



Carolina Therapeutics Academy

Parent Handbook

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Introduction and Welcome

Welcome to Carolina Therapeutics Academy, a day school for exceptional children! Our educational program focuses on maintaining a loving, nurturing teaching environment for children with special needs aged two through six (2-6). Carolina Therapeutics Academy's educational program is modeled after the Carolina Curriculum for Infants & Toddlers with Special Needs (CCITSN) and the Carolina Curriculum for Preschoolers with Special Needs (CCPSN). Carolina Therapeutics Academy utilizes these curriculum models to support individual growth and development in 5 key areas: personal-social, cognition, communication, fine motor, and gross motor, all within a safe and nurturing educational environment managed by a combination of experienced educators and behavior specialists.

This Parent Handbook is intended to help describe our program, philosophy, and policies in order to make our services completely transparent to parents and to answer any questions you may have about our school. Please carefully read through our handbook, and if you have any remaining questions, we are happy to answer them for you. Thank you for choosing Carolina Therapeutics Academy, and welcome to the premier therapeutic day school of the Carolinas!

Childcare and Teaching Philosophies

Carolina Therapeutics Academy is a supportive and nurturing environment for special needs children and their families that recognizes the importance of early childhood development, engaging exceptional children's interests in play, and fostering fine motor, gross motor, and early language skills, as well as social and emotional growth and development. We support the use of therapeutic intervention strategies provided collaboratively by experienced educators, professional therapists, and behavior specialists. Each and every one of our exceptional students is immersed in an inclusive environment designed to meet their individual needs, both educationally and therapeutically.

Operating Information

Business Hours

Carolina Therapeutics Academy's day school hours are from 9:00 a.m. to 12:30

p.m., Monday through Friday, for students receiving day school services and therapeutic services during day school hours. Therapeutic clinical service hours extend from 12:30 p.m. to 5:00 p.m., Monday through Friday, to meet the needs of individual students who require additional therapy services outside of day school hours.

Inclement Weather

In the event of severe inclement weather, parents should assume that the daycare will be in service, unless they are informed otherwise. Closure due to inclement weather is left to the discretion of the Director, when appropriate, but may defer to the local authorities responsible for school closures.

Ratios

Carolina Therapeutics Academy follows the below staff-to-child ratios:

Child’s Age	Staff-to-Child Ratio
One to Two Years**	1:6
Two to Three Years	1:8
Three to Four Years	1:12
Four to Five Years	1:17
Five to Six Years	1:20

At Carolina Therapeutics Academy, we strive to ensure that our classrooms are designed to meet the needs of our students. Resultantly, all classrooms have been evaluated to ensure that appropriate support staff are placed in each classroom and our staff-to-child ratios remain small, with all ratios being based on the age of the youngest child in the room.

** At this time, Carolina Therapeutics Academy is not accepting any children into the program who are below the age of 2 years old.

*** During day school hours (Monday through Friday, 9:00 a.m. - 12:30 pm), Carolina Therapeutics Academy only has children on-site aged 2 years, 0 months old to 6 years, 11 months old (2-6) at the time of enrollment. During therapeutic clinical hours (Monday through Friday, 12:30 p.m. to 5:00 p.m.) Carolina

Therapeutics Academy provides therapeutic clinical services, (speech therapy, occupational therapy, physical therapy, and ABA therapy) on-site to both students enrolled with Carolina Therapeutics Academy for educational services and clients of Carolina Therapeutics, PLLC, aged 2 years, 0 months old to twelve years, 11 months old (2-12).

Kindergarten Waiver and Homeschool Association Enrollment in South Carolina

The South Carolina Department of Education pursuant to South Carolina code 59-65-10, requires that any child that is five (5) years of age before September first of any given school year be enrolled in an approved educational program of the parent's choice. If your child is five (5) years old or older before September first of a given school year, you must obtain a kindergarten waiver and elect non-attendance in compulsory kindergarten in order to attend Carolina Therapeutics Academy. An example of a kindergarten waiver form that allows you to elect nonattendance in compulsory kindergarten can be found at: https://cdn5-ss9.sharpschool.com/UserFiles/Servers/Server_804110/File/Kindergarten%20Waiver.pdf.

For children aged six (6) years or older prior to September first of any given school year, Carolina Therapeutics Academy is considered a homeschool cooperative, which requires that parents residing in South Carolina with children aged six (6) years or older prior to September first must be enrolled in an approved homeschool association in order to attend Carolina Therapeutics Academy. Specifically, of the available homeschooling options, parents must select homeschool Option 3 and meet all listed requirements. The complete list of approved Option 3 Homeschool Associations can be found at: <https://ed.sc.gov/districts-schools/state-accountability/home-schooling/homeschooling/home-school-option-3/>.

All students that are legally required to have elected non-attendance in compulsory kindergarten and/or participation in an approved homeschool association must demonstrate their election and/or provide proof of registration with an approved homeschool association before attending Carolina Therapeutics Academy.

Please visit the South Carolina Department of Education at www.ed.sc.gov and follow their provided instructions should you have further questions about electing nonattendance in compulsory kindergarten and/or registration with an approved homeschool association.

Pre-screening and Evaluation Process

All potential Carolina Therapeutics Academy students must be pre-screened and evaluated by both the Carolina Therapeutics Academy educational staff and Carolina Therapeutics, PLLC therapeutic staff prior to being offered enrollment with Carolina Therapeutics Academy. The pre-screening and evaluation process is designed to ensure that your child qualifies for at least two (2) therapy services (ST, OT, PT, and/or ABA), as well as to ensure that any behaviors exhibited by your child can be appropriately managed by Carolina Therapeutics Academy for their safety and the safety of fellow students. Carolina Therapeutics Academy offers pre-screening and evaluation services every Friday by appointment.

Registration Fee, Tuition, and Late Fees

A non-refundable registration fee of \$250.00 is required at the time you apply for enrollment at Carolina Therapeutics Academy. This fee covers the cost of the enrollment pre-screening and evaluation process, but does not guarantee that your child will be permitted to enroll in Carolina Therapeutics Academy as a student. Only after a potential student has successfully completed the pre-screening and evaluation process will Carolina Therapeutics Academy extend an offer of enrollment.

Tuition for Carolina Therapeutics Academy is \$275.00 per week, regardless of the number of days you elect to have your child attend school. Tuition and any late pick-up fees will be automatically invoiced to you each week through the ProCare application, and will be established as an automatic payment to be charged each Friday at 9:00 a.m. for the following week to your preferred bank account, credit card, or debit card. Tuition paid automatically from your preferred bank account does not incur any ACH transaction fee. Tuition paid automatically from your preferred credit or debit card incurs a 3% ACH transaction fee that will be added to your weekly tuition. Should your preferred bank account, credit card, or debit card not automatically process a weekly tuition payment, you will be charged a \$25.00 late fee. If you do not pay any outstanding balance and/or subsequent

late fee, your child will be subject to dismissal from Carolina Therapeutics Academy and may likewise be discharged from therapy services received as a student at Carolina Therapeutics Academy and/or as a client of Carolina Therapeutics, PLLC.

Late pick-up fees are charged at \$1.00 per minute that you are late to pick up your child from school.

Any therapy services provided to your child while at Carolina Therapeutics Academy will be billed separately to your health insurance carrier, and you will receive an invoice through Kareo, Carolina Therapeutics, PLLC's billing application.

- I. Free and Full access: Parents are to have free access and full access to their children, unless a court order stipulates otherwise and the visit does not disrupt instruction activities or classroom routines.*

- II. Sign-In and Pick-Up Procedures - Release of Children - DSS Regulation No. 114-503.F(2) Children will only be released to authorized adults. The parent/guardian will complete a form listing any and all adults who are authorized to pick up the child from the facility. This individual(s) will be required to show photo identification. In the event someone arrives to pick up a child who appears to be under the influence of drugs or alcohol, law enforcement will be called.*

Arrival

When you arrive, parents must use the ProCare application on the iPad at the day school entryway to "sign-in" their child into his or her respective classroom for the day. Each child will be assigned a unique code for this purpose.

Staff members will greet each child and parent at the time of arrival and parents will walk their child to their assigned classroom. Staff members will also listen for any special instructions from parents for that particular day at the time of arrival.

Departure

Staff members will remain with all children on-site until every child has been picked up by their parent, guardian, or other authorized individual. Parents or

authorized individuals must “sign-out” their student using the ProCare application on the iPad at the day school with the child’s specific sign-out code in order for the child to leave the day school.

Under no circumstance will any Carolina Therapeutics Academy staff member allow for an unauthorized person to pick up a child from the day school unless the child’s parent or guardian has given written consent for the pick-up and photo identification has been verified.

Late Pick-Up

Carolina Therapeutics Academy staff members may be required to stay late in the event a child has not been timely picked up from school. Efforts will be taken to avoid late pick-ups such as enforcing late pick-up fees, but Carolina Therapeutics Academy staff members will never leave a child unattended after their designated pick-up time under any circumstance.

Daily Schedule

Teachers and Directors of Carolina Therapeutics Academy work together to create a daily schedule for students and plan age-appropriate educational activities that promote the development of children, both socially and cognitively, by balancing active, quiet, educational, and social activities. These activities include a combination of educational activities and lesson plans, free play, and individualized therapeutic instruction.

Free play allows children to play with toys, read books, and socialize with other students within their natural learning environment. Free play time is monitored by Carolina Therapeutics Academy employees who actively participate with children to ensure safety and socialization amongst all students. Free play may also include outdoor activities and playground time.

Although naptime is not scheduled at Carolina Therapeutics Academy, we will provide cots for each room to support those children who may need additional rest during school hours.

Free and Full Access - DSS Regulations No. 114-503.F (1)

Free and full access is granted to parents of children enrolled while under the care of Carolina Therapeutics Academy, unless a court order mandates otherwise.

We ask that when you visit with your child, that you do not disrupt instructional activities or classroom routines.

Tracking and Supervision of Children - DSS Regulation No. 114-504.A(3)

Throughout students' time at Carolina Therapeutics Academy, they will leave the hands of their parents or guardians, transition to their classrooms, move throughout the facility, utilize the restroom, and participate in educational and therapeutic activities in safe outdoor environments.

Any time a child enters or exits the facility, the child's family or caregiver will follow the required procedures for ensuring the safety of the child as they enter and exit the facility. *Please See* the "Sign-In" and "Sign-Out" Procedures for additional information.

As a child leaves the classroom to transition to a new location, the child's lead teacher will be responsible for ensuring that a head check takes place. This brief task ensures that each child is accounted for throughout the day and ensures compliance with staff-to-child ratio requirements.

Allergies and Health Concerns

Parents of students with allergies or other special healthcare needs must alert Carolina Therapeutics Academy of allergy or health needs at the time of enrollment and/or at the time the allergy or healthcare need becomes known so that staff members will be prepared to deal with any emergencies or exposures. Food allergies will require notice of the food allergy being posted in the child's classroom, but will only include the child's initials.

Therapeutic Services

At Carolina Therapeutics Academy, we strive to provide an inclusive, nurturing, educational and therapeutic environment with interdisciplinary support from a variety of trained professionals. As many of our students with special needs have challenges that require interdisciplinary management, we work together as a team

to provide industry-leading therapy services to each individual student in our care.

To support the needs of exceptional children within a multifaceted learning environment, we require that students enrolled at Carolina Therapeutics Academy receive at least two (2) therapy services through Carolina Therapeutics, PLLC, which are billed privately to your health insurance, separate and distinct from tuition for attending Carolina Therapeutics Academy.

Therapy services provided by Carolina Therapeutics, PLLC, to students of Carolina Therapeutics Academy includes:

- Speech Therapy
- Feeding Therapy
- Occupational Therapy
- Physical Therapy
- Applied Behavior Analysis (ABA) Therapy

Should your child start the school year enrolled at Carolina Therapeutics Academy receiving at least two (2) therapy services through Carolina Therapeutics, PLLC, but later be discharged from therapy services due to meeting developmentally appropriate milestones, your child will be allowed to continue at Carolina Therapeutics Academy through the remainder of the school year.

However, if a student is discharged from therapy services due to non-compliance with their Home Exercise Plan or as a result of caregiver non-compliance such that they receive fewer than two (2) therapy services from Carolina Therapeutics, PLLC, the student will be subject to dismissal from Carolina Therapeutics Academy.

Codes of Conduct and Discipline Procedures - DSS Regulation No. 114-503.F(3) (4)

Providing A Safe Educational Environment

In order to maintain a safe educational environment for all students, all Carolina Therapeutics Academy staff members adhere to clear, consistent rules, demonstrate interest and maintain engagement with students, encourage good behavior and self-control, set a good example for students, and guide students

with positive practice and demeanor. Every teacher employed by Carolina Therapeutics Academy is a certified Registered Behavior Technician (RBT) which allows them to better understand and manage student behaviors, and is both CPI (Crisis Prevention Intervention), and CPR (Cardiopulmonary Resuscitation) certified, to ensure they are capable of properly performing hold techniques if necessary as well as perform life-saving resuscitation if necessary.

Under no circumstance will corporal punishment will used at Carolina Therapeutics Academy - DSS Regulation No. 114-506.B(2). All Parents and staff members are in agreement with and acknowledge understanding and acceptance of this discipline and behavior management policy.

Transportation/Field Trips - DSS Regulation No. 114-505.1

At this time, those enrolled in Carolina Therapeutics Academy will not be participating in field trips whereby a child leaves the premises under the care of a staff member or as an enrolled child. Should this policy change in any way, parental or guardian approval is required for any student to participate in a field trip.

No student is to be transported by a staff member of Carolina Therapeutics Academy unless the staff member is on the child's approved list of persons authorized to transport the student.

Sick Days

Carolina Therapeutic Academy's policy is to ensure that students that are present are physically well in order to prevent sick children from spreading illness to staff members and other students. Children will be visually screened for illness by staff members upon arrival at school.

Our teachers and clinicians are our family, and we strive to ensure that our family members remain safe while working with your family members. Please help us to remain healthy by following routine hand washing protocols and health checks.

In the event a student becomes ill and needs to be picked up, the parents or guardians will be called and will be expected to come pick up the student within

thirty (30) minutes. If a parent or guardian cannot be reached, the listed emergency contact person will be called and asked to pick up the student from school. In the event of serious illness or injury, emergency services may be contacted at our discretion.

Health and Safety Regulations

Staff Physicals and Screening

Staff members are required to receive a pre-employment physical and tuberculosis skin test. Physicals and tuberculosis tests shall be performed within the six months preceding the start of employment.

Illness

Providing a safe and healthy environment for learning is a top priority for Carolina Therapeutics Academy, and in order to achieve this priority, CTA will send home both children and staff who are experiencing symptoms of illness preventing the student or staff members from participating in the daily routine at Carolina Therapeutics Academy.

- Fever - If a student's ear or temporal artery temperature is 100.4 degrees fahrenheit or higher, both school and therapy services will need to be canceled. Any such student must be fever free (after the last dose of medication) for at least 24 hours before returning to school.

Please notify Carolina Therapeutics of any known exposure to COVID-19, even if symptoms do not develop.

- Should a student develop a fever greater than 100.4 degrees fahrenheit, due to COVID-19 precautions, the student's family will be asked to have the student tested for COVID-19. The student and all family members within their home must demonstrate a negative COVID-19 test result before resuming school or therapy services.
- If a member of your family tests positive for COVID-19, school and therapy services will be placed on hold for at least 5 days from the date of the most recent positive test from each family member. Until all family members are able to test negative for COVID-19, all in-person school and therapy services will be placed on hold.
- Bad cough/Cold Symptoms - bad coughs or coughs with associated wheezing should be evaluated by a physician as they could indicate croup,

bronchitis, flu, or pneumonia. Your child should not come to school or receive therapy services until the cough improves or until released to do so by a doctor.

