick up your child must be listed on the Student Information and Enrollment form unless a note has been sent to the teacher.

All children must be picked up promptly at both the 10:40 and the 2:20 dismissal times. Teachers have other obligations and cannot supervise children. Parents must come inside to sign their child out after morning or afternoon dismissals. Please keep these times in mind when you are arranging transportation for your child.

If a student changes his mode of travel to or from school, he should bring from home a written explanation of the change. This helps the teacher ensure the child's safety.

Students are not permitted to ride on buses other than the one for which they are assigned. NO PHONE CALLS ARE ACCEPTED FOR CHANGING TRANSPORTATION. A written note must be sent to school.

We realize that our arrival and dismissal procedures may cause some inconvenience. Our priority is keeping the children safe. All school doors, except the front entrance doors, will be locked after arrival times.

ATTENDANCE

School attendance is an important factor in your child's success! In order for your child to do his/her best schoolwork, he/she needs to be regular in attendance. Tardiness and early dismissals can also interfere with the learning process. Please make every effort to see that your child is in school unless he/she is ill or there is serious illness or death in the immediate family. Attendance will be carefully monitored.

Students arriving after 8:10 a.m. or 11:50 a.m. MUST come to the office for a tardy pass before going to class. Please make sure that your child arrives on time. If your child is late because of an emergency, please write a note of explanation.

All children are expected to be in attendance each day unless they are ill. Immediately upon returning to school from an absence, the student must have a written excuse. The excuse should be on a full sheet of paper and should include the following:

1. The date
2. The date of the absence(s)
3. The reason for the absence or early dismissal
4. The student's name
5. The teacher's name
6. The parent's signature.



Parents' notes are accepted but are limited to ten per year. Thereafter, medical notes will be required. All excuses will be filed in the attendance clerk's office. Parents will be notified if the student has more than three unexcused absences or tardies. You will be asked to assist in the development of an intervention plan for truant students.

Being a good citizen also carries the responsibility of being on time. **SCHOOL BEGINS EACH MORNING AT 8:10 or at 11:50.** It is important that your child report to school each day on time and begins the lifelong habit of being punctual.

BIRTHDAYS

We host a monthly birthday celebration for students on the second Tuesday of each month. Students meet in the cafeteria for a birthday treat.

BREAKFAST

We begin serving breakfast on the first day of school. We provide a FREE breakfast for ALL students arriving prior to 8:00 a.m. If you wish to have your child eat breakfast, please have him or her at school prior to 8:10 a.m.

Parents should notify the cafeteria staff of any special dietary needs. Your child will be given information and an application for free or reduced priced meals. Please read the information, complete the form, and return it to your child's teacher as soon as possible.

When applying for grants, it helps us to know the percentage of students receiving free and reduced meals. We encourage you to apply.

BUCKET FILLERS

We use the book Have You Filled a Bucket Today: A Guide to Daily Happiness for Kids, by Carol McCloud. This book encourages positive behavior as children see how very easy and rewarding it is to express kindness, appreciation, and love on a daily basis.

Students realize that we all carry an invisible bucket to hold our good thoughts and feelings about ourselves. Students become "bucket fillers" by showing kindness, to friends, teachers, family members, and in their community.

We do NOT want our students to be "bucket dippers." Bucket dippers say or do things that make others feel bad. Bullies are bucket dippers. Students are encouraged to try to fill a bucket every day to make our school, community, and world a better place to be.

We face a choice every moment of every day: We can fill one another's buckets, or we can dip from them. It is an important choice ~ one that profoundly influences our relationships, productivity, health, and happiness.

BUS TRANSPORTATION

Bus transportation to and from school is provided to students. (Please refer to Arrival and Dismissal Safety Policies for more information.)

Student safety is of utmost importance as students are transported to and from school. All students on the bus are under the authority of the bus driver and must obey the driver and the bus rules. Students are to remain seated at all times. They are to keep their hands and feet to themselves. A list of bus regulations can be found in the Student Rights and Responsibilities handbook.

Students are assigned to ride a specific school bus that will pick them up and drop them off in close proximity to their homes. Mid-day routes will drop-off and pick-up students at their homes. Bus assignments are based on the address of the student and the capacity of the bus. The state regulates distances, bus routes and the number of students allowed on a bus.

If you make a change in your address, it will take three days before the Transportation office can make the change in the bus schedule.

Please help us to follow these regulations. When a student receives his bus assignment (based on the location of his residence), he is to ride the same bus every day. No child can change buses so that he can go home with a friend or to stop at the house of a relative or baby sitter.

If there is to be a change in the transporting of your child, please notify the office IN WRITING IN ADVANCE and advise your child's teacher. We cannot accept change in transportation by phone. If notification of change is not received, your child will follow his/her regular method of getting home. These rules are made, of course, for the safety of all of our students.

If you have a problem regarding bus drivers, bus stops, routes, or late buses, please call Robert Riley, the bus supervisor, at 941-5556.



CAR PICK-UP

With the cooperation of all parents, arrival and dismissal will be a quick process. We must require that the following be strictly adhered to:

1. Early dismissals will not be granted after 10:15 a.m. or 2:00 p.m. In order to maintain a secure building and to provide a quick and orderly dismissal, your cooperation is requested. A note should be sent to school the day of the early dismissal. The note should contain the name of student, date, time of dismissal, reason for dismissal, name of person picking up the student, and the parent's signature. **If this person is not the parent and they are not known by one of the school officials as a relative, they will be required to show picture identification.** Please make every effort to schedule doctor and dentist appointments after school hours.
2. All children will be loaded into cars in front of the building.
3. Cars need to line up in a **single file** in the dismissal lane. Remember to alternate merging into the dismissal lane. Pickups begin at the crosswalk in front of the building. The colored cones mark the four designated spots for car loading.
4. Children may load only when a car is stopped in the designated loading spots directly in front of the building. Students are not allowed to cross the drive.
5. All cars should move forward as far as possible before stopping for children to load and unload.
6. All morning students are to be picked up at 10:40 a.m. each morning. After the morning dismissal, parents must come inside the school to sign their child out of school.
7. All afternoon students are to be picked up at 2:20 p.m. each afternoon. After 2:40 p.m. parents must come inside the school to sign their child out of school.

In addition, we want all of our students to be safe. **South Carolina has a child passenger restraint law.** A synopsis of it follows:



South Carolina's child passenger restraint law requires that:

- Children from birth to 1 year old, or who weigh less than 20 pounds, must be secured in a rear-facing child safety seat.

- Children 1 through 5 years old weighing 20 to 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
- Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge without slouching.
- Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats or if all other rear passenger seats are occupied by children less than 6 years old.
- Violators are subject to a \$25 fine. This law does not apply to taxis, church, school and day care buses, or commercial vehicles.

We ask that you always have your children in approved safety seats, but it is very important to have the children buckled in their seats or safety seats while on school grounds.

We hope that this dismissal procedure will improve safety. Our primary concern is the safety of the students. Thank you for your assistance and cooperation.



CHANGE OF ADDRESS

It is important that the school office have your current address and phone number. Please notify the school immediately upon changing your address, home telephone number, or cell number. A new proof of residence is required for each change. Please see our school secretary or attendance clerk if you need to make a change.

We reserve the right to request a new proof of residency when needed to verify addresses for our school's attendance zone.

CHILD DEVELOPMENT

A child's development is unique and complex. Although children develop through a generally predictable sequence of steps and milestones, they may not proceed through these steps in the same way or at the same time. A child's development is greatly influenced by factors in his or her environment and the experiences he or she has.

The Child Development curriculum used at our center is based on the High Scope model using key indicators or experiences to plan learning activities. Key indicators are

flexible objectives that allow the teacher to plan for each child to be actively involved in learning during all classroom activities.

The curriculum, under the direction of a specifically prepared teacher, allows the child to experience the joy of learning, the time to enjoy the process and ensures the development of self esteem. The curriculum is rich in language, mathematics, and science. It provides the experiences from which children create their knowledge as well as foster their love of learning.

The involvement of children in their learning is important in the Child Development classes. Children interact with the teacher and the assistant as well with each other. They have many opportunities to make choices about what they do in the classroom. They learn through large-group instruction, working in small groups, and by doing various activities in the classroom centers.

The teacher is the link between the child and the environment. The learning environment cultivates individualization, freedom of choice, concentration, independence, problem solving abilities, social interaction, and competency in basic skills.

Classroom centers are large areas prepared and set up in the room by the teacher. Centers incorporate a variety of hands-on activities and provide the children with time to work together. Center time allows children to construct their play using materials and equipment available in the centers.

The children's base of knowledge expands as their interest grows. Children's play is a valuable component of the Child Development Program. The class gives students an opportunity to experience the language, pre-reading and writing and pre-math skills needed for academic success.

Students must be assessed using the DIAL-3, *Developmental Indicators for the Assessment of Learning-3rd Edition*, which provides fun, age-appropriate tasks and screens all five early childhood areas: motor, language, concepts, plus self-help and social development. Students must be four-years old on or before September 1st the year they begin school.



CONFIDENTIALITY

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, Director, teaching staff and the licensing agency.

Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/ guardian.

DEPARTMENT OF SOCIAL SERVICES LICENSING

Our center is licensed by the Department of Social Services. The purpose of this license is to ensure standards that protect the health, safety and well-being of the children receiving care in our center.

The South Carolina Department of Social Services (SCDSS) update current requirements in order to clarify current regulations and meet the United States Department of Health and Human Services (USDHHS) safety guidelines, as well as the United States Department of Agriculture (USDA) food and snack regulations. SCDSS ensures the South Carolina regulations meet child care standards already in place in neighboring states.

DISCIPLINE

It is necessary that students learn to develop responsibility in order to be successful. It is very important that students show good behavior and a good attitude while at school. Our center believes that effective discipline is a team effort between the home and the school. We ask that you discuss the importance of and the need for self-discipline with your child.

It is important for children to learn that conflicts are a natural part of life. There are no "bad" children, only inappropriate behaviors. The program is based on mutual respect of the child as an individual with changing needs and desires and the child's respect for the classroom environment, materials, teachers and classmates.

