

# Newberry Academy Kindergarten

## Guidelines for 2025-2026

*Arrival and Dismissal:* The kindergarten opens at 7:30 a.m. You may arrive any time between 7:30 and 8:00, but we ask you please be at school by 8:00. After 8:00, your child is considered tardy. Please understand the importance of arriving on time as it not only affects your child's class experience, but interrupts the morning routine for others as well. Dismissal is at noon for 2K, 3K and 4K and at 2:40 for 5K unless your child is attending our after school program.

Please enter off Smith Road and circle the drive to the kindergarten building. A teacher will greet you at your car for morning arrival and both dismissals. Please do not let your child out until a teacher is ready to assist you.

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

*Toys:* Students are not allowed to bring toys to school or keep toys in their book bags. Toys from home create hard feelings, distractions, and listening issues. Please handle this at home or in the car prior to the teacher greeting you. We encourage students to bring books and educational items to share with their teacher.

*Snacks:* We have snack each day around 10:00am. There is a \$75.00 snack fee per student to cover the cost of snacks for the year. You are welcome to send goodies for your child's birthday to share with their class. **PLEASE INFORM US IN WRITING OF YOUR CHILD'S FOOD ALLERGIES.**

*Lunch:* If your child attends our Lunch Bunch program or is a 5K student, they will need to bring or order their lunch. Lunch needs to be as ready as possible - fruit peeled, meat cut, macaroni and cheese made, etc. Not doing so delays your child eating their lunch. We are happy to warm up any items. An online ordering system for lunch is available also and can be accessed on the NA website. Please label your child's lunch box.

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

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

*Illnesses and Medication Policy:* If your child is ill or has a fever, do not send them to school. Students must be symptom and fever free (without fever reducing medicine) for 24 hours before returning to school.

If your child is prescribed medication that requires administration during school hours, please contact Kindergarten Director Ms. Poland to complete an authorization form. [dpoland@newberryacademy.com](mailto:dpoland@newberryacademy.com).

*Sending in Money:* When sending in fees, it is very important it is enclosed in an envelope with your child's name on it, the reason for payment, and put in your child's folder. It can be difficult to figure out who unmarked funds belongs to!

*Progress Reports and Conferences:* For 3K, 4K and 5K students, progress reports will be sent home November 18, February 18 and the end of school. We encourage you to speak with us any time you have a questions regarding your child's work or progress.

*School Programs:* All kindergarten students (2K- 5K) participate in school-wide programs throughout the year. Programs have not been scheduled at this time. Details will be sent out prior to any event.

We have kindergarten graduation for 2K, 3K, 4K and 5K. Details will be provided prior to the event.

*Teacher Guidelines - we promise:*

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



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

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

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

Name of Facility: Newberry Academy County: Newberry Select County ...Address: 2055 Smith Road Newberry, S.C. 29108  
Street Address - no Post Office Boxes City, State, ZipChild's Name: \_\_\_\_\_  
Last First Middle Initial Nick Name

Date of Birth: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

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

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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

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

Full Name Relationship

Address: \_\_\_\_\_  
Street Address City, State, Zip

Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

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

Full Name Relationship

Address: \_\_\_\_\_  
Street Address City, State, Zip

Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

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

My Child will regularly attend this facility FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

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

Check all days Child will regularly attend this facility: ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ SunCheck all meals Child will receive daily: ☒ Meals are not offered ☐ Breakfast ☐ Morning Snack ☐ Lunch☐ Afternoon Snack ☐ Dinner ☐ Evening Snack

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

Family Physician or Health Resource: \_\_\_\_\_  
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: \_\_\_\_\_  
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: \_\_\_\_\_  
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: \_\_\_\_\_

Certificate of Immunization: ☐ Yes ☐ No ☐ N/A Please explain: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

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

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

Newberry Academy  
Name of Child Care Facility

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Operator/Staff Designee



NEWBERRY ACADEMY  
2055 SMITH ROAD  
NEWBERRY, SC 29108

**STUDENT TRANSPORTATION AUTHORIZATION FORM 2025-2026**

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

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

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

This form is effective for all events related to the 2025-2026 academic year and should be returned no later than Monday, August 11<sup>th</sup> 2025.



Policy Statement

The Newberry Academy Parent/Student Handbook states all school policies for 2K through 12<sup>th</sup> grade. Additional Kindergarten Guidelines are provided with information specific to kindergarten students and parents. Please sign below to acknowledge you understand school policies and guidelines.

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

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(Signature of parent or guardian)

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Date



# Newberry Academy

*The Smart Investment*

Safe. Disciplined. Competitive. Proven.

## Pick-up and Release of Children

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

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

Student's Name \_\_\_\_\_

Parent or Guardian's Name(s) \_\_\_\_\_

*The following persons are allowed to pick up my child(ren):*

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Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*One Chance.*  
*the One Choice.*  
**Academy.**

### Confidentiality of Records

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



## Newberry Academy Kindergarten Discipline Policy

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

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

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

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

Newberry Academy does not use corporal punishment.