
WORD PERFORMANCE
CHRISTIAN ACADEMY
AND
CHILD DEVELOPMENT CENTER

Parent / Student Handbook

2018-2019

Rev. and Mrs. Samuel Osei- Senior Pastor

TABLE OF CONTENTS

- | | |
|---------------------------------|-------|
| 1. Welcome Message & Dedication | Pg. 3 |
| 2. Statement of Faith | Pg. 4 |

3. Our Purpose, Mission & Educational Philosophy	Pg. 5
4. Annual Calendar	Pg. 6
5. Goals and Objectives	Pg. 7
A. Spiritual Objectives	
B. Social and Personal Objectives	
C. Academic Objectives	
6. Curriculum Overview	Pg. 8-9
7. Field Trips and Special Events	Pg. 10
8. Back to School and Open House	Pg. 10
9. Faculty and Staff	Pg. 10
10. Parent Involvement	Pg. 11
A. Parent Faculty Council (PFC)	
B. Messages from Parents	
11. Operating Hours and Holidays	Pg. 12
12. Tardy Policies	Pg. 12
13. Registration and Enrollment	Pg. 13
14. Center and Academy Fees	Pg. 14
A. Tuition	
B. Returned Checks	
C. Book and Supply Fees	
D. Late Pick-Up Fees	
E. Vacation and Vacation Fees	Pg. 15
F. Before and After School	Pg. 15
G. Withdrawing your child/ren	Pg. 15
15. Absence, Illness and Medication	Pg. 15-17
16. Safety	Pg. 17-18
A. Pick-Up and Drop-Off Procedures	

B. Visitors	
C. Accident Reports	
D. Reporting Child Abuse and Neglect	
E. Intoxicated Parents	
F. Fire, Bomb, Tornado, and Hurricanes	
G. Inclement Weather	
17. General Scheduling	Pg. 19
18. Clothing and Personal Items	Pg. 20
19. Report Cards, Interims and Conferences	Pg. 21
20. Transportation	Pg. 21
21. Termination of Services	Pg. 21
22. Uniform Dress Code	Pg. 22

***Welcome to Word Performance Church
and Christian Academy***

We know that choosing a child development center and /or school is a difficult decision to make and we are glad that you have chosen our facility. We are aware that parents place their Child(ren) in a Christian environment for many reasons. These reasons may include: a desire for a faith-centered education, an understanding that character training is an important part of education and may be missing from other methods of education. We strive to meet all these areas of concern.

We also realize the importance of our staff selection as educators and role models for our students. We strive to select staff that will help us in meeting our goals of excellence in these areas.

We also believe that raising a child is the parent's responsibility and we become part of a team that will instruct your child with educational, spiritual, and character training. We stress "team" because we know that you must be the leader in the process of education.

We would like to thank you for allowing us the opportunity to aid in your child's education and development. The purpose of this handbook is to increase communication between home and school. We encourage you to take an active role in the education of your child as your support and involvement is essential to your child's educational success. We hope this handbook will answer all your questions about our establishment because we want you to be actively involved in every step of the way. Please feel free to visit with us at any time. We look forward to having the opportunity to work with each of you.

Dedicated to a commitment of Excellence

We recognize that this is a business as well as a ministry, with its product being education. Therefore, this ministry will always be run in a business-like manner, striving for SUPERIOR CUSTOMER SATISFACTION and continued growth of the ministry. This ministry will always be concerned with the integrity of its Christian testimony to the community in which it operates and serves because we recognize that this ministry's greatest asset is the Lord, who makes **ALL** things possible.

Statement of Faith

The basis of all areas of operation at Word Performance Church Child Development Center and Academy will be the word of God as interpreted by the following Statement of Faith.

- We believe the Bible as the inerrant word of God, verbally inspired, the all-sufficient rule of faith and practice.
- We believe in one God, eternally existing in three persons – Father, Son and the Holy Spirit.
- We believe in the virgin birth, the sinless perfection, the bodily resurrection and ascension into the heaven of Jesus Christ, and in His present life there for us as high priest and advocate.

- We believe that man was created in the image of a loving and caring God; that he disobeyed God and thereby incurred spiritual death, which is separation from God and also physical death as a consequence, and that all the academic trace sinners by nature and practice.
- We believe that the Lord Jesus Christ died for our sins as a vicarious and substitution sacrifice and that all who believe in Him are justified on the ground of His shed blood.
- We believe in personal, per-millennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receives by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God.
- We believe that the bodily resurrection of the just and the everlasting punishment of the lost.
- We believe that the church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its head, Jesus Christ, preaching the gospel among all nations; who will be caught up to meet the Lord in the air when He appears to set up His kingdom.
- We believe in the grace of God to be sufficient for the maintenance of a Godly walk and that Christ, and not the law, is the believer's rule of life.
- We believe that every child can learn and grow and create a better nation if provided a positive learning environment.
- We believe that every person has the right to breathe the common air and enjoy the common economic, political, spiritual, and educational fruits of the world.

“Dedicated to a Pursuit of Educational Excellence –

Building Strong Moral Character

In Children.....One Child at a Time”

OUR SCHOOL'S PURPOSE

The purpose of our Academy is to produce students who love learning, love the Lord, and are equipped to serve Him. We will provide a developmental education for every child in our school. This will include multiple opportunities for physical, artistic, emotional, social, spiritual, and intellectual growth.

OUR MISSION

Our Academy is committed to be the main choice for parents seeking quality care and education within our community. The mission of this ministry is to further the cause of Christ by strengthening Christians through education and by providing customer satisfaction as well as excellent customer service. Service is something we do for the customer. Satisfaction is the desired result of having contact with our ministry. Our mission also is to include a variety of experiences and activities that will develop him/her spiritually, socially, emotionally, and educationally.

OUR EDUCATIONAL PHILOSOPHY

The administration and teachers of Word Performance Academy and CDC believe that all children have the capability and capacity to learn. We believe that all children learn in different ways and at their own unique pace. Our goal is to provide a quality program in an environment that is conducive to learning. We believe that a loving and spiritual environment is necessary for children to fully develop educationally, emotionally, and spiritually.

WORD PERFORMANCE CHRISTIAN ACADEMY **ANNUAL CALANDAR 2018-2019**

August 2018	
August 27 th	School Opens
September 2018	
September 3 rd	Labor Day- ACADEMY AND CENTER CLOSED
September 6 th	Back to School Night
September 12 th	School Pictures (Full uniform)
October 2018	
October 8 th	Columbus Day- ACADEMY AND CENTER CLOSED
October 18 th	Kindergarten thru 5 th grade pumpkin patch- Cox Farms
November 2018	

November 2nd End of 1st grading period – 48 days
 November 6th Parent /Teacher Conference Day
 November 12th Veteran’s Day Holiday- ACADEMY AND CENTER CLOSED
 November 22nd & 23rd Thanksgiving Break – ACADEMY AND CENTER CLOSED

December 2018
 December 14th Annual Christmas Show
 December 24th - 25th Academy and CDC Closed for Christmas
 December 24nd - January 2nd Kindergarten – 5th Grade Christmas Break –ACADEMY CLOSED

January 2019
 January 1st New Year’s Day Holiday- CENTER CLOSED
 January 2nd ACADEMY REOPENS
 January 21st Martin Luther King Holiday - ACADEMY AND CENTER CLOSED
 January 25th End of Second Grading Period -45 Days
 January 25th End of First Semester – Days 93
 January 28th Parent teacher conference day

February 2019
 February 18th President’s Day Holiday- ACADEMY AND CENTER CLOSED

March 2019
 March 9th ??? Spring and Graduation Pictures (No uniform)
 March 29th End of 3rd Grading Period - 43 days

April 2019
 April 15th – 19th Easter Break- ACADEMY CLOSED
 April 19th Easter Break- CENTER CLOSED
 April 2nd ACADEMY AND CENTER REOPEN

May 2019
 May 27th Memorial Day Holiday- ACADEMY AND CENTER CLOSED
 May 29th Kindergarten thru 5th Grade- Dragons Love Tacos @ Hylton Performing Arts Center (10:30 show)

June 2019
 June 13th End of Fourth Grading Period- 43 Days
 June 13th End of School and Second Semester – 91 Days (188 School Days Total)
 June 13th Pre-K, Kindergarten & 5th grade Graduation
 June 14th K4 & ACADEMY CLOSED
 June 17th Performance Troopers Summer Camp Begins

July 2019
 Thursday, July 4th Independence Day CENTER CLOSED

****Dates subject to Change****

CDC is considered Infant thru K-4
 Academy is considered Kindergarten thru 5TH Grade

GOALS AND OBJECTIVES FOR OUR STUDENTS

SPIRITUAL OBJECTIVES

1. To teach the Bible as God’s inspired Word and as completely true.
2. To bring students to a saving knowledge of Christ as Lord and Savior.
3. To have the students develop a respect for God’s authority and the authority of parents in student’s lives.
4. To develop a spirit of obedience and a desire to know what the Bible teaches; to establish the habit of daily devotions.
5. To assist the students in beginning to integrate the Biblical truth into each academic area and eventually into each area of their lives.

SOCIAL AND PERSONAL OBJECTIVES

1. To enable each student to see him/herself as a unique, very special creation of the Lord, with gifts and abilities which He desires to be developed and utilized to the fullest.
2. To help students understand that God is at work in the lives of believers, to conform them to the image of His Son, and to develop Christ like character qualities.
3. To develop the concept that we are one in the Spirit with other believers and to instill the desire to maintain that oneness.
4. To teach the students that our responsibility is to love others in the word and deed because, "God loves us".
5. To develop a proper attitude toward Siblings, parents, and commitment to eventually establishing God-centered homes.
6. To develop good habits of politeness and courtesy toward others.
7. To teach responsibilities of living in a democratic society, contributing to others with a servant spirit and being good stewards of all that God has given us.
8. To encourage physical fitness, good health habits and wise use of bodies as temples of God.

ACADEMIC OBJECTIVES

1. To tailor instruction realistically to the academic level on which each student is functioning and to help him/her to progress as far as his/her potential will carry them.
2. To provide an environment conducive to learning and academic excellence.
3. To give particular attention to language arts skills so that students can read and communicate well.
4. To develop a command of mathematic skills so that the students are able to become productive in the world around them.
5. To teach an appreciation of God's world for the wonder and care of His natural creation and to instill a deep interest in and love for the people and different cultures of the world.
6. To teach critical thinking skills so that the students can evaluate, discern, problem solve, and make wise Biblical judgments.
7. To develop creative abilities and a love of fine arts.
8. To develop disciplined study habits and a desire to continue learning throughout life.
9. To help students appreciate "God's Word" as their most based life" textbook".

CURRICULUM OVERVIEW

We use A Beka curriculum as our basic outline of study. The curriculum has been developed, refined and used in Christian schools for over three decades. Because of its long history, the A Beka curriculum has set the standard for excellence in the area of Christian education. We supplement this program with other teaching aids when we see that an individual or class needs additional work in a certain area.

THE ACADEMY

1ST THRU 5TH GRADES

Our 1st thru 5th grades utilize primarily the A Beka curriculum along with supplemental materials as needed by the individual class and individual students. The curriculum consists of, Math, Language Arts, Social Studies, Science, Bible, Health, Handwriting, Physical Education and Art. Along with the curriculum teachers incorporate many hands-on activities as well as written work and weekly tests.

KINDERGARTEN (5 YEAR OLDS)

The goal for our kindergarten is to have each child reading sentences fluently, on his or her own. The goal in Math is to have each child adding and subtracting simple numbers. Each of these goals will be accomplished by the end of the school year. Science and Social Studies are also a large part of the curriculum. In these classes the students will learn a basic understanding of God's world and the wonderful people and creatures with which they share the Earth.

PRE-SCHOOL

PRE-KINDERGARTEN (4 YEAR OLDS)

The reading portion of our K4 program is also phonics based. By learning the sound each letter makes, students are able to have a strong basis for reading by the end of their K4 year. It is our goal to have our K4 students reading by the end of the school year. Our Math is made up of basic counting, and number recognition. This is to ensure that each child has a strong base for math concepts when entering kindergarten. It is our belief that the A Beka course of study, properly supplemented, places our students in an ideal position to excel after leaving our Christian education.

PRE-SCHOOL (3 YEAR OLDS)

Our preschool students benefit from a program which exposes them to a wide variety of materials and build self-confidence and enhance your child's social and emotional growth. These experiences will be provided with consideration for the child's age, maturity, and readiness. These experiences will also be presented in a comfortable, relaxed and caring atmosphere. Hands-on, sensory experiences help children understand concepts as we emphasize pre-reading skills, problem solving, and oral and written language. Cooperative learning enhances social skills, while art classes focus on the process not the product. Being in a caring and nurturing environment also gives each child the opportunity to develop positive self-esteem. The A Beka Curriculum encourages children to build their natural curiosity and teaches important skills such as cooperation, problem solving, following directions and respect for others.

TWO YEAR OLDS

In our two-year-old class children also use the A Beka program to learn important language, thinking, creative, social, and physical skills. Self-discipline, coordination and creative expression are fostered through play activities. Exploration of manipulative toys, books and, indoor and outdoor play equipment such as water, sand, pebbles, and snow help develop your child's curiosity, creativity and independence. Art, music and experiences are also an integral part of our program.

BEFORE AND AFTER CARE

Our Before and After Care Enrichment Program is designed for students attending our elementary school and elementary schools in the surrounding area. This program will enable the students to continue to learn through organized activities and free play. There is designated time set aside for the students to work on homework on a daily basis. Afternoon snack is provided. This program is an extra charge for our full-time students of our academy.

FIELD TRIPS AND SPECIAL EVENTS

Field trips are an important way to enhance the curriculum and the student's learning through hands-on real-world experiences. Our local trips consist of libraries, fire and police stations, grocery stores and parks. We also attend trips outside of the local area, such as, but not limited to, historic landmarks, museums, zoos, petting farms, and the circus.

We do require written permission for your child to attend these trips and we will notify you in advance of all trips. A field trip permission form will be required for each child and each individual trip. The form must be completed in full and will release the school from any liability and to authorize any medical treatment needed.

A fee will be charged for all trips to defray the cost for entrance fees and transportation. Due to state laws and basic safety concerns some students may be required to have a car seat or a booster seat for each trip. Also, all students must be in full uniform. However, there may be specific trips where street clothes or a PE uniform is required. In these cases, you will be notified by the classroom teacher or office staff.

BACK TO SCHOOL AND OPEN HOUSE

Our annual Back to School and Open House Program is held each September. The purpose of this program is to inform our parents of their child(ren)'s upcoming school year. This meeting will consist of an introduction to their child's teacher, a curriculum overview, the classroom daily schedule, and any important information that they will need for their child(ren) to have a successful school year.

FACULTY AND STAFF

Our school and center are comprised of a professionally trained staff. All staff members maintain current certification in First Aid and CPR. Training is also provided in emergency response and evacuation procedures. Our staff is also trained in child development and in recognizing and reporting child abuse and neglect. Extensive background checks are completed on all staff members to ensure only the best qualified people care for your child. Staff health reports are also required for all staff members to ensure that all members are free from any disability or medical condition which would prevent them from caring for your child.

Our office staff is comprised of a full-time director who oversees all logistical aspects of operating the center, an administrative assistant who oversees registration and tuition payments and a financial officer who oversees the finances of the center.

Our teachers are required to publish a weekly and monthly newsletter. This insures that parents are kept up to date on all classroom and center information. The administration will publish a quarterly newsletter offering health, nutrition, learning ideas and parenting tips, along with general news and events concerning the center.

PARENTAL INVOLVEMENT

Our school and center have an “Open Door Policy”. We are now partners. We wish to work with parents who desire to be partners with us. As part of our promise to provide the kind of care and education you want for your child. We feel it is very important for you to be involved. This is why we encourage you to visit, observe and participate whenever you have time. We also request parent volunteers to help us with special events and to join us on our field trips. We also ask that you share your talents and skills with us when possible.

Our parents are also welcome to call or meet with the administration or teaching staff at any time to discuss any concerns. We foster open lines of communication between you and your child’s teacher. We feel strongly that parents and teachers need to be partners in the educational process. Parents are always encouraged to visit the classroom. Please feel free to request a conference with your child’s teacher if you would like to discuss your child’s development or education in detail.

PARENT-FACULTY COUNCIL (P.F.C.)

An open invitation is extended to all parents for the monthly P.F.C. meetings. This is a parent council designed to provide the school and development center with recommendations for improving programs, services and operations. The P.F.C. provides support through parent volunteers and fund raising. Open communication between home and school is vital to a child’s educational process. We encourage parental participation in all P.F.C. meetings.

SENDING MESSAGES FROM HOME TO THE FACULTY AND STAFF

Verbal messages from children will not be accepted for any reason. If you need to get a message to the office or a staff member you may call the school office and leave a message or send in a written note to the office or classroom.

ACADEMY AND CENTER OPERATING HOURS AND HOLIDAYS

GENERAL OPERATING HOURS

General building hours – 6:00am to 6:30 pm

Breakfast – 6:00am to 8:00am

Academy – 8:00am to 3:30pm (Academy students are considered late after 8:05)

2 & 3 Year Olds- 6:00 am to 6:30pm (Curriculum Hours- 8:45 to 12:30pm)

K4- 6:00 am to 6:30pm (Curriculum Hours- 8:45am to 3:30pm)

(2 & 3 Year Olds and K4 are considered late after 9:00)

Before and After Care – 6:00am – 8:30am / 3:30pm to 6:30pm

HOLIDAYS

The CDC and Academy will be CLOSED the following holidays if the day falls on a weekday.

Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, The day after Thanksgiving, Christmas Day, The day after Christmas, New Year's Eve -Close at noon, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day

If the holiday falls on a weekend we will follow the federal holiday schedule. Full weekly payment is due regardless of the closure. There will be no prorated fees for holiday weeks or personal vacations.

TARDY POLICIES

2 Year Olds & K4

Here at Word Performance we believe that it is important to begin each day by praising our Lord. Each day at 9:00am all students are required to attend devotions. On Wednesdays we will begin the day by attending chapel. Because of this we consider all students late after 9:00am. After 9:00am you must sign your child in at the office and pick up a tardy slip to be given to the teacher. This policy is to ensure that your child receives the time needed to complete the A Beka curriculum. It also insures that the other students in the class are also given proper time to complete the curriculum with few disturbances.

ACADEMY (Kindergarten thru 5th grade)

After 8:15am your child is considered late. After 8:15am you must sign your child in at the office and pick up a tardy slip to be given to the teacher. Please be aware that 3 tardy slips will equal one unexcused absence. This policy is to ensure that your child receives the time needed to complete the A Beka curriculum. It also insures that the other students in the class are also given proper time to complete the curriculum with few disturbances.

BEFORE CARE TARDY POLICY

If your child is riding the Center's van to another school, please be sure to have your child at the Center no later than 8:15am. This is to make sure that our van driver has ample amount of time to get all children to school without being tardy. Please be aware that we service many area schools and it is necessary for all vans to depart the center on time to ensure a safe trip for all students. IF your child misses the van, it will be your responsibility to transport them to school. On days that your child does not attend the Center in the morning but needs to be picked up from school by the Center's van, it is your responsibility to notify the Center and your child's school of the change.

REGISTRATION AND ENROLLMENT

REGISTRATION AND ENROLLMENT

Parents must register their child prior to services rendered. Registration is valid for one school year and must be updated annually. The following forms need to be filled out and **returned** to the center before your child is allowed to begin attending our program:

Signed and dated enrollment contract
A copy of the child's birth certificate
Copy of the child's current immunization record
Proof of annual physical
Completed Emergency Data Cards (2)
Completed and signed photo release form
Notarized medical release form
Completed and signed van rules
Completed daily feeding menu and schedule (infants only)
Before and after care rules signed
Parents are partners form

We also ask that you bring your child into the center before starting our program so that the child may become familiar with the center and staff. We understand that new beginnings are difficult for you and your child and we would like to make it easier for everyone.

So please...

Be prepared for a few tears
Don't worry if your child is aggressive or shy with the other children at first
Feel free to call us and ask how your child is doing
Do relax because your child will adjust and have fun

RE-REGISTRATION

Re-registration begins in May for the following school year. Children enrolled in the infant thru the 3-year-old programs do not need to re-register. Children entering the 4-year-old program and above must re-register.

CENTER AND ACADEMY FEES

TUITION

Tuition must be paid in advance. If you are paying weekly or bi-monthly, payment is due by close of business on Mondays. After close of business on Tuesday, a \$10.00 late fee will be applied to your account then \$5.00 each day until tuition is paid in full. If you are paying monthly, tuition must be paid by the 3th of the month. At close of business on the 4th a \$10.00 late fee will be added to your account if a payment is not paid by the 5th of the month. If services are terminated your child may re-enroll upon full payment of the account and acceptable re-registration fees are paid.

Due to the cost of living expenses, tuition rates may increase. You will be given notification of any change ahead of time.

If your account becomes one-week past due services will be terminated. If this happens it may be necessary for the center to take necessary action in order to bring your account up to date and you will be liable for any necessary expense that the center incurs.

There is no tuition discount given for holidays, school closings, snow closings, vacations or absences.

Families with two children enrolled will receive \$10.00 off their tuition rate; families with three children will receive \$15.00 off tuition; families with four children will receive \$20.00 off tuition; families with five children or more will receive \$25.00 off tuition their tuition rate.

RETURNED CHECKS

Returned checks will NOT be re-deposited and must be repaid with either a money order or a cashier's check. A service fee of \$30.00 will be charged for all returned checks. If three returned checks are received, all future tuition payments must be paid either by money order or a cashier's check for the remainder of the school year.

BOOK AND SUPPLY FEES

A book and supply fee will be charged for all children ages two and up. This fee is due at the time of initial enrollment and again at the beginning of each school year. These fees are disclosed at the time of enrollment.

LATE PICK-UP FEES

Children picked up after 6:35pm will incur a late pick up fee. The charge will be \$1.00 per minute that you are late (per family). If a child is not picked up within 30 minutes of the center closing, the supervisor will begin calling the parents and emergency contacts on that are listed on the child's emergency form. If contact cannot be made for the child by 8pm, The Department of Social Services will be contacted for a decision in this matter.