There are many ways that the teachers will encourage good discipline practices. These include:

- A well planned physical environment and curriculum
- Acting as role models for the children
- Setting reasonable and positive expectations
- Respecting feelings
- Trusting each child to succeed
- Offering good, reasonable choices
- Calmly talking about problems
- Always reinforcing good behavior

Punishment or harsh treatment does not encourage the goals of good discipline. Our program does not allow corporal punishment by any staff or parent/guardian. Corporal punishment is defined as any treatment that humiliates or treats the child disrespectfully. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, water, naps, outside time, or bathroom facilities, unsupervised isolation, or improperly restricting the movement of the child. It is our strong belief that these methods work against the healthy growth and development of a child.

With groups of children interacting, there will be conflicts. The teachers will implement proven healthy strategies that are appropriate to the situation. Some guidance techniques that staff may use include, but are not limited to the following:

- Conflict Resolution - Teachers help children learn skills and language to work out disagreement with their peers.
- Redirecting the Child - Quite often, children need to be given concrete alternative suggestions for behavior to focus their energy in a positive way.
- Positive Encouragement - Teachers praise the appropriate behavior, being careful not to give much attention to the negative behavior.
- Natural Consequences - By helping a child realize that arriving late for group time activities will result in missing their turn.
- Removing the Child from the Group - This is handled in a calm manner without unnecessary stress to allow the child regain self-control.

Each child has different needs and requirements to develop self-control, judgment, and problem-solving skills. We will, therefore, work individually with each child and his/her parents to establish a positive program of discipline.

Students need to understand that acceptable standards of behavior will be expected at all times. We will focus on positive, responsible behavior daily. Your child's teacher will send home a list of the class and school rules and the consequences that will occur when the rules are broken.

Each student will also receive a copy of the Student Responsibilities and Rights for Greenwood School District 50. Please read and review this information with your child. Also our new PBIS program focuses on positive behavior interventions and supports.

DRESS CODE

Students are encouraged to dress comfortable and cleanly at all times. Clothing and footwear should be appropriate and safe for the daily indoor/outdoor activities of the student. Please label all items of clothing with your child's name. Your child should wear a jacket on cool days for outside activities.

For your child's safety, shoes must be worn at all times. We encourage you to send your child in athletic shoes—tennis shoes or shoes with closed toes and treads on the bottom that are appropriate for climbing, running, jumping, and playground safety. *Flip-flops, sandals or high-heels, are not permitted at school since they do not protect children's feet as well as tennis shoes or closed toed shoes.*

A change of clothing may be left in your child's backpack for an emergency.

Please refer to the Student Responsibilities and Rights for Greenwood School District 50 for the district dress code.



EARLY CLOSINGS (SNOW DAYS)/EMERGENCIES

The closing of school due to extreme weather conditions will be announced on local radio stations during early morning hours. If bad weather develops during the day, please listen to the radio for dismissal announcements.

Greenwood School District 50 has a School Closing Hotline for parents to use if weather or other emergencies cause school closings, delays, or early dismissals. **The number is 941-5511.**

Announcements of school closings will be made by 6:00 a.m. on the following stations.

RADIO

WCRS-AM 1450
WSCZ-FM 96.7
WGSW-AM 1350
WMTY-AM 1090
WZSN-FM 103.5

TV

WSPA - CHANNEL 7
WYFF - CHANNEL 4

See internet GWD 50 homepage

www.gwd50.org

In case of an emergency situation during the school day, parents are asked not to call the school for information. Information will also be given out on the radio and television. In an emergency, it is vital that the phones be available for use by those who are directing emergency procedures.

EQUAL OPPORTUNITY

Greenwood School District 50 is committed to the principle of equal opportunity. It is the policy of the District not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, or any other classification protected by applicable federal, state, or local laws. Please contact the Office of Human Resources or the Office of Administration at 864-941-5400 if you have questions.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

According to the Family Education Rights and Privacy Act of 1988, the parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
4. File with U. S. Department of Education a complaint under #99.64 concerning alleged failures by the agency or institution to comply with requirements of the act and the part; and
5. Obtain a copy of the policy adopted under #99.64.

If you do not want identifiable information published as directory information, you must notify the school in writing stating the specific information you do not want classified as directory information.



FEES AND INSURANCE

There are no fees for our students. Accident insurance is available each year. This insurance addresses accidents at school. Each student will be given information from the insurance company relative to the coverage and cost.

FIELD TRIPS

Field trips are planned by the teachers to correlate with what is taught in the classroom. A permission and Power-of-Attorney form signed by a parent or legal guardian is required before a student is permitted to go on a field trip. Verbal permission is not acceptable. All permission forms and money must be returned at the same time.

Transportation is by school or charter bus and the cost is equally divided among all participating students. All students must ride the bus and are responsible to the teacher. Children who are not students of the Early Childhood Center are not permitted to ride the bus with the chaperones.

FIRE DRILLS AND OTHER EMERGENCIES

Fire drills are conducted monthly. Exit routes are posted in each classroom and procedures are explained by the teachers at the beginning of the school year. *During the drill all persons must leave the building quickly and quietly.*

Tornado and other emergency drills are held during the year. Directions regarding the proper procedures for these drills are explained by the teachers.



FOOD ALLERGIES

We need to maintain a safe environment for all of our students. Several of our students have life-threatening allergies. Some are sensitive to nuts, raw eggs, chocolate, fruit, or fish. Others are lactose intolerant.

We ask that you do not bring nuts, nut products, fruit, milk, raw eggs, or fish as snacks to school. **Do not send peanut butter cookies, crackers, sandwiches or any other item containing peanuts to school.**

GUM

Chewing gum at any location on the school campus or on state-owned school buses is not allowed!

HEALTH, WELLNESS AND SAFETY

Health Records

All schools shall comply with the South Carolina Department of Social Services Licensing Regulations for Private and Public Child Care Health, Safety and Sanitation requirements.

A health record for each child shall be maintained in the school. Each health record shall include all of the following information:

- A statement, signed by the parent/guardian, of the child's health prior to admission to the Child Development class. (DSS Form 2900)
- A current copy of the child's immunization record signed by a physician or other health official. This record should indicate that all required immunizations are complete as recommended by the South Carolina Department of Health and Environmental Control (DHEC), or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements; and
- Other health information deemed necessary by the program director and/or by the parent(s)/guardian(s).

Reporting of Abuse or Neglect

All schools are mandated by law to report suspicion of child abuse or neglect, the law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be abuse.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as neglect.

Parents may not be informed of reporting if such confidence may hinder a full investigation.

HEALTH ROOM

The health room is located on the main hall in Room 112. It is staffed by the school nurse. If a student is ill or injured, the classroom teacher will bring him/her to the health room. We believe that a student who is not well enough to be in class should be at home under parental supervision. Please do not send students to school sick, vomiting, or with fever. Parents will be called if students have a temperature of 100.0° or greater.

All medicines sent from home must be accompanied by a signed medication permission form. This permission form is available in the front office. No medication, including Tylenol or aspirin, can be given without this signed medication form. All medicines will be kept locked in the health room. All prescription medications, including inhalers, must be brought to the health room by a parent. Prescription medicine like antibiotics that are to be taken 1, 2, or 3 times per day, should be taken at home. These can be taken before school, after school, and at bedtime.

Medicine cannot be sent to or from school on school buses. The board policy regarding medication is included at the back of this handbook.

Medicine not picked up at the end of the school year will be destroyed by the school nurse.

The Office of Healthy Schools focuses on improving the academic achievement and health of school age children. Their rulings on communicable diseases may be helpful if your child becomes sick.

Chicken Pox/Varicella	Out of school usually until all lesions have disappeared
Measles/Rubeola	Out of school until rash disappears
German Measles/Rubella	Out of school one week
Whooping Cough/Pertussis	Out of school usually three weeks
Scarlet Fever/Scarlatina	Out of school until physician permits student to return

Vomiting	Out of school 24 hours from last episode
Fever	Out of school 24 hours fever free
Pink Eye/Conjunctivitis	Out of school 24 hours from first application of antibiotic
Head Lice/Pediculosis	Excluded from school until condition is cleared up. School nurse will advise parents of the appropriate therapy at the time of exclusion. (Products to treat this condition are available at the local pharmacy.) Parents may be alerted to this problem by child's persistent scratching of the head.



HOME COMMUNICATION

Teachers send regular newsletters, notes, and make phone calls in order to keep parents well informed. Please check your child's book bags, homework folders, etc., on a *DAILY* basis. We must work in partnership in order for communication to be successful.

The school newspaper, *The Pride of the Cubs*, is published monthly. The Early Childhood Center provides parents with an electronic copy of *Early Years* each month. Greenwood School District 50's website address is www.gwd50.org.

The school's website, www.gwd50.org/ecc, provides information regarding the school, faculty and students.

HOURS OF OPERATION

The school day hours for the 2011-2012 school year are listed below.

School Office Hours	7:30 a.m. until 4:00 p.m.
Morning Session	8:10 a.m. until 10:40 a.m.
Full-Day Program	8:10 a.m. until 2:20 p.m.
Afternoon Session	11:50 a.m. until 2:20 p.m.
Teacher's School Day	7:30 a.m. until 3:15 p.m.

ILLNESS OR INJURY

In case of illness or injury, your child will be cared for temporarily by the school nurse or a staff member. If emergency medical treatment is necessary, the parent will be contacted. If we cannot reach you, we will use the information you have provided on the Student Information Form. The name and number of the student's family doctor must be on file at school. Please remember to keep your child's information current. We will call you if your child is sick. We cannot keep seriously ill children at school.

INFORMATION SHEET

Each year you are asked to complete a Student Enrollment/Information Sheet. This information is vital for communication between school and home. Please complete the forms as completely as possible. For many reasons we need to be able to contact you. Therefore current telephone and cell phone numbers are requested.

If there are changes in the information during the year, please contact the office to complete a new form or make the needed changes. We need working telephone numbers where we can reach you. Also the names and phone numbers of the persons we can call in an emergency should be current. Any person that you arrange to pick your child up from school needs to be listed on the information form. If they are not, we will ask for picture identification and will call you to confirm the person has your permission to pick up your child.

We also have a form called *General Record and Statement of Child's Health for Admission to Child Care Facility (DSS FORM 2900)*. As part of our licensing with DSS, we request this form be completed at the beginning of the year and updated as needed.

We ask your cooperation in keeping your child and all of our students safe!



LITERACY

The first years of school establish the essential foundation of literacy that enables all future literacy achievement. Students assume the roles of readers and writers that will serve them throughout their lifetime. Effective literacy programs foster active, responsible learning.

One of our goals is to help students discover an appreciation of reading. We need to help students explore the rich ways in which reading can fill their lives. Parents can

help their child by encouraging and supporting reading at home. Set time aside for you to read to your child. Discuss the book you and your child are reading.

Each year, in conjunction with the Greenwood County Library, we send home applications for library cards. Visit our Greenwood library. It is a great way for your child to gain skills and confidence as a reader.

LOST AND FOUND

Coats, jackets, sweaters, and raincoats are expensive. Please help your child keep up with these items of clothing by putting your child's name in all clothing that is taken off during the day and other personal belongings. If your child fails to come home with clothing that was worn to school, please let us know right away and we will try to locate it.

LUNCH

The Early Childhood Center serves nutritious breakfasts each day. Students in our full-day program also are served lunch. The cost of lunch is \$1.50 per meal. Milk is included in the cost of the meal or can be purchased separately for 40 cents.

Parents should notify the cafeteria staff of any special dietary needs. Your child will be given information and an application for free or reduced priced meals. Please read the information and return it to your child's teacher as soon as possible if you are interested in applying.

We operate our food service using a computerized system. An account number is assigned to your child at the start of the year. With this account number, you are able to pay in advance. You may deposit money to your child's account, and as your child receives meals, the cost of the meal is automatically deducted from your child's balance. The one account will be used for lunch, as well as the purchase of milk when your child brings lunch from home. Of course, we will still be able to take cash at the register, but to help the lunch line move as quickly as possible, we encourage you to prepay.

No one else will be able to use your child's account. This ensures that the money you send in will be for your child only. Because of the way our system operates, we will not be able to have "family accounts." Each child must have his own account. You may check with our cashier at 941-5530 at any time to determine your child's account balance. When you send money for your child's account please make sure that your child's name is on the envelope or written on the memo line on your check.

Since our cafeteria works hard to provide nutritious meals, you are asked not to bring foods purchased at fast food restaurants to school for your child's lunch. If your child does not care for a certain menu, you certainly can pack a homemade lunch for your child.

Canned or bottled soda drinks are not nutritious and are not to be brought to school for snacks or lunch. Bottled water or juice drinks are acceptable options.



NONESSENTIAL ITEMS

Items that are not essential or supportive to the educational function CANNOT be brought to school. Examples of these items are collector's cards such as baseball, Pokemon, etc., radios, tape players, CD players, CDs, CELL PHONES, boom boxes, Gameboys, laser pointers, games, or toys. Water, cap or toy guns are not allowed. Students should not bring large sums of money. Expensive jewelry should never be worn to school.

Such items will be confiscated and returned to parents at the end of the school year. (Refer to Students' Rights and Responsibilities.)

PARENT CONFERENCES and SCHOOL VISITATION

To ensure student success, conferences are scheduled during the school year to discuss student progress, test scores, academic plans, and other matters related to students. It is our goal to have at least one face-to-face conference with the parent(s) of each student during the year. Report card conferences are held at the end of the first nine-weeks. All conferences are usually held before school, after dismissal, or during the teacher's planning period.

Parents are welcome to request a conference at any time by sending a note to school or calling the school office at 941-5520 for an appointment with the teacher or principal. However, between 7:40 and 8:15 is not a good time to meet with the teacher as she is busy getting the students settled for the day.

Parents are encouraged to visit the child's classes any time. Before such a visit, the parents should check in at the office. Please follow these guidelines when observing in classrooms.






1. Observations should be conducted as discretely as possible. Please do not interrupt instruction. If you need to talk to the teacher, please do so by calling her in the evening or leaving a message for her in the office for a return phone call. Please do not "take just a moment" of time when students are in the room. We guard our instruction time as every minute counts. The teacher's focus will be on the instruction and the children.
2. Please note that your child may behave differently when a parent is in the classroom. Students often complete work or have better behavior when a personal visitor is present. Often times, specific concerns will not be observed during a parent visit.
3. Teachers may not greet you until an appropriate break in instruction. Please do not think the teacher is being rude. Teachers have been instructed to make every minute count and to guard instructional times! If appropriate, teachers will speak with you as time permits.

We want you to have a successful visit at our school. Our door is always open to you and we hope you will visit with us again in the future.

PARENT INVOLVEMENT

As we work with you and your child this year, we want to establish a partnership. By working together, we hope to involve you and your children's teachers to create a safe nurturing environment. Research has shown that there is a direct correlation between parent involvement and student achievement. You can play a big part in your child's success in school.

There are three basic truths about a parent's role in his/her child's life:

-  Parents are the most important, influential people in their child's life.
-  Parents have the most time to work one-on-one with their child.
-  Parents can offer disciplinary backing.

We need you to help us help your child achieve the best education in Greenwood County and the state of South Carolina.

One way you can assist the school staff is by providing your child with a fair chance at having a good school day. This can be accomplished by giving medicines at home, avoiding

absences and tardies, providing for a good breakfast and dinner, arranging prompt transportation home after school, allotting for quiet homework time, as well as safe play time, engaging your child and teacher about classroom progress, and ensuring a good night's sleep. We appreciate your help!

POSITIVE BEHAVIORIAL AND INTERVENTION STRATEGIES (PBIS)

The Greenwood Early Childhood Center is a PBIS School. "PBIS is a proactive systems approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn."

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision-making framework that uses the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

The goal is to help students learn to be responsible for their own behavior. Learning to be responsible is a lengthy developmental process that begins long before kindergarten and ideally continues throughout one's lifetime. This lengthy process requires patience, practice and skill. Each problem effectively handled increases the confidence and self-esteem, factors known to be essential for successful school achievement.

At the end of this handbook is a letter regarding PBIS and the list of our expectations.. At ECC, the Cubs PAWS for great behavior! Our expectations are P—practicing safety, A—acting responsibly, W—working together, and S—showing respect.



PERMISSION TO LEAVE SCHOOL

If a parent takes a child from school before the close of the school day, he or she must come in to the office and sign the student out of school. For early dismissals, a note must be sent in the morning. The note should contain the name of student, date, time of dismissal, reason for dismissal, name of person picking up the student, and the parent's signature. If this person is not the parent and they are not known by one of the school officials as a relative, they will be required to show some form of picture identification.

Please make every effort to schedule doctor and dentist appointments after school hours.

To ensure your child's safety, no child will be released to anyone other than parents or legal guardians unless prior notification is received. **NO STUDENTS WILL BE DISMISSED AFTER 10:15 A.M. or 2:00 P.M. EACH DAY.**

PETS and VISITING ANIMALS

All requests to bring animals pets (mammals, birds, rodents, reptiles, amphibians, etc.) to school must be addressed to the Director. The Director reserves the right to permit or deny the presence of animals in the classroom or on school grounds. The Director will take into consideration any student and/or teachers with allergies before making the decision.

No domesticated animals, such as cats and dogs, will be allowed in school **without proper proof of current rabies vaccination**. No wild animals (raccoons, skunks, bats, etc.) will be allowed in the school unless under the control of an individual trained in the care and management of the animals (veterinarian, zookeeper, animal control officer).

PICTURES

Students and staff have their pictures taken several times each year. The photos are used for permanent records and our school memory book. Parents are offered the opportunity to purchase copies if they wish. Candid shots will also be taken throughout the school year.

PRE-SCHOOL SPECIAL EDUCATION

Greenwood School District 50 offers a variety of special education and related services to preschool students with special needs. Special education teachers and other providers are available to meet the individual needs of students who qualify for these services at the Greenwood Early Childhood Center.

PROGRESS REPORTS

Progress reports are issued following the completion of each nine-week grading period. Parent/Teacher conferences will be scheduled in October.



The objective of our PTO is to promote the welfare of all children through a working partnership among parents, the school staff and the community. We encourage everyone, parents and community members, to participate in our PTO.

Our meetings are scheduled to begin at 7:00 p.m. The meetings are scheduled on Thursday evenings as follows:

September 8, 2011 - Open House
November 17, 2011 - Student Performance
February 9, 2012 - Science Fair and Art Show
April 19, 2012 - Student Performance

There are five times for classroom parties for the school year:

Fall Party—October 31, 2011
Mid-Winter Break—December 16, 2011
Valentine's Party—February 14, 2012
Spring Break—April 6, 2012
End-of-Year—May 30, 2012



Grade parents will contact parents with details of each party. Snack foods should include something sweet, something salty, a drink, and a treat bag. Your assistance is appreciated!



Our center does not provide lunch for students. Students that stay all day must bring their lunch from home. Breakfast is served to all students each morning. Afternoon students have a healthy snack. Due to allergies to peanuts or other tree nuts, items with nut products are not to be brought to school. **Do not send peanut butter cookies, crackers, sandwiches or other food items with peanuts to school.**

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Trustees of Greenwood School District 50 believes that it is the responsibility of students, parents, and educational personnel to see that students attend school and conduct themselves in an appropriate manner while at school. The Students' Rights and Responsibilities handbook is given to each student at the start of the school year. These guidelines established by the Greenwood School District 50 Board of Trustees include rules and regulations involving weapons, drugs, truancy, bus transportation, technology, and assault violations. Also the disciplinary procedures for violations of the rules are included. Students, parents, and guardians are expected to read the handbook.

Please review this handbook with your child. The forms at the back of the book must be signed and returned to your child's teacher indicating that you have read this document.

SCHOOL SAFETY ACT OF 1997

The School Safety Act of 1997 mandates that all schools include a summary of the law in their students' handbooks. The provisions of the School Safety Act of 1997 are summarized below:

School Safety Act of 1997

- A. Creates a new criminal offense, Assault and Battery against School Personnel, which is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity: it is a misdemeanor.
- B. Amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against school personnel as described in Paragraph A above.
- C. Allow magistrates authority to exceed stated penalties for assault and battery when offense committed against school personnel from \$500/30 days - \$1000/1 year.
- D. Notification and inclusion in Permanent Record - if a student is convicted of assault and battery against school personnel, or a violent crime, the following is required:

1. If sentenced to the Department of Juvenile Justice, Corrections, or to Probation, Parole and Pardon Services, the agency will immediately notify the school where the student was enrolled or plans to enroll.
 2. If not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within ten (10) days of conviction.
 3. The school administrator must notify each of the student's teachers of the conviction, every year the student is in school.
 4. The conviction must be noted in the student's permanent record, and must be forwarded to the new school if the student transfers.
- E. Provides school officials immunity from civil and criminal prosecution when making a school crime report in good faith.
- F. Requires the school to annually include summary of law in student handbook.

SUPPLIES

A full-sized book bag (not on wheels) is useful. Art work and newsletters will not fit in small book bags. Please place all notes for the teacher in the large section of the book bag. Encourage your child to be responsible by asking him to give any notes to the teacher when he arrives at school and to share notes and daily work with you when he arrives home.



TELEPHONE DIRECTORY

Main Office	941-5520
Rex A. Coates, Director	941-5521
Lisa B. Smith, Secretary	941-5524
Gene Balentine, Attendance Clerk	941-5531
Sylvia Crowe, Lunchroom Supervisor	941-5530
Heidi Bowen, Lunchroom Cashier	941-5551

TOBACCO-FREE SCHOOLS

Greenwood School District 50 Board of Trustees believes the use of tobacco is detrimental to the health of students and staff and contrary to the board's objectives to teach appropriate health values and habits.

Therefore, the board prohibits the use of tobacco products by anyone in or on property of Greenwood School District 50.

We ask you to refrain from the use of tobacco products on school grounds and not to leave cigarette butts on the property.

TRANSFERRING

The classroom teacher and director need advanced notice when a student withdraws or transfers from school. If you are moving and need to withdraw your child from the Early Childhood Center, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork and will make your child's move to another school easier. Permanent records will be sent to the new school and cannot be given to parents or children to take with them.

VISITORS

We welcome visitors to Greenwood Early Childhood Center. We also believe that student safety is very important. All visitors and volunteers entering our school must first check in at the office. All visitors, including parents, must sign in and wear a visitor's badge while in the building. Visitors should sign out at the office before leaving. Conferences with teachers and administrators should be arranged in advance. We appreciate your cooperation.

VOLUNTEERS

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. You may get involved by indicating your interest by calling our school secretary at 941-5524. An application must be completed and a background check is required by the district on all volunteers. A copy of the application is attached.



GREENWOOD SCHOOL DISTRICT 50
BOARD OF EDUCATION POLICIES



Policy JLCD Assisting Students with Medicines
Issued 9/03

Purpose: To establish the basic structure for assisting students with medicines.

School personnel will not dispense medications (including aspirin) except as provided below and in administrative rule JLCD-R.

The school nurse, principal or his/her designee may assist students with oral medicines during school hours at the written request of the doctor and parent/guardian. A witness will be present when the student is being assisted with medication.

Students who bring medication to school to take during the school day must have written parental permission to take the medicine. All medication must be properly labeled and in its original container.

All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) he/she must be available on call (by phone, fax, pager).

Adopted 7/1/78; Revised 8/17/92, 3/17/97, 9/15/03

Legal references:

S.C. Code of Laws, 1976, as amended:

Section 40-33-70 - Amends law relating to on-site supervision of a nurse.

Greenwood Early Childhood Center
1125 East Cambridge Avenue
Greenwood, SC 29649



August 2011

Dear Parents,

Welcome to the 2011-2012 school year! We are looking forward to an exciting and successful school year for the Capable, Unique and Busy Students (CUBS) of the Early Childhood Center!


We are implementing a school-wide environmental change at ECC to foster positive behaviors in our schools. Research shows that improving the social behavioral climate of a school supports and enhances the impact of academic instruction on achievement.

Our program is called PBIS—Positive Behavior Interventions and Supports. Our goal is to improve our school climate and maximize academic achievement. We will work to accomplish this goal by setting expectations in classroom and non-classroom settings, such as in the halls or on the playground. Students will be encouraged through rewards and incentives when they demonstrate these expected behaviors on a consistent basis.

At the Early Childhood Center, your CUB will “PAWS” for great behavior geared to the expectations that support and create a positive and successful learning environment. Students will learn our PAWS expectations through classroom lessons, modeling, and practice. In addition, posters are located around the building to remind all of us of our expectations. Students will receive PAWS coupons as a reward for good behavior. Our goal is to acknowledging students who are doing the right thing.

We encourage you to review our PAWS expectations with your child. We have attached our PAWS expectations. We want to create a safe learning environment for our students. We value your continued support of our programs at the Early Childhood Center.

Sincerely,
Rex A. Coates, Director

Greenwood Early Childhood Center		SETTINGS/LOCATIONS							
EXPECTATIONS		ALL SETTINGS	CLASSROOM	HALL	Breakfast/Snack	BATHROOM	PLAYGROUND	ARRIVAL/ DISMISAL	BUS
	Practicing safety	<ul style="list-style-type: none"> *Listen and follow directions *Watch out for others *Keep hands, feet and objects to yourself *Only enter and exit when an adult is present * Use appropriate language 	<ul style="list-style-type: none"> *Walk *Watch out for others 	<ul style="list-style-type: none"> *Hands behind back *Walk on the right side of the hall *Keep your eyes on the leader 	<ul style="list-style-type: none"> *Face the table *Stay on your seat 	<ul style="list-style-type: none"> *Walk *Put soiled tissues in the toilet *Flush the toilet *Wash hands with soap 	<ul style="list-style-type: none"> *Use equipment appropriately *Keep blue chips in the enclosed area 	<ul style="list-style-type: none"> *Sit quietly with your class until a teacher asks you to move 	<ul style="list-style-type: none"> *Stay Seated *Face the Front
	Acting responsibly	<ul style="list-style-type: none"> *Listen and follow directions *Watch out for others *Keep hands, feet and objects to yourself *Only enter and exit when an adult is present * Use appropriate language 	<ul style="list-style-type: none"> *Find it; Use it; Put it back. *Try your best 	<ul style="list-style-type: none"> *Keep your eyes on the leader *Walk properly 	<ul style="list-style-type: none"> *Follow proper cleanup procedures 	<ul style="list-style-type: none"> *Use time wisely 	<ul style="list-style-type: none"> *Take care of nature and property 	<ul style="list-style-type: none"> * Keep your backpack packed and on your back 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself. *Keep your backpack packed.
	Working together	<ul style="list-style-type: none"> *Listen and follow directions *Watch out for others *Keep hands, feet and objects to yourself *Only enter and exit when an adult is present * Use appropriate language 	<ul style="list-style-type: none"> *Take turns *Share materials 	<ul style="list-style-type: none"> *Stay in line together 	<ul style="list-style-type: none"> *Remind your friends of good table manners 	<ul style="list-style-type: none"> *Keep restroom clean 	<ul style="list-style-type: none"> *Wait your turn 	<ul style="list-style-type: none"> *Sit quietly with your class until a teacher asks you to move 	<ul style="list-style-type: none"> *Listen and follow directions
	Showing respect	<ul style="list-style-type: none"> *Listen and follow directions *Watch out for others *Keep hands, feet and objects to yourself *Only enter and exit when an adult is present * Use appropriate language 	<ul style="list-style-type: none"> *Work Hard *Take care of our school 	<ul style="list-style-type: none"> *Use eyes to look at hall displays and student work 	<ul style="list-style-type: none"> *Talk softly *Chew with your mouth closed 	<ul style="list-style-type: none"> *Honor personal space 	<ul style="list-style-type: none"> *Be kind to others 	<ul style="list-style-type: none"> *Talk softly 	<ul style="list-style-type: none"> *Talk softly



Recommendation/Volunteer Form

**FAX (864) 388-2427
ATTN: GAIL DAVIS**

Please Check the Appropriate Box:

- School Volunteer (list schools)** _____
 Type of Volunteer _____
- Adult Education** **Summer Help** **Homebased Services**
- Homebound Services** **Athletic Coach PAID**
- Athletic Coach VOLUNTEER** **Band PAID** **Band VOLUNTEER**
- Other** _____
- Contracted Services – STOP, CALL TERESA CLARK AT 941-5404.**

PLEASE PRINT CLEARLY FOR SLED/PAYROLL PURPOSES:

****** (must use legal name) ******

FIRST NAME MIDDLE NAME LAST NAME MAIDEN NAME

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____ **MALE** **FEMALE**

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL ADDRESS: _____

HIRE DATE/ FIRST DAY TO WORK WHEN CLEARED: _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT GREENWOOD SCHOOL DISTRICT 50 WILL REQUEST A CRIMINAL HISTORY RECORD FROM THE SOUTH CAROLINA LAW ENFORCEMENT DIVISION (SLED) AND THAT ANY EMPLOYMENT OFFER/PERMISSION TO VOLUNTEER WITHIN THE DISTRICT IS CONTINGENT UPON RECEIPT OF A SATISFACTORY REPORT OF CRIMINAL HISTORY.

_____ Signature of Volunteer/Employee	_____ Date
_____ Signature of Program Director/Immediate Supervisor	_____ Date
_____ Signature of School Principal	_____ Date

INSTRUCTIONS

- **ALL FORMS MUST BE MAINTAINED IN A CONFIDENTIAL MANNER. PLEASE DESIGNATE A LOCATION TO KEEP THIS INFORMATION UNDER LOCK AND KEY.**
- **Questions regarding this form should be directed to Gail Davis at 941-5406 or Rebecca Duncan at 941-5418.**
- **Do not wait until the last minute to complete/request the background check. The SLED system may be unavailable or the request may have to be mailed, please complete as far in advance as possible.**
- **Incomplete/unreadable forms will be returned. The easiest way to prevent this is to educate the person who accepts forms at your location to carefully review it. Particular attention should be paid to whether the name, DOB, and SSN are readable.**
- **All signatures must be obtained PRIOR to requesting employment/background checks.**