- If there is NO fever, NO colored discharge, and your child is acting normally, returning to therapy and school will be discussed between the family and the Directors at Carolina Therapeutics Academy before permitting a return to school or the resumption of therapy services.
- Sore Throat - Minor sore throat is usually not a problem. A severe sore throat may be strep throat or, more precisely, streptococcal pharyngitis (even if no fever is present). If a student has a severe sore throat, please keep them home and contact your physician. If a student has strep throat, they cannot return to school until 24 hours after the first dose of antibiotics.
- Earache - Earaches and ear infections are not contagious, but students should not return to school if they are uncomfortable or have other symptoms, which require them to rest.
- Pink Eye (conjunctivitis) - Pink eye is highly contagious. Any student with pink eye is required to remain at home for at least 24 hours after the first treatment or until a physician allows the student to return to school and/or therapy. Allergic conjunctivitis is not contagious. A student may receive school and therapy services with a note from the physician verifying allergic conjunctivitis.
- Impetigo - Impetigo is highly infectious, and no student should attend school until after at least 2 days of antibiotic treatment and evidence of rash improvement.
- Scabies - Any student with scabies cannot return to school or therapy until after treatment has been initiated and following a release by your child's physician.
- Head Lice - Any student with head lice cannot return to school or therapy until after the first treatment with removal of all nits.
- Diarrhea/Vomiting (with or without a fever) - Any student with diarrhea and/or vomiting must remain at home until the illness is over and for at least 24 hours after the last episode (without control by medicine).
 - If a student experiences diarrhea twice while at school, then their parent/guardian will be required to pick up the student from school immediately and the student will be required to remain at home for at least 24 hours after the last episode of diarrhea.
 - If a student vomits while at school, then their parent/guardian will be required to pick up the student immediately and keep them at home

for 24 hours after the last episode of vomiting.

- Rash - If a student has a rash, they should see a doctor before coming to school or therapy if the rash is not related to diapering or other known non-contagious causes (example, allergy). Such a student should not attend school or therapy if a fever is present with the rash. Once cleared by a doctor, the student may return to school.
- Ringworm - Ringworm is a highly infectious fungal infection. Any student with ringworm cannot return to school until treatment has begun.
- Chicken Pox - Any child with chicken pox cannot return to school until 7 days after the eruption of blisters. If a student with chicken pox has a fever 10-21 days after exposure to chickenpox, they cannot yet return to school. All blisters must have dry scabs before returning to school. Please notify Carolina Therapeutics Academy of any known exposure to chickenpox, even if symptoms do not develop.
- Whooping Cough - Whooping Cough, also known as Pertussis, can contribute to a prolonged cough that is highly contagious. Any student with whooping cough will be required to remain at home for at least 6 days after the use of antibiotics.
- Hand Foot and Mouth Disease - Hand Foot and Mouth Disease is highly contagious and can spread quickly. Although commonly seen with young children, older children and adults may be carriers. If a student has been exposed to HFMD, please see a doctor to discuss when they will be able to return to therapy. Any such student will require a note from a physician in order to allow them to return to school or therapy if signs and symptoms of HFMD are present. According to the CDC, children are the most contagious during the first week. Any such student will be required to remain at home for a week from the date of the first symptom and once all scabs have healed over. If scabs are “oozing” after 7 days, the student will have to remain at home until their scabs have hardened.
- Antibiotic Treatment - Any student receiving antibiotics for any ailment must have completed at least 24 hours of antibiotic treatment before receiving school or therapy services and must not present with a fever for at least 24 hours.

Please note: As always, this is not an exhaustive list, and you should consult your physician for diagnosis and treatment. These guidelines are consistent with the current recommendations of the American Academy of Pediatrics and CDC Guidelines.

Notice of Exposure and Reporting Disease

If a student or staff member is found to have a contagious disease, a notice will be sent to both parents and staff to allow for testing to prevent the spread of disease and/or illness to others.

Medical Authorizations - DSS Regulation No. 114-503F.(3)(e)

Staff members will not be permitted to provide any medications of any kind to any child unless a parent or guardian has completed a Medication Authorization Form (signed and dated; this form is valid for a year unless otherwise specified or revoked by a parent or guardian). A copy is attached to this Parent Handbook.

Medications will be kept in a locked box in the main office. Additionally, a copy of the Medication Authorization Form will be kept with the medication at all times.

Any prescription medication that needs to be administered must also include a copy of the original prescription or a letter from the child's pediatrician stating the prescription administration requirements in addition to the Medication Authorization Form.

- DSS Regulation No. 114-505 d(2) all medications must be left in the front office with the person in charge for proper handling.
- DSS Regulation No. 114-505 d(2) No medications (including topical solutions, such as diaper creams and sunscreen) can be left in classrooms or diaper bags.
- DSS Regulation No. 114-505 d(2) Parents must sign
- DSS Regulation No. 114-505 d(2) All medications must be in original containers and labeled with the child's name and current date. We cannot give medication that is not in the original container or is prescribed for someone other than the child. Medicine will be dispensed as directed on the container. The first dose of the medication should be given at home in case there is an allergic reaction.

Immunization Requirements

All students enrolled in Carolina Therapeutics Academy are required to be up to date with all required immunizations based upon their respective age, including Hepatitis A, Hepatitis B, DTaP (whooping cough, tetanus), Polio, Pneumococcal (pneumonia), Haemophilus Influenzae Type B (Hib), MMR (measles, mumps, and

rubella), and Varicella (chickenpox). Infectious diseases such as measles, chicken pox, and whooping cough can spread quickly amongst babies and children who have not been vaccinated. For this reason, it is required that children be vaccinated. In the event of a disease outbreak, children discovered to be unvaccinated may be excluded from the childcare setting to protect them and prevent further spread of disease. Children who are fully vaccinated by age 2 are protected against at least 14 harmful diseases. Vaccines are safe, effective, and required by Carolina Therapeutics Academy.

Documentation of Accidents and Health Incidents

Staff members must document all accidents, injuries, and health related incidents on the Accident and Injury Report form attached to this parent handbook.

For health-related injuries or incidents, a parent or guardian will be notified, a report will be made describing the occurrence, which will include the place, time, and incident in detail. The parent will sign this report and will be given a copy.

Care for Mildly Ill Children - DSS Regulation No. 114-509.B

In the event a student becomes sick while at Carolina Therapeutics Academy, a parent and/or guardian will be notified of the student's condition immediately by phone, text, and through the ProCare application. We will ensure that we communicate when the illness occurs, the symptoms the student is exhibiting, and list the type of care provided. In the case of an incident, you will also receive this information via an incident report that we ask all families to sign once they receive a student from our care. A copy of the incident report will be kept in the ProCare application and your child's school records.

Safety Policy

Carolina Therapeutics Academy is committed to providing all students and employees with a clean, safe, and healthy educational and therapeutic environment.

Emergency Medical Plan - DSS Regulation No. 114-505 C

Whenever an extreme emergency exists, 911 will be called for police assistance, as well as an ambulance, the fire department, or any other appropriate authority if necessary. Some of these extreme circumstances might include medical emergencies, fires, hurricanes, tornados, or intruders.

A life threatening medical emergency means that a student requires immediate medical intervention to stabilize and prevent the condition from becoming worse.

Examples include: compound fractures (bones protruding from skin), severe cuts, internal bleeding, severe burning, difficulty breathing, heart problems, shock, severe allergic reactions to insect bites, poisonous plant contact, or animal bites, ingestion of chemicals/poisoning, and unconsciousness.

In these instances, Carolina Therapeutics Academy staff members are trained to:

1. Remain calm. Call 911 immediately if the situation warrants. Stay on the line to receive instructions. Be ready to provide the address of Carolina Therapeutics Academy: 1689 Springsteen Rd, Rock Hill, SC 29730.
2. If the scene is safe, proceed to the victim and assess the severity of the injury. Do not move the sick or the injured person unless his/her safety is at risk. Report the accident to the CTA Director, who will call the parent/guardian/emergency contact.
3. Administer CPR and/or first aid if necessary.
4. The CTA Director will pull the student or staff member's medical and insurance information and have it available to the medical responders when they arrive.
5. The Director or his/her designee will accompany the child/staff member to the hospital.

Evacuation Plan/Emergency Preparedness – DSS Regulation No. 114-505H (3)

Carolina Therapeutics Academy has a written plan for removing children from the building in case of a fire, a natural disaster, or threatening situation that may pose a health or safety hazard.

- In the event that there is a fire, each child and their classmates will be escorted out of the building by a teacher to ensure their safety until members of the fire department have deemed it appropriate for the children and staff to return to the building. Carolina Therapeutics Academy will ensure that the facility has working fire extinguishers, alarms, and runs fire drills on a regular basis and in accordance with the rules and regulations outlined by the fire marshall.
- In the event that a tornado watch is issued in our area, all children and staff will be escorted away from all windows near the center of the building until

the watch has cleared.

All families will be notified of any emergency situations or preparations that occur through the ProCare application and by email. Notifications will include what occurred, when it occurred, and the resolution to the situation as soon as it is safe to do so.

Employment, Background and History Checks

In order to provide a safe environment for the students, all employees of Carolina Therapeutics Academy are subject to a background check at the time of hire. This includes a criminal background check that is reviewed by the DSS Office of the Inspector General for those seeking employment in South Carolina. State and Federal Fingerprints are required before employment and every 5 years thereafter. Additionally, CTA requires a National Criminal Background Check and Sex Offender Check.

Provisional Employment - SC Statute 63-13-45 (A)

At Carolina Therapeutics Academy, we ensure that our staff is trained and effective. We ensure that all of our teachers and clinicians have experience with exceptional children and receive ongoing training and supervision. Should an unexpected staff vacancy occur, and we offer provisional employment for a person to provide care to enrolled children, written statements will be provided to parents indicating that Carolina Therapeutics Academy may provisionally employ a person in order to comply with South Carolina laws and regulations prior to their start date at our school.

Parent Conferences, Communication & Confidentiality - DSS Regulation No. 114-503 1

At Carolina Therapeutics Academy, we believe that we must safeguard the confidentiality of all records of students, including their name, address, and other information about the child or family that may identify a child. Our therapeutic staff follows regulations outlined by HIPAA, and any protected health information will only be provided in safe and secure manners to ensure the privacy of individuals receiving both educational and therapeutic services.

Parent-Teacher Conferences

Parent-teacher conferences will be held at least once annually to discuss the development, behavior, and any other relevant topics for each individual student. Notes will be taken during the conference and will be added to your child's permanent assessment portfolio.

Child Assessment Portfolios

A permanent portfolio will be maintained for each student. This portfolio will be held confidentially between CTA staff and parents which will contain all notes, forms, letters, and/or any other important documentation related to the student enrolled in CTA.

Required Documents

Child Care Medication Authorization Form

This form is necessary if you have a child that will require administration of medication on a regular basis and/or in emergency situations.

Parent Agreement

This agreement details our respective contractual duties and serves as an official agreement to provide educational and therapeutic services for your child.

Child Care Center Policies

All parents and staff must sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of any facility by Carolina Therapeutics, PLLC (DBA Carolina Therapeutics Academy).

DSS Regulation No. 114-503. F(4) Written policies should include the following:

- *Release of Children - DSS Regulation No. 114-503.F(2)*
- *Administration of Medication - DSS Regulation No. 114-503F.(3)(e)*
- *Discipline and Behavior Management - DSS Regulation No. 114-503.F(3) (4)*
- *Confidentially - DSS Regulation No. 114-503 1*
- *Tracking Children (Supervision) - DSS Regulation No. 114-504.A(3)*
- *Emergency Medical Plan - DSS Regulation No. 114-505 C*
- *Evacuation Plan/ Emergency Preparedness - DSS Regulation No. 114-505.*

H(3)

- *Transportation/Field Trips - DSS Regulation No. 114-505.1*
- *Care for Mildly Ill Children - DSS Regulation No. 114-509.B*
- *Liability Insurance – SC Statute 63-13-210 (A)(B)*
 - *All child care facilities will be asked to show proof of Liability insurance. A copy of the declarations page of our Liability insurance can be provided to families and members of state regulation boards at their request.*
- *Provisional Employment - SC Statute 63-13-45 (A)*
- *Free and Full Access - DSS Regulations No. 114-503.F (1)*

Parent Name:

Parent Signature:

Child Name:

CTA Staff:

Date: