



THE ACADEMY FOR
YOUNGACHIEVERS

FAMILY MANUAL

Table of Contents

WELCOME	3
The Academy for Young Achievers' Mission and Values	4
Goals... ..	5
Non-Discrimination Policy.....	6
Admissions & Transitional Meetings.....	6
Drop-off and Pick-Up	7
Educational Measurements & Assessments	8
Parent-Teacher Conferences & Communication.....	8
Days and Hours of Operations & Holidays	9
Children with Special Needs.....	9
Inclusion, Suspension and Expulsion.....	9
Student Schedule.....	10
Tuition Fees, Payment Policies & Late Fees.....	11
Child Behavior Management Policy & Discipline	11
Family Behavior.....	12
Discontinuing a Student's Enrollment.....	12
Discontinuing a Families' Enrollment.....	13
Conflict Resolution	13
Field Trips and Transportation of Children	14
Food Safety & Nutrition	14
Lavatory Practices.....	14
Dress Code, Clothing Suggestions, & Items Needed.....	15
Rest & Bedding.....	15
Emergency Planning, Accidents & Emergencies.....	16
Emergency School Closure	17
Child Abuse and Neglect	17
Health Appraisal and Forms	17
Health Observations on Arrival	18
Management of Illnesses	18
Exposure of Communicable Disease	19
Health Return Policy	19

Medications	19
Outdoors Play.....	19
Open Door Policy.....	19
Program Withdrawal	20
Authorized Persons for Drop-off and Pick-up	20
Personal Items.....	20
General Parent Responsibilities.....	20
Confidentiality.....	21
Paths to Quality.....	21
Closing	22

WELCOME

Thank you for choosing The Academy for Young Achievers! The Academy for Young Achievers is a high-quality early learning child care facility which services students from 6 weeks – School Age. The Academy for Young Achievers is dedicated to helping establish the foundation for lifelong academic success. The Academy for Young Achievers partners with families who desire to commit their children to educational excellence. We respect the primary role of families in providing care for their children. When families entrust their children to The Academy for Young Achievers, we are challenged to provide a program of the highest quality to build positive self-concept, school competence, Christ-like qualities, and the pursuit of higher levels of learning.

Please be aware that The Academy for Young Achievers is not a baby-sitting service, but a school in which developmentally appropriate expectations are placed on students of all ages. The Academy for Young Achievers provides a structured environment that integrates an academically rigorous curriculum with socially developed activities to equip all students for lifelong academic success.

At The Academy for Young Achievers, we believe in each child's ability to develop her/his full potential and to succeed in school and life. Students graduating from The Academy for Young Achievers will enter kindergarten excelling and having mastered preschool concepts, while school-age children will be encouraged to strive for continual academic excellence.

The Academy for Young Achievers' staff is committed to creating learning environments which enable each student to reach developmental milestones, pursue academic excellence, acquire appropriate social-emotional skills and gain respect for cultural differences. The Academy for Young Achievers employs Indiana State qualified Teachers who are passionate about Early Childhood Education and also value academic excellence. They are prepared to meet the individual needs of young scholars with engaging enthusiasm!

Sincerely,

Keristen Brantley & Tori Wallace

The Vision, Mission, and Values of The Academy for Young Achievers

Vision

To prepare each student for lifelong academic success through high quality, early childhood experiences.

Mission

The Academy for Young Achievers aims to produce students who are distinguished by their strong family values, religious knowledge, and leadership skills. The Academy for Young Achievers provides an early learning experience that meets the intellectual, moral, social, emotional, and physical needs of each child within a loving and safe environment.

Values

Each student has an ability to develop to her/his full potential and to succeed in school and in life. The Academy for Young Achievers takes pride in assuring each scholar will have:

- Challenging, age-appropriate academic curriculum
- Nurturing, educated teachers
- Safe and stimulating learning environment
- Opportunities for parent participation and involvement
- Activities that promote academic, social- and developmentally-appropriate growth
- Adult-guided and child-guided intentional learning activities and projects as part of each child's daily experiences.
- Moral and Christ-like character role modeling
- Language, mathematical reasoning, and scientific thought emphasized.
- Academic and social-emotional development tracked through a child development profile and a portfolio.