Academy students must be picked up by 3:45 or the same late pick up fees will apply.

VACATION AND VACATION FEES

Infants through K4 are allowed 2 vacation weeks during a single calendar year. During which time your child(ren)'s registration will be maintained. One half of the weekly tuition is charged for these weeks. It must be paid in advance of the vacation, to avoid a late fee. If not paid in advance a late fee of \$5.00 will accrue daily until all funds are paid in full.

Academy (Kindergarten - 5th Grade)- The academy is not given any other vacation time other than those days already set forth in the annual school calendar. Any vacation that is taken by

academy students should be taken during regular vacation times (Christmas & Easter). If you chose to take your child(ren) out for any days other than those set forth in the calendar tuition is still due in full.

Teachers are not required to send work with your child(ren) if your child(ren) are out on vacation.

BEFORE AND AFTER SCHOOL CHARGES

For students attending our Before and After School Program there will be an additional charge is \$10.00 per day when they attend the center on days when their elementary school is closed. This \$50.00 per week charge will be in addition to their regular weekly tuition during Christmas and Spring Break.

WITHDRAWING YOUR CHILD OR CHILDREN

If you need to withdraw your child/ren for any reason you are required to notify the office at least two weeks prior to withdrawing your child/ren. If you are not able to give two weeks notice you will be required to pay two weeks tuition.

ABSENCES, ILLNESS AND MEDICATION

ABSENCES

- If your child misses the entire week of school due to illness, a doctor's note must be provided for re-admittance to the building.
- You will be charged a full week of tuition even if your child only attends a portion of the week or was out the whole week.
- Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ILLNESS

Our health policies are designed to ensure the health and safety of both our teachers and our children. Please DO NOT send your child if he or she is sick. It is unfair to your child, our staff and the other children.

To prevent the spread of communicable diseases, each child will be carefully screened by the staff prior to admittance for any symptoms of illness. Children will be denied entrance when they do not appear well or exhibit any of the following symptoms.

- red eyes with a puss-like discharge
- open cuts or sores that have not received medical attention
- fever of 100° or above
- visible skin problems or an unexplained rash
- signs of vomiting twice within a 24-hour period
- symptoms of any other contagious disease

This list is not all inclusive. The center reserves the right to consult with the Virginia Department of Health for appropriate guidance should any questions arise.

The administration will keep parents informed of any instance of disease affecting the students. We will immediately report any such cases to the Virginia Department of Health. From time to time, we will also distribute educational literature dealing with children's health issues.

If your child is absent or has been sent home from the center because of a contagious disease, he/she may not return to the center without approval from a physician indicating that the child is no longer contagious.

Parents will be contacted when their child(ren) exhibit any of the above symptoms. Upon being contacted the parent is expected to pick up their child(ren) as soon as possible. If the parent cannot be contacted the "emergency contact" person(s) listed on the child's form will be called to pick up the child(ren).

If a child has a fever of 100° or above, the child's temperature must remain normal for a period of 24 hours before the child can return.

Prescription medication must be administered at home for 24 hours before the child can return. This 24-hour healing period insures that the child is no longer contagious.

Children experiencing vomiting or diarrhea cannot return until these conditions have cleared completely.

In the case that the parent(s) or emergency contact person cannot be reached the child must have a *Medical Authorization Form* completed, signed by the parent(s), notarized and on file **BEFORE** the child may attend our program.

MEDICATION

All medication is stored in a locked cabinet or box. Medications either prescription or over the counter can only be administered after a parent or guardian completes, signs and submits an *Authorization to Administer Medication Form*. All medications must be in their original container, have the child's name, dosage and times to be given. Children must be on medication for 24 hours before being given by our staff. Prescription medication will only be administered for the duration of the medication and no longer. Where possible the child's doctor should adjust the dosage hours so that the medication can be given at home.

**** Any medication being administered at school must be left at school for the duration of the administered time ****

**** Sunscreen may be applied with a written medication form only.**

SAFETY

We take every precaution to ensure that your child(ren) is/are safe. This includes a comprehensive safety awareness program for our staff and frequent inspections of the building and the playground.

Please read the following rules and remember them so that we can keep all of our children safe.

PICK-UP AND DROP OFF PROCEDURES

- **All parents and visitors are REQUIRED to report to the receptionist desk upon entering the building**
- **Your child must be left under either a teacher's or an administrator's supervision**
- **Your child must be accompanied by an adult or staff member while going from the car to the center and from the center to the car.**
- **Parents are required to sign their child in and out of the building every day.**
- **No parent or guardian is permitted to go directly to a classroom during the school day or at dismissal.**

Children will not be allowed to leave the building with anyone other than their parent or designees noted on the child's registration form. If anyone not listed on the form will be picking up the child(ren), the center must be notified in writing ahead of time.

Any changes to the authorization form must be done in person and in writing. Parents are asked to update any changes as soon as possible.

We understand that emergencies do occur. If your child is going to be picked up by anyone other than the parent(s) or person(s) on the authorization form the parent **MUST** notify the office to advise them of who will pick up the child(ren). A note must be dropped off or faxed to the office before the child will be released to any other individual. Individuals picking up the child **MUST** show **VALID PICTURE IDENTIFICATION** before the child will be released. The identification will be copied and left on file.

VISITORS

All visitors **MUST** sign into the visitor's log in the reception area and must show **VALID PICTURE IDENTIFICATION**. This identification will be copied, and the individual will receive a visitor's pass. All visitors must be accompanied by a staff member while anywhere on the grounds.

ACCIDENT REPORTS

Although we do our best to avoid accidents they do occur. When an accident occurs an Accident Report will be filled out by a staff member and signed by the administration. It will then be signed by the parent and a copy will be made and left on file. The parent will retain the original copy.

REPORTING CHILD ABUSE AND NEGLECT

We are required by the Commonwealth of Virginia to report **any and all** instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse or neglect, the administrator must be informed of the information and The Department of Social Services **must** be contacted with the information. Upon receiving the information, The Department of Social Services will determine any further action taken in regard to the matter.

INTOXICATED PARENTS

No child will be released to a parent, guardian, or designee who is intoxicated or impaired in any way. All parents or legal guardians are required to sign a Waiver of Custody as part of the enrollment contract. The waiver permits the administration to retain custody of the child(ren) in the event any parent, legal guardian, or designee comes intoxicated or impaired with the intent to pick up their child(ren). The child will only be released from the center when an alternate contact arrives to receive custody of the child(ren).

FIRE, BOMB, TORNADO AND HURRICANE DRILLS

The staff and administration have monthly drills and practices for Fire, Bomb, Tornado and Hurricanes. We understand that these things can be very scary to children. We believe the more the children practice these drills the less afraid they become. During the fire and bomb drills all of the staff and children will evacuate the building. The children will be brought to the grass area behind the building. In the case of a hurricane or a tornado drills the students will be brought to an interior portion of the building away from the windows. In the case of an actual emergency the parents and guardians will be contacted immediately.

INCLEMENT WEATHER

Although we do our best to not have to close there may be times when it is impossible or unsafe for our staff and your children to attend school.

**Any delays or closings for the CDC or the Academy will be announced on Fox 5 news.
If Federal Government is closed both the center and the academy will be closed.**

GENERAL SCHEDULING

OUTDOOR PLAY

Children are required to go outdoors for at least one hour each day, weather permitting. Please be sure to dress your child appropriately. During the winter months they must have an appropriate jacket, hat, and mittens or gloves. This requirement is for all children except for infants. This requirement may not be deviated from without a note from the child's physician.

MEALS AND SNACKS

Infants:

An infant care sheet will be kept daily in your child's room. This sheet will consist of the amount of food that your child eats along with what time of day it was eaten. Parents are required to provide all food and formula for their child(ren) each day.

Toddlers and Academy:

Lunch and snack are served daily. All meals are carefully planned to meet your child's nutritional needs. The guidelines used are set up by the Child Care Food Program of the U.S. Department Agriculture. Milk, fruits, and vegetables are prepared daily. A monthly menu will be sent home and will also be posted on the Parent Information Board in the reception area.

There is an extra charge for lunch. However, there is no extra charge for either the morning or afternoon snacks.

Breakfast:

Breakfast is not offered as a meal. However, if your child arrives to school between the hours of 6:00am and 8:00am he/she will be allowed to eat a breakfast that is provided by the parent. **ANY STUDENT ARRIVING AFTER 8:00AM WILL NOT BE GIVEN THE OPERTUNITY TO EAT BREAKFAST.**

Please notify the administration and staff of any food allergy(ies) that your child has.

We must have this list to be sure all foods that your child is allergic to are eliminated from his/her diet. This is the only way to ensure your child's health and safety. We will gladly work with you and your child's pediatrician to accommodate your child's needs.

NO CANDY, SWEETS OR GUM ARE ALLOWED OTHER THAN SPECIAL OCCASIONS. THIS MUST BE CLEARED BY THE ADMINISTRATION.

Nap/Quite Time:

After hours of exciting, educational and fun activities our toddlers thru 3-year olds are given a quite rest period. This rest period will follow their lunch time and will not exceed two hours. Students in K4 will have a rest period of no more than one hour.

CLOTHING AND PERSONAL ITEMS

Please be sure your child(ren) is/are dressed appropriately and in comfortable clothing. **For ages two and up please refer to the uniform dress code.**

Each child is given a designated area for his or her own personal belongings. Parents are asked to provide an extra set of clothing for their child(ren) that may be kept in the classroom. Infants through 3-year olds should have two complete sets of clothing.

All coats, hats, gloves, sweaters and other clothing that may be moved or misplaced ***must be clearly labeled with your child's name***. The center is not responsible for any unlabeled or missing clothing. Any clothing that is unclaimed after two weeks will be donated to charity.

Parents in our toddler thru 3-year-old class must provide a child size blanket and travel pillow for nap time. Please be sure that these items are brought to the center in a vinyl or plastic container. **NO TRASH BAGS OR GROCERY BAGS ARE ALLOWED. All items must be clearly labeled with your child's name.**

Parents with children in our infant room must provide a crib sheet and a light blanket.

All blankets and pillows (crib sheets for infants) must be taken home every Friday, washed and returned with their child every Monday.

Again, we are not responsible for unlabeled items.

ONLY PLASTIC BOTTLES CAN BE USED AT THE CENTER.

Please label your child's bottle with their name and the date. The date will ensure that only fresh bottles are used.

Infant and toddler diapers are checked each hour. Some children may require being changed more frequently. **Please be sure your child has enough diapers for the day.**

CHILDREN MAY NOT BRING ANY TOYS (EXCEPT FOR SHOW –N-TELL DAY). This is to avoid hurt feelings and lost or damaged items. **The center is not responsible for any lost, stolen, or damaged items if your child violates this rule.**

Only small earrings and religious jewelry are to be worn.

REPORT CARDS AND INTERIM REPORTS

Report cards for children in the academy will be sent home at the end of each grading period. The students' work in each subject is evaluated with both an academic grade and an effort grade. Interim Reports are sent home half way through each grading period.

PARENT/ TEACHER CONFERENCES

Formal Parent /Teacher Conferences will be scheduled once for each of the four marking periods. However, we encourage parents and teachers to meet as often as needed.

TRANSPORTATION

Transportation is provided for a fee for students that live within a certain radius of the academy. If transportation is needed for your child, you must inform the office so that your child may be added to the schedule. All students riding the bus must adhere to all bus rules. If your child is riding the bus, please remember that the bus is on a strict time schedule. You will need to have your child ready and waiting for the bus 10 minutes before your scheduled time. The driver will not be able to wait for your child for more than the 3-minute allotted waiting time. If for any reason you need to make a change in a drop off or pick up, you MUST notify the school no less than 8 hours before the scheduled drop off or pick up time.

TERMINATION OF SERVICES

Our services will be terminated under the following conditions:

- **Your child(ren)'s tuition is more than one week late**
- **Our administration and staff are not receiving the support of parents when their child(ren) has/have learning or behavioral issues.**
- **When parents are no longer supportive of our program and philosophy and became negative and uncooperative in their actions and opinions, which may undermine the operation of the academy or development center.**
- **Failure to abide by the rules and regulations set forth by the administration.**

UNIFORM DRESS CODE

Students 2 years and older are required to wear a uniform each day unless otherwise determined by the administration. **PE uniforms are to be worn on PE days only.**

DRESS UNIFORMS: May be worn Monday thru Thursday

GIRLS

Jumper: Blue plaid

Blouse: Pale yellow

Shoes: Solid black sneakers or dress shoes

Socks and stockings: Navy blue

Sweater: Navy blue

BOYS

Shirt: Pale yellow

Pants: Navy blue

Shoes: solid black sneakers or dress shoes

Socks: Black or blue dress socks

Belt: Brown or black

Sweater: Navy blue

INFORMAL UNIFORMS: May be worn any day but Wednesdays and Fridays

GIRLS

Shirt: Navy blue polo

Pants: Khaki

Skirt: Khaki

Shoes: Solid black sneakers or dress shoes

Socks and stockings: Navy blue

Sweater: Navy blue

BOYS

Shirt: Navy blue polo

Pants: Khaki

Shoes: solid black sneakers or dress shoes

Socks: Black or blue dress socks

Belt: Brown or black

Sweater: Navy blue

No boots are to be worn with any uniform unless it is raining or snowing. On rain or snow days boots may be worn into the building but the student will be required to change into proper uniform shoes once they arrive.