<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>1</td>
</tr>
<tr>
<td>Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of the Lab School</td>
<td>4</td>
</tr>
<tr>
<td>Learning Environments</td>
<td>9</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Fee Payment Schedule Full-Day Programs</td>
<td>20</td>
</tr>
<tr>
<td>Fee Payment Half-Day Program</td>
<td>21</td>
</tr>
<tr>
<td>Fee Payment Schedule After-School Care</td>
<td>22</td>
</tr>
</tbody>
</table>
| **Director:** | Mrs. Chrissie Robbins, 41 Withers, 803/323-4545  
mrobbinsc@winthrop.edu |
| **Administrative Assistant:** | Mrs. Anna Burris, 41 Withers, 803/323-2219  
burrisa@winthrop.edu |
| **Lead Teachers:** | Mrs. Mary Watson (Kindergarten), 132 Withers, 803/323-3373  
watsonm@winthrop.edu  
Mrs. Mary Chamberlain (Full-Day Preschool), 36 Withers, 803/323-2444  
chamberlainm@winthrop.edu  
Ms. Liz McNelly (Half- and Full-Day Preschool), 37 Withers, 803/323-2449  
mcnellym@winthrop.edu |
| **Office:** | 41 Withers/W.T.S. Building  
Office Hours: 8:30 a.m. – 5 p.m.  
Web Site: [www.winthrop.edu/macfeat/](http://www.winthrop.edu/macfeat/) |
| **Telephone:** | 803/323-2219  
Fax: 803/323-4820 |

The Macfeat Laboratory School is staffed by highly qualified professional educators. Chrissie Robbins, the director, has a B.S. in early childhood education from James Madison University and a M.Ed. from Ohio University. Mrs. Robbins was a lead teacher at Macfeat until leaving after the birth of her first son. Mrs. Robbins is married to Dr. Keith Robbins, the department chair for management and marketing at Winthrop. They have two sons.

Mary Chamberlain has been a lead teacher in the full-day three- and four-year-old preschool class at Macfeat for 25 years. She received her B.S. and M.S. degrees in child development from Iowa State University. Mrs. Chamberlain and her husband, Jeff, live in Rock Hill where he is the corporate controller for Hartmann, USA, Inc.

Mary Watson, the lead teacher of the kindergarten class, has both B.S. and M.Ed. degrees in early childhood and elementary education from Winthrop University. She has experience in teaching first and second grades as well as 31 years in the Macfeat kindergarten. Mrs. Watson is married to Paul Watson, a professional engineer. They have two sons, Alec and Matt, and three grandchildren.

Elizabeth McNelly is the lead teacher in the half- and full-day three- and four-year-old preschool classroom at Macfeat. She has a B.S. in Sociology from Wingate University and a M.Ed. in Child and Family Development from UNC Charlotte. Ms. McNelly recently relocated to Rock Hill.

Anna Burris is the Macfeat administrative assistant who handles countless behind-the-scene tasks that help the school to run smoothly. She received her secretarial training from York Technical College, and has worked at Winthrop for a number of years. Mrs. Burris is married to James Burris. They have two children.
Assistant teachers are graduate students in the Richard W. Riley College of Education. All have bachelor’s degrees in education and/or experience in teaching or working with young children.

In addition to the teaching staff, undergraduate students in the College of Education are employed to further reduce our pupil/teacher ratio and provide children with additional interesting, supportive, and enthusiastic adult interactions. Throughout the school year, faculty members, graduate, and undergraduate students from various university departments spend time in Macfeat observing, participating and interacting positively with the children. Scheduling visitors is done with the children’s best interests in mind.

All encounters at school provide Macfeat children with enriched educational experiences and opportunities to relate to many caring adults. Through such positive and varied interpersonal experiences, children develop a sense of trust in the goodness and wonder of the world.
The Macfeat Laboratory School follows the Winthrop University schedule for opening, fall and spring breaks, Election Day, and closings and delayed openings due to inclement weather.

**FALL SEMESTER 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20 (Tuesday)</td>
<td>First Day for Group A</td>
</tr>
<tr>
<td>August 21 (Wednesday)</td>
<td>First Day for Group B</td>
</tr>
<tr>
<td>August 22 (Thursday)</td>
<td>Regular Daily Schedule Begins</td>
</tr>
<tr>
<td>October 14 &amp; 15</td>
<td>Fall Break (Macfeat Closed)</td>
</tr>
<tr>
<td>November 27 – December 1</td>
<td>Thanksgiving Break (Macfeat Closed)</td>
</tr>
<tr>
<td>December 11</td>
<td>Last Day of School for Children</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13</td>
<td>Children Return</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Holiday (Macfeat Closed)</td>
</tr>
<tr>
<td>March 17 – 21</td>
<td>Spring Break (Macfeat Closed)</td>
</tr>
<tr>
<td>May 23</td>
<td>Last Day of School for Children</td>
</tr>
</tbody>
</table>
Foundations

The foundations of Macfeat Laboratory School guide the program in the classrooms and define the relationship between children, families, staff, and visitors. Meeting the needs of a diverse group of children, assisting families in dealing with the challenges of parenting, and providing teachers-in-training with examples of “best practices” in early childhood education are the goals of Macfeat – the oldest, continuously operating laboratory school in the country.

History

The history of Macfeat Laboratory School dates back to 1895 when Dr. D. B. Johnson, president of Winthrop College, established a “Practice School for Children” as a laboratory for teacher education. This first laboratory school at Winthrop was in Tillman Hall. In 1899, kindergarten was added to the Practice School with Miss Minnie Macfeat as the teacher. In the fall of 1913, the school was in a new building, the present Withers/W.T.S. Building, and was called Winthrop Training School.

In 1935, Macfeat Nursery School was started by the Winthrop Home Economics Department to serve as a laboratory for child development courses. In 1986, when Home Economics or Consumer Science as it was then called, was divided and put in other areas, the nursery school was moved to Withers/W.T.S. Building where it joined the kindergarten to become Macfeat Early Childhood School as a training/demonstration/research center for the School of Education. Today, Macfeat Laboratory School has two preschool classes for three- and four-year-olds and one kindergarten class for five-year-olds as it continues to serve as a laboratory for large numbers of college students who are studying to become teachers or other professionals who work with children.

Mission

The Macfeat Laboratory School has two primary missions. The school promotes holistic development of children through a student-centered environment that stresses growth intellectually, physically, socially and emotionally. The school serves Winthrop University and the community as a research and training center, helping tomorrow’s educators and other professionals successfully meet the challenges of an increasingly diverse student population.

Philosophy

The philosophy of Macfeat has evolved since the laboratory school was first opened in 1895. Currently, the work of prominent theorists in the field of early childhood education, such as Jean Piaget, Lev Vygotsky, and Maria Montessori, contributes to the lab school’s curriculum foundation. Piagetian theory, which describes the interaction of children with their environment in the development of intelligence, strongly influences the instructional methods used in the lab school. Macfeat classrooms are rich in “hands-on” materials and literacy activities and provide many opportunities for children to participate actively in their own learning.
**Purpose**

Macfeat Laboratory School is an exemplary early childhood program for children ages three to five and is operated by the Richard W. Riley College of Education as a training/demonstration/research facility. The Lab School provides opportunities to meet the physical, cognitive and social/emotional needs of each child while exploring ways to best meet the educational challenges facing parents and teachers of young children.

**Macfeat Program Goals**

Macfeat students will develop intellectually, physically, socially and emotionally in a holistic environment designed to promote cooperation and critical thinking skills.

Macfeat families will find support in the exploration of ways to best meet the developmental and educational challenges facing parents of young children.

Winthrop University students will observe best teaching practices in Macfeat, helping to prepare them as educators.

Winthrop University faculty will be provided a research center to assist them in professional development.

**Program**

The Macfeat Laboratory School is maintained by the College of Education as a training/demonstration/research center. Macfeat is accredited by the National Association for the Education of Young Children (NAEYC), an organization that recognizes outstanding programs that meet national standards of quality. Macfeat is committed to adhering to the Code of Ethical Conduct of NAEYC. You may view the NAEYC website at www.naeyc.org. Macfeat is also licensed by the Child Care Licensing Division of the South Carolina Department of Social Services (DSS); their website is http://childcare.sc.gov/main/general/programs/licensing/index.aspx. Macfeat also accepts SC ABC Vouchers (http://childcare.sc.gov/main/general/programs/abc/index.aspx).

Staffed by professional educators with advanced degrees, graduate and undergraduate students, and numerous volunteers, the Lab School stresses growth and development of the whole child; therefore children will develop intellectually, physically, socially, and emotionally. The Lab School provides each child with a unique opportunity to explore, create, experiment, and socially interact with other children and caring, competent adults. The school also serves as a research facility, exploring ways to successfully meet the challenges facing teachers and other professionals working with families of young children.

Our program serves three-, four-, and five-year-old kindergarten level children. We abide by the September 1 birth date cut off, in accordance with state law. A special effort is made to achieve a diverse program that includes children from a variety of ethnic backgrounds and children with special needs.

Macfeat adheres to the Winthrop academic calendar: if classes are scheduled, we are open. We begin the first day of classes in August and end first semester the day after final exams are completed. We extend the schedule during second semester through the fourth Friday in May.
Curriculum

The curriculum reflects a balance of developmental areas including large and small motor skills, creative arts, dramatic play, reading and language, science and discovery, and math and problem-solving. The Preschool uses teacher-created curriculum based on NAEYC Curriculum Standards (http://www.naeyc.org/files/academy/file/AllCriteriaDocument.pdf) and the South Carolina Early Learning Standards (http://childcare.sc.gov/main/docs/gsgs_finalbook_022608.pdf). A guide for parents is also available (http://childcare.sc.gov/main/docs/ParentGuidetothestandards8.6.08.pdf). The Kindergarten uses a teacher-created curriculum based on NAEYC Curriculum Standards and the South Carolina Early Learning and Kindergarten Academic Standards (http://ed.sc.gov/agency/pr/standards-and-curriculum/). A guide for parents is also available (http://www.eoc.sc.gov/informationforfamilies/). Teachers also consider information received from individual families when implementing the curriculum. Currently, the work of prominent theorists in the field of early childhood education contributes to the curriculum foundation.

Piagetian theory, which describes the interaction of children with their environment in the development of intelligence, strongly influences the instructional methods used in the program. Our classrooms are rich in “hands-on” materials and provide many opportunities for children to actively participate in their own learning.

Teachers and assistants serve as guides in the learning process. It is the teacher’s responsibility to organize a classroom that provides for children’s safety and facilitates exploration, problem-solving, language and literacy development, and collaboration. The teachers strive to ask appropriate questions and guide the children into evaluating their actions and subsequent learning. Children’s ideas are respected, and they are encouraged to discuss and act on them until they are satisfied with the results. These teaching strategies are designed to instill independence, courage, and cooperation in young children -- traits which will have lifelong benefits.

Skill development is an important part of the curriculum. Language, problem-solving, mathematical understandings, fine and gross motor skills are developed appropriately through large and small group activities, attractive and well-equipped learning centers, and outdoor experiences. Field trips, on and off-campus, are chosen for their value to the children’s interests and learning needs.

Families as Partners

Macfeat recognizes the importance of parent/guardian involvement and strives to work closely with families throughout the school year. Families will find support in the exploration of ways to best meet the developmental and educational challenges facing parents of young children. Listed below are some ways information is exchanged and contact is maintained. Families are encouraged to suggest additional means of communication and ideas for program improvement.

- **Group Meetings** – Two to four meetings of parents are planned each year. These meetings vary in subject matter. The meetings include orientation, discussion of policies and procedures, and discussion and/or presentations by resource persons on topics related to effective parenting and early childhood education, or they may be social in nature. Check newsletters for dates, topics and further information. When attending Macfeat events, please park in either the “C” lot on Eden Terrace across from Withers or in the “C” lot on Myrtle Drive across from the Macfeat playground.
Conferences – Twice yearly, and by appointment if desired, individual parent/guardian-teacher conferences are scheduled. Teachers share their methods of assessment and information and ideas about the child’s growth and development and give parents a summary of their child’s assessment. Parents are encouraged to share their observations regarding their child’s growth and development. Teachers use this information to adapt their curriculum, teaching practices and classroom environment to further child growth and development and for program improvement.

Assessment Plan – Assessments of Macfeat children are important and on-going in each classroom throughout the year. Assessments are developmental profiles created by the teachers based on developmental norms for young children. Assessments are also based on NAEYC Standards and the Early Learning and Kindergarten Academic Standards as defined by the State of South Carolina. Informal and formal teacher assessments are used to gain insights into each child’s social, emotional, cognitive, and physical growth and development. The assessments include one-on-one observation, classroom observation, checklists, anecdotal records and work samples. The method of assessment is consistent. The bulk of the information is collected by the lead teachers. Assessments are compiled individually; child comparisons are NOT made during the assessment process. Assessments are shared with parents at conferences and upon request. Parents’ feedback regarding home observations is also encouraged. In each profile, a child’s developmental progress, interests and needs are identified. Teachers may also use assessment results to make adjustments to their curriculum. Additionally, teachers use the assessments for developmental screening and make suggestions and referrals to parents if they feel diagnostic assessments are needed. These assessments are shared with families upon request, at conferences, and are given to families to share with new teachers to assist with children’s transition to other programs or schools. Lead Teachers keep children’s folders and assessment results locked in their offices. Assessment information is shared with other teachers as needed to assist with classroom instruction and facilitation. Parents’ consent is required before the information is shared with other individuals.

Observation and Participation – Please use our observation booths at any time. You will be invited to accompany children on field trips, and we encourage you to share any talents, hobbies or interests with the class. You will have a better understanding of the program and your child’s behavior in a group if you visit and observe.

Special Needs – If your child has a service plan or any special needs (including nutritional) please inform the director and your child’s teacher. Arrangements will be made based on written recommendations from your child’s professional consultant.

Language – If you need policies and procedures in a language other than English, please see the director.

Parental Access – A parent has free and full access to his/her child without prior notice, while his/her child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

Newsletter – A Macfeat newsletter will be distributed several times a year and teachers will also send home individual publications highlighting activities in their classrooms. We welcome your suggestions for these endeavors.
- **Family Bulletin Boards** – Each classroom has a bulletin board for enabling teachers to communicate with families as well as enabling Macfeat families to share ideas, information, requests, etc. with other families. Read the board daily and check with the teacher if you wish to post something.

- **Electronic Mail** – You will receive newsletters, messages, notices and other distributions via electronic mail. If you do not have access to electronic mail and require paper distributions, please make certain you inform your lead teacher and someone in the office. Please note that the teachers do not have ready access to electronic mail while they are in the classroom.

- **Informal Conversations and Notes** - Each day, teachers will talk informally with parents/guardians as they drop off and pick up their children. *It is important that mobile electronic devices are not in use at these times.* During these times, teachers are able to share information regarding your child development and learning. Also, during these times and/or with a written note or e-mail, please share any pertinent information about your child, such as recent emotional upset or interrupted sleep the previous night. Please notify the teacher immediately about a change of address, telephone number, or if family circumstances change (e.g. birth of a baby, separation, illness).

- **Macfeat Advisory Board** – This board is composed of parent representatives from each classroom as well as representatives of the Richard W. Riley College of Education and the educational community at large. This group meets quarterly with the Director to discuss programs, policies, and procedures. This group provides guidance from a diverse point of view as changes are considered. This group provides a forum for input and suggestions for program direction and improvement. The dean of the Richard W. Riley College of Education serves as an advisor.

- **School Directory** – The directory containing students’ names, parents’ names, addresses, and telephone numbers, and e-mail addresses will be issued in September. Parents not wishing information included should notify the Macfeat office at 803/323-2219.

- **Updated Information** – There are a number of forms that must be completed for our files. Updated information will be requested quarterly. However, please inform the office immediately of a change of address, health care status, contact information or parent/guardian responsibilities.

- **Family Support Services** – If you have questions about local programs and family support services, please consult our website: [www.winthrop.edu/macfeat →York County Family Support Services](http://www.winthrop.edu/macfeat). The teachers and the director also have hard copies available for use.

- **Program Evaluation** – We encourage parents’ input to improve our program. An annual family survey is conducted in the spring. This survey includes objective statements for response regarding all areas of program functioning. This evaluation is very helpful in program goal setting. Families receive a report of the annual evaluation findings.

- **Toilet Training** – The Macfeat classrooms are not equipped with changing facilities. Therefore, the use of diapers or training pants (Pull-Ups) will require a medical note.
Our classrooms are child-centered and arranged in learning centers, separate areas of the room in which activities occur, planned by the teachers or initiated spontaneously by the children. Learning Centers foster independence, creativity, collaboration and discovery. Each center contains a variety of learning materials that facilitate learning in one or more developmental areas and the development of specific skills. This arrangement allows children to choose the activities and materials with which to work during learning activities time. It also allows the children to share the responsibility for their own learning and to learn through “hands-on” manipulation of objects. The centers are set up to accommodate one child or a small group so that children have the opportunity to work alone as well as with one or more peers. The role of the teacher in the learning center is to plan and provide the equipment and materials, ask thought-provoking questions and make suggestions that help the children to see themselves as learners. Centers are evaluated frequently and activities are based on the learning needs of the children. Although the number and arrangement of the centers may vary in each classroom according to the activities and needs of the children, the following centers are incorporated into each classroom:

- **Reading/Language** – Activities in this center include opportunities for listening, speaking, writing, and reading. Books, writing utensils, different types of paper, and audio tapes abound in this center.

- **Math/Manipulative** – Activities in this center develop such concepts as shape, color, size, classification, seriation, one-to-one correspondence, and number. The games, puzzles, construction toys, beads for stringing, and objects for sorting in the center also encourage the development of fine motor coordination.

- **Computer** – Classrooms are equipped with computers, each with CD-ROM. Appropriate software is available for children to work independently or with a peer. The Instructional Technology Center (ITC) in Withers/W.T.S. is available to access more advanced technology experiences. The kindergarten curriculum includes an hour of computer lab once a week.

- **Home Living/Dramatic Play** – Activities in this center provide opportunities for children to work and play cooperatively and to try out the real-life roles they see enacted around them. A variety of themes during the year stimulates the children’s creativity and imagination.

- **Blocks** – Activities in this center improve small and large motor coordination as well as promote learning of concepts such as shapes, relative sizes, balance, and methods of construction. Children learn to work and play cooperatively and to use their imaginations and problem-solving skills.

- **Science/Discovery** – Activities in this center promote children’s questioning, exploring, and problem-solving skills in order to develop their thinking ability. Children learn to use all of their senses to explore their world as they investigate weight, balance, color, water, light, animals, plants, and more. We encourage the children to bring interesting natural objects found at home to share with the class in this center.
ART/CREATIVITY — Activities in this center encourage the children to become involved in the process of creating. Free choice materials and planned activities encourage many types of creativity as children work with different media including paints, clay, and collage materials. Children learn about color, textures, shapes and sizes as they experiment with art materials. Activities are designed to promote a positive self-concept by accepting children’s creative efforts without placing a value judgment on them.

SNACK — Except in the case of a special class snack or special diet (see special needs) all foods will be provided at Macfeat. Snacks are served “family-style.” Children help prepare and serve their own snack and clean up after themselves. This develops specific self-help skills, (pouring, cutting, and spreading) as well as independence and responsibility. Teachers encourage children to discuss the food they are eating, find out more about it, and make snack time a learning experience as well as a time of socialization. Snacks are served during Learning Activities/Center Time. Daily snacks are posted.

QUIET — Each classroom has an area designated as the Quiet Center. This center provides a place where a child can get away by him/herself as the need arises. This also helps other children understand and respect the feelings of others.

ACTIVE PHYSICAL PLAY — This is a required part of the daily schedule at Macfeat. It takes place outdoors except under extreme weather conditions. Outdoor play is a valuable opportunity for learning, as well as a time for children to feel relaxed and free to move about. There is careful planning and supervision of outdoor play. This involves the rotation of equipment and the introduction of new activities and materials designed to develop specific large motor skills. We have access to the Withers Student Activity Center for rainy days and look forward to working with students from physical education in this excellent facility.

FIELD TRIPS — Macfeat is privileged to be part of the larger Winthrop community and the many rich opportunities that are available. Macfeat does not transport children. We take many walking field trips to places such as the art gallery, the science building and exhibits, the auditoriums to watch performances that take place, the dance and music departments, the cafeteria, and the natural campus. We also strive to take advantage of the many areas of expertise represented by the Winthrop faculty and staff. Teachers will always have cell phones, first aid kits and emergency contact information with them. Off-campus field trips require a parent permission form.
POLICIES AND PROCEDURES

Macfeat regularly reviews its policies and procedures and reserves the right at any time to modify or change any policy or procedure, including tuition and fees.

ARRIVAL AND DEPARTURE

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-Day Session:</td>
<td>8:30 a.m. – Noon</td>
</tr>
<tr>
<td>Full-Day Session:*</td>
<td>8:30 a.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>After-School Care:</td>
<td>3:30 p.m. – 5:30 p.m.</td>
</tr>
</tbody>
</table>

*Full-day classes are open for student arrival at 7:30 a.m.

Please observe the hours of operation and be prompt in bringing and picking up your child. The doors will be unlocked at 7:30 a.m. for full-day students. Students in the half-day program may not be dropped off before 8:25 a.m. Staff members needed to meet legal requirements are not on site until this time.

Prompt pick up after school is important. Our teachers have classes to attend and home and family obligations; therefore, a fine will be imposed for tardiness in picking up your child at the end of the school day. This fine will be $10 for the first five minutes and $1.00 per minute beyond five. This fine can be waived by the director in case of a bona fide emergency.

Please escort your child into the classroom upon arrival, sign your child in, and read the board/chart for the daily messages, your child will then wash his/her hands. You will also need to come into the building to pick up your child and sign your child out. This is for the child’s safety as well as to give the staff an opportunity to speak with you informally about your child’s day. Macfeat is not responsible for the child until the parent has signed the child in and a teacher recognizes the child as being present. Please contact the director if your child requires accommodations for special needs.

Teachers must be informed when a child leaves his or her care. Children must be logged out every day. Only those adults indicated on the Emergency Contact/Permission Form will be allowed to pick up your child. In the event someone else needs to pick your child up, a written message or a direct phone conversation with your child’s teacher will be required that day, and we will request a photo identification of that person when picking up the child.

ABSENCES

It is important that your child attend school unless he/she is sick. (See Parent Handbook Pg. 14.) Any kindergarten student who misses school must present a written excuse, signed by a parent/guardian, or medical excuse. The maximum number of days a student should miss is ten per school year.

Please notify your child’s teacher if your child is to be absent. The Macfeat telephone number is 803/323-2219. We will call you if the child does not arrive and we have received no notification. Please use discretion in calling during class time.
TRANSPORTATION AND CAR POOLS

A family member, known to the child, is expected to pick up your child. Other adults responsible for your child’s transportation must be indicated on the Emergency Contact/Permission Form you fill out and bring to school.

If you desire car pool arrangements, teachers have telephone numbers of families. Please have a member of the car pool list the drivers, children, and schedule and give that information to the teacher(s). Remember to tell your children each morning who will be picking them up from school that day.

The kindergarten is located in Room 132 of the Withers/W.T.S. Building. You may park briefly in the curved driveway on the Myrtle Drive side of the building to drop off or pick up your child. Cars parked for longer periods will be ticketed by Campus Police.

The entrance to the three-and four-year-old classrooms is on the Eden Terrace side of Withers/W.T.S. You may park briefly in the circular drive or the parking lot to walk your children inside to their classroom and to pick them up at the end of the day. Cars parked for longer periods will be ticketed by Campus Police.

CLOTHING AND TOYS

PLEASE dress your children in comfortable, play clothes and gym shoes that can get dirty! We provide plastic smocks for messy activities, but accidents inevitably happen and children will get paint, paste, or playground dirt on their clothes.

Use of large muscles is important for physical development and we provide an environment (outdoors and in the gymnasium) for running, climbing, and jumping. Jewelry, long or frilly dresses, cowboy boots, shoes with slick soles, clogs, flip-flops, platforms, and heelys are NOT SAFE for active play. Do not allow children to wear or bring these items to school. Flip-flops and CROCS will not be allowed at Macfeat.

Children are expected to dress appropriately and be ready to go outdoors in every season. During winter months (November through March) in addition to a warm coat, please make certain your child has a hat and mittens clearly labeled with his/her name. During warmer months (August through October and March through May) please dress your children in sun-protective clothing and apply skin protection on your child before bringing them to school; use either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher to exposed skin.

Also, we ask that you send a complete set of “replacement clothes” in case of a water, paint or bathroom accident. On the first day of school send pants, shirt, underclothes and socks in a shoe box labeled with your child’s name to be kept in the cubby. As necessary, please replace items of clothing so that a full set of seasonally appropriate clothing remains at school at all times. Clearly label all sweaters, coats, jackets, hats, and mittens your child will use throughout the year.

With the exception of books, tapes, CDs, and rest time toys, children should not bring toys to school. Weapon-type toys and imaginary weapon play are never allowed.
HEALTHY AND SAFETY GUIDELINES

We have made every effort to make the program safe for children. However, in case of an accident or illness involving your child, we will notify you immediately. If we cannot reach you, we will follow the procedures outlined on the *Emergency Contact/Permission Form*. Families are responsible for keeping the *Emergency Contact Information* on the file current and accurate. We require quarterly updates of this form.

**Building Security** – Building security includes various cameras which monitor and record areas used by the Macfeat children daily. Also, visitors to Macfeat are required to sign in at the office upon arrival and are given a “visitor” tag to wear.

**Emergency Evacuation** – A critical part of ensuring the safety of the children in our care is being prepared for emergencies that might happen relating to the school itself, or to the community. Macfeat prepares an emergency plan to document the roles and responsibilities for all Macfeat staff should an emergency arise. The Macfeat Emergency Plan is posted on the bulletin board in the hallway by the office and on our website. During the school year, mock exercises will be conducted to ensure that both students and staff know what to do should an emergency arise.

**Evacuation to Pick-Up Points/Shelters** - In the event of an emergency and Macfeat Laboratory School must evacuate, the following evacuation plan was established by the Chief of Campus Police, Frank Zebedis, and other officials including the York County Emergency Preparedness Director. Upon notification to evacuate, the director will notify all staff to return students to classrooms. Administrative staff will begin contacting parents to have students picked up. Teachers will keep track of students that are picked up by parent or guardian to ensure accountability of all students. Officials estimate that children will be at Macfeat for approximately 45 minutes before being transported to the pick-up point. The director or designee will contact the Winthrop University Police to coordinate transportation for students from Macfeat to the pick-up point. Teachers will accompany students to pick up point and remain there with them for up to four hours. Any students remaining at the pick-up point after four hours will be transported to shelters located outside of York County where they may be picked up by parent or guardian. Red Cross staff will care for them at the shelters. The pick-up point for Macfeat School is Oakdale Baptist Church, located at 1249 Oakdale Road in Rock Hill. The shelter is Lancaster High School located at 617 Normandy Road in Lancaster, S.C.

**Supervision** – Teachers provide direct supervision of Macfeat children at all times, while maintaining proper teacher to student ratios. Teaching staff are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed.

Teachers track children as they enter or exit the premise, on walking field trips, or move from one location of the building to another. This is done via tracking checks: head count and clipboard/name attendance checks.

**Confidentiality** – Your child’s confidentiality is very important. All staff members are committed to abiding by the NAEYC Code of Ethical conduct regarding respect and confidentiality. Children’s records are kept in secured file cabinets and computer files. Only teachers and authorized personnel will be given access to personal information. Please remember photos taken at Macfeat events may include other children. You should obtain parental consent before placing photos of other children on a website or Facebook.
Health Forms – It is a parent/guardian’s responsibility to obtain necessary immunizations and physical examinations for their child and keep them current. All health forms must be returned by the first day of school or your child will not be able to stay until we receive them. These include the Enrollment Physical Form you fill out when your child first enrolls at Macfeat as well as the S.C. Immunization Form you must get from your physician or from the Health Department. If you use N.C. physicians, you must go directly to the Health Department on Heckle Blvd. 803/909-7300) to get the correct form.

In the case of abnormal results of routine screening, Macfeat will follow the recommendations of the South Carolina Department of Health and Environmental Control (DHEC) or a professional health care authority. When a child is overdue for any routine health services, a parent/guardian must provide evidence of an appointment for those services. If a child is under- or unimmunized due to a medical condition, documentation is required by a licensed health professional; if a child is under- or unimmunized due to a family’s beliefs, documentation is also required.

South Carolina Law requires that childcare employees report any suspected abuse and/or neglect of children to the South Carolina Department of Social Services. All reports will be followed up by DSS to determine their validity.

Infectious Diseases – If your child contracts an infectious disease (such as measles or chicken pox), notify the teacher immediately. The child should remain at home until a physician determines he/she may return to school. Please refer to the Childcare Exclusion List located on parent bulletin boards, the Childcare Exclusion List provided to you, or look on the South Carolina DHEC website (http://www.scdhec.gov/health/disease/exclusion.htm) for a complete list of conditions or exposures for the current year that require exclusion from school and requirements to return to school. You must inform Macfeat within 24 hours after your child has developed a known or suspected communicable illness. Please refer to the Childcare Exclusion List and check if a parent note or medical note is required for your child to return to school. If your child is at school and suspected of having a contagious condition, the child will be made comfortable in the classroom “Quiet Center” until he/she can be picked up by the family or other authorized personnel. We will notify other parents about any communicable disease in the classroom and inform them of appropriate treatments and precautions.

If a child is under- or unimmunized because of a professionally documented health condition or family’s beliefs, the under-immunized child should be removed from the affected area promptly and the ill child should be put in the “Quiet Center.” Both children should be picked up from the program immediately and the families should refer to the Childcare Exclusion List for requirements to return to school.

Please keep your child at home if he/she has any of the following. This is not an exhaustive list. Please check the childcare exclusion list for exclusion and requirements to return:

- Chicken Pox
- Mouth sores with drooling
- Diarrhea – three or more episodes within 24 hours
- Fever of 100 degrees (or above) orally within 24 hours, without fever-reducing medicines
- Measles
- Head lice
- Hepatitis A
- Impetigo
- Mumps
- Pink Eye/Conjunctivitis
- Rapidly spreading rash
- Ringworm
- Scabies
- Shingles
- Staph or Strep skin infections (includes MRSA)
- Strep throat
- Draining or oozing sty
- Tuberculosis
- Vomiting – two or more episodes within 24 hours
- Whooping Cough
- Rapidly spreading rash or rash with fever
- Hib
- Meningitis
- Symptoms of possible severe illness, such as unusual lethargy, irritability, difficulty breathing, persistent crying, severe coughing, severe abdominal pain, or other unusual signs.

**Mildly Ill Children** – If an illness prevents a child from participating comfortably in activities, a parent or responsible party will be notified immediately and asked to pick up the child.

**Medications** – The following guidelines apply:

a. **Only children in the Full-Day Programs** may be given medication.

b. If medication is necessary, parents/guardians must complete and sign the *Medication Administration* form listing child’s name, date, type of medication, dosage and time(s) to be given. Instructions and a signature from a licensed health care provider must also be provided. Also, list possible side effects. Give this form to your child’s teacher as needed.

c. Medication must be in the original bottle with the pharmaceutical prescription label or manufacturer’s instructions, clearly labeled with the child’s full name, date, name and strength of the medication, the name of the licensed health care provider, and expiration date. Medicines are kept in a locked box and can be refrigerated if necessary.

d. Prescription and over-the-counter medications must be accompanied by written instructions provided by the prescribing health care provider.

e. A lead teacher, graduate assistant or the director, trained annually in the proper techniques of medicine administration will administer medications. A copy of this record will be sent home to parents at the end of each week and the original copy will be kept in each child’s file.

f. Medication errors are to be recorded in the child’s record and the parent shall be immediately notified and notified in writing of a medication error or a suspected adverse reaction to a medication.
GUIDANCE AND DISCIPLINE

The ultimate goal of guidance and discipline in our classrooms is to help the children learn to control their behavior and eventually take responsibility for their own behavior. Discipline is different from punishment. We strive to teach the children what to do, how to interact; however, there are consequences for inappropriate behavior.

Our guidance and discipline strategy involves a progression of techniques. We are continually incorporating discussion about cooperation, problem-solving, manners, etc. into our daily curriculum. As situations arise, teachers help children use their words. Verbal reminders are given, then warnings. Teachers strive to solve the problem verbally. Time away from the group's activities is used for recurring misbehavior and any physical aggression to help the child reflect and focus on his/her behavior. This involves a short removal from the group's activities, no more than three to five minutes, depending on the child’s age. There is not a time-out chair or corner; children are simply asked to sit back against a wall or away from the group. After the short break, before the child reenters the group, a teacher reviews the reason the child was removed from the group and reviews applicable rule(s) with the child. If possible the child should also state the rule for reinforcement. The three basics of discipline are: children are not allowed to hurt him/herself; children are not allowed to hurt others; and children are not allowed to hurt things. Teachers strive to use more dos than don'ts when talking to the children. Lastly, teachers let the children know how much they enjoy being with them and attempt to empower the children by disciplining with love!

Macfeat DOES NOT allow corporal punishment, psychological abuse or coercion, threats, derogatory remarks and neither withhold or threaten to withhold food as a form of discipline under any circumstances. Corporal punishment includes spanking, slapping, jerking, pinching, or “popping hands.” Children are involved in making the rules for the class and those who repeatedly break those rules or disrupt the class will take a short time away from the group’s activities. Teachers will then review the rules with the child and help the child reenter the activities in a positive manner. Each year parents/guardians and teaching staff are required to sign a form indicating their understanding of Macfeat’s policy of no corporal punishment.

SNOW DAYS AND UNEXPECTED CLOSINGS

Macfeat will operate according to the decision of the Winthrop University administration in cases of severe weather closings and delayed openings. Therefore, Macfeat will close when Winthrop University issues a snow closing. We will open Macfeat classrooms when Winthrop begins classes on delayed openings. Decisions regarding other unexpected closings will be made on a case-by-case basis. If you have internet access, you may go to www.winthrop.edu, click the “Notifications” tab (at the bottom of the Home Page) and find information about closing or delayed opening. Also, if you have subscribed to Winthrop’s Emergency Notification System, you will be contacted via phone. There should also be a statement on the Winthrop’s Campus Alert Line (323-2222), local TV and radio. University Relations staff also will notify, as quickly as possible, the following local media outlets regarding closings and delays: Radio: WRHI-AM (1340), WBT-AM (1110), WRHM-FM (107), WFAE-FM (90.7), WIBT-FM (96.1), WRFX-FM (99.7), WEND-FM (106.5), WKKT-FM (96.9), WLYT-FM (102.9), WSOC-FM (103) Television: WCBL-TV (CN2), WBTV (3), WSOC-TV (9), WCNC (36), Fox (18). Winthrop’s Campus Alert Line has multiple lines into the campus, and if you will stay on the phone, your call will be completed with the first open line.
LUNCH AND REST TIME FOR FULL-DAY STUDENTS

Children in the full-day program will receive a hot lunch catered by the food service on campus. Vegetarian entrees are an option provided for families. The menus are reviewed annually by a dietician and nutritionist. Except in the case of a special class snack or special diet (see special needs) all food will be provided at Macfeat. The lunches are served “family style” at the tables in the classroom. Self-serving skills, appropriate table manners and conversational skills are modeled and encouraged by teachers. This is a special time for enjoying foods from the four food groups, learning new words, concepts and opinions, and improving motor coordination. As a rule, monthly menus are posted and sent home to parents/guardians.

Rest time is provided following lunch and brushing of teeth. Each child should bring a crib sheet, small pillow and light blanket or quilt. Sheets, pillowcases and blankets must be taken home and washed weekly. Mats are disinfected at least once a week. Your child may also bring a favorite soft sleep toy. These comfort toys will be kept in the cubbies until rest time.

SPECIAL EVENTS

- **Field Trips** – Walking trips to nearby places are an important part of our program. Walking trips will include the entire campus and areas surrounding Withers Building. Families will be notified in advance of trips requiring vehicle travel, and in cases of on-campus walking field trips, a note will be left on the classroom door telling where we are and when we will return. We always welcome parents/guardians along! Special permission forms are required for trips needing car transportation.

- **Birthdays/Special Days** – It is important that all children have a “special day” at school. If birthdays fall over vacations, families will select a school day as their child’s special day. They may bring a special treat (cupcakes, cookies, or ice cream) that day. These treats must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Please bring only one treat per child and do not bring favors. This can become a competition among children to see whose parents bring the most. Please arrange in advance with the teacher. Having family members attend is the most important part!

- **Invitations and Gifts**—If you plan a birthday celebration or other party outside of school, please send invitations and thank you notes through the mail since distributing invitations, gifts or mail at school can cause hurt feelings if everyone is not included.

- **Holidays** – We minimize holiday celebrations since all of our students do not recognize or celebrate the same holidays. As a learning experience, however, we encourage parents and children to share information about the meaning and ways of celebrating their special holidays.

- **Sharing Time** – We do not have “Show and Tell” every day. We do welcome discussion of exciting events, science specimens, and special souvenirs. Bringing pets to school requires advance planning with the teacher.
PAYMENT AND FEES

Fee and tuition payments are due in the Cashier's Office by 5 p.m. on or before dates specified. The university will assess a charge of $25 for each month’s payment that is delinquent. The university reserves the right to assign any delinquent account to a collection agency, and you will be responsible for all associated collection costs. Checks should be made payable to Winthrop University and mailed or delivered to the Cashier's Office in envelopes provided. No monies are kept in the Macfeat Office. Checks returned by the bank will be subject to a returned check charge of $30. A student account with a total of three returned checks will be placed on a “Cash Only” basis for the remainder of his/her enrollment. It is imperative that tuition and fees be paid on time. (Please read Administrative Dismissal policies for more information).

ADMINISTRATIVE DISMISSAL

The following situations can result in a child being dropped from enrollment:

A. Nonpayment of Fees:

   a. Registration and materials fees must be paid before a child attends class.
   b. Tuition is due on the date specified on the monthly statement. (See Payment and Fees above.) The Laboratory School reserves the right to discontinue the child’s enrollment if tuition payments are more than 30 days late.
   c. Further, the school reserves the right to refuse registration for the next year for any family whose accounts are chronically or excessively delinquent.

B. Severe Disruptive/Destructive Behavior – Any severe behavior that disrupts a classroom will result in removal of the child from the classroom until the child can gain control of her/himself. A note will be sent home that day for the parent/guardian to sign and return the following day. In the extreme case of a child inflicting or attempting to inflict harm to another (e.g. kicking, biting, punching) a parent/guardian will be called to take the child home. Repeated offenses will result in a mandatory Family-Teacher-Director conference in which a plan to improve the behavior of the child will be developed and signed by all parties. This may include recommendations for counseling or a pediatric examination. If behavior does not improve significantly and/or the family does not adhere to the agreed upon behavior plan, the child may be dismissed from the program.

C. Health and Safety – A major responsibility of Macfeat is to ensure the health, well-being and safety of all the children enrolled. Failure of families to abide by health policies and provide the Lab School with current, accurate medical forms and emergency information can jeopardize the school’s accreditation and licensure and result in the child’s dismissal from the Lab School.

Fees paid for the month of a child’s dismissal will not be reimbursed.
WITHDRAWAL FROM THE PROGRAM

If a family chooses to withdraw its child from Macfeat, a month’s notice is required in writing. Fees are due for the month following withdrawal, unless a month’s notice has been given.

GRIEVANCE PROCEDURE

Parent/Student Grievance: Hopefully any grievance of a student or parent can be resolved by a conference with the student’s teacher. If this is not possible, the grievance may be referred to the following:

1st Director of Macfeat
2nd Dean of the Richard W. Riley College of Education

If any grievance is referred to the dean, it must be in writing stating the nature of the grievance and the relief sought as well as a description of efforts, with dates, to resolve this prior to the referral. The dean’s decision will be final in all cases.
Fees should be made payable to **Winthrop University** and mailed to the Cashier’s Office in the envelopes provided. Full-day fees are paid in five installments per semester for a total of $5,747 for the year. The materials fee of $192.50 for the school year is paid in two parts, half in August and half in January. All payments are due on the first day of the month. Prompt payments are imperative. The university will assess a charge of $25 for each month’s payment that is delinquent.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TUITION AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[Fall Semester 2013]</strong></td>
<td></td>
</tr>
<tr>
<td>August 1</td>
<td>$ 593.95 (tuition - $497.70 materials fee - $96.25)</td>
</tr>
<tr>
<td>September 1</td>
<td>593.95</td>
</tr>
<tr>
<td>October 1</td>
<td>593.95</td>
</tr>
<tr>
<td>November 1</td>
<td>593.95</td>
</tr>
<tr>
<td>December 1</td>
<td>593.95</td>
</tr>
<tr>
<td><strong>[Spring Semester 2014]</strong></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>$ 593.95 (tuition - $497.70 materials fee - $96.25)</td>
</tr>
<tr>
<td>February 1</td>
<td>593.95</td>
</tr>
<tr>
<td>March 1</td>
<td>593.95</td>
</tr>
<tr>
<td>April 1</td>
<td>593.95</td>
</tr>
<tr>
<td>May 1</td>
<td>593.95</td>
</tr>
</tbody>
</table>

*Information subject to change*
Fees should be made payable to **Winthrop University** and mailed to the Cashier’s Office in the envelopes provided. Half-day fees are paid in five installments per semester for a total of $3027 for the year. The materials fee of $110 for the school year is paid in two parts, half in August and half in January. All payments are due on the first day of the month. Prompt payments are imperative. The university will assess a charge of $25 for each month’s payment that is delinquent.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TUITION AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Fall Semester 2013]</td>
<td></td>
</tr>
<tr>
<td>August 1</td>
<td>$313.70 (tuition - $258.70 materials fee - $55.00)</td>
</tr>
<tr>
<td>September 1</td>
<td>313.70</td>
</tr>
<tr>
<td>October 1</td>
<td>313.70</td>
</tr>
<tr>
<td>November 1</td>
<td>313.70</td>
</tr>
<tr>
<td>December 1</td>
<td>313.70</td>
</tr>
</tbody>
</table>

| [Spring Semester 2014] |                                             |
| January 1          | $313.70 (tuition - $258.70 materials fee - $55.00) |
| February 1         | 313.70                                               |
| March 1            | 313.70                                               |
| April 1            | 313.70                                               |
| May 1              | 313.70                                               |

*Information subject to change
After-school care is available by semester. Fees should be made payable to Winthrop University and mailed along with tuition payment to the Cashier’s Office in the envelopes provided. This may be combined with tuition payment in one check. After school care must be paid at a monthly rate of $5.50 per day. There is no deduction for days absent or days the child may be picked up early. Please notify the Cashier’s Office, Macfeat office and your child’s teacher in writing to begin or discontinue after school care.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TUITION AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[Fall Semester 2013]</strong></td>
<td></td>
</tr>
<tr>
<td>August 1</td>
<td>$ 44.00</td>
</tr>
<tr>
<td>September 1</td>
<td>115.50</td>
</tr>
<tr>
<td>October 1</td>
<td>115.50</td>
</tr>
<tr>
<td>November 1</td>
<td>99.00</td>
</tr>
<tr>
<td>December 1</td>
<td>44.00</td>
</tr>
</tbody>
</table>

| **[Spring Semester 2014]** |               |
| January 1     | $ 77.00        |
| February 1    | 110.00         |
| March 1       | 88.00          |
| April 1       | 121.00         |
| May 1         | 93.50          |

*Information subject to change*