GOALS

CHILDREN...

- To grow with positive self-image and Christ-like world view
- To develop and refine gross and fine motor skills
- To reach academic and developmental milestones
- To develop maximum intellectual potential
- To develop language skills and effectively communicate with others
- To develop imagination and creativity
- To develop to ability to function in a social setting
- To exceed Indiana Preschool State Standards upon graduation
- To have an enjoyable early learning experience

PARENTS...

- To be supported in their parenting role
- To be assured of a safe, loving, academically rich program
- To be provided high-quality education at an affordable cost
- To communicate openly and freely with staff and administration
- To be actively involved in the program and its structure
- To better understand child development through ongoing educational services and supportive measures

STAFF...

- To base work and curriculum on knowledge of child development
- To model good character traits
- To support partnerships with children, families, and community
- To recognize that children and adults achieve their full potential in the context of relationships based on trust and respect
- To continue in education and professional development to increase their knowledge base in the field of Early Care & Education

COMMUNITY...

- To participate in community service outreach and service initiatives
- To be a leader in Early Childhood Education in which other organizations can learn from
- To be a resource for the community

Non-Discrimination Policy

The Academy for Young Achievers does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Admissions

The Academy for Young Achievers enrolls children ages 6 weeks to 5 years in our early childcare program and children in kindergarten through 5th grade into our before and after school program. A child who is five years old and not enrolled in a kindergarten program may still be enrolled at The Academy for Young Achievers.

Upon acceptance into The Academy for Young Achievers, a student profile must be completed for our files. Each student will have a file located on-site that may be inspected by the Office of Child Care Licensing/Department of Human Services and parents upon request.

The following information must be provided for enrollment:

- Completed application
- Emergency contact information and identifications (to include authorized persons for pick up)
- Name
- Address
- Date of birth
- Enrollment date

- Doctor's name and contact information
- Physical Immunization Records (A current physical must be provided prior to admission)
- Medical history and consent form
- Allergy form
- IEP/IFSP Plans if applicable
- Authorization for release
- Transportation consent form
- Ages & Stages Developmental Screening Tool
- Computer/Electronic parent consent

The information above must be on file before the student can be enrolled at The Academy for Young Achievers

Transitions

Initial transition from Home to The Academy for Young Achievers

In addition to the parental interview process, the transitional meeting is an important step in the enrollment process. This meeting is the family's opportunity to meet and share information with the people with whom your child will be interacting with on a daily basis. This is a meeting with the family, the Center Director, and the child's teacher. This meeting must be completed prior to the child's start date at The Academy for Young Achievers.

Transitioning from Classroom to Classroom (Infant-PreK)

As children grow and develop, they need new challenges and social interaction with other children in their peer group. Children will make a transition to the program based on chronological age, developmental readiness, state licensing requirements, and space availability.

Classroom changes will be made to fit the developmental characteristic of the children enrolled. During this transition from one classroom to another, current and future teachers will meet with you, and your child will be slowly integrated into the new classroom environment. You are encouraged to visit the new classroom environment so that you too can become accustomed to the environment and bond with your child's new primary caregiver. You are also encouraged to discuss communication methods that work best for you in order to maintain ongoing dialogue.

Prior to moving from one classroom to another, a meeting will be held between the former teacher and the new teacher. At the meeting, the teachers will review the student's portfolio, assessments and evaluations. The teachers will discuss the student's documented strengths and weaknesses both academically and socially and will discuss the continuation of current goals in progress. Parents are encouraged to attend this meeting.

Once the meeting between teachers has been completed and the successful transfer of the student's portfolio and classroom documents is fulfilled, the students will begin to transition into the new classroom by spending a portion of the day within the new classroom, the former teacher will visit with the new student when needed. After the student has successfully transitioned for a portion of the day for one week, the student will permanently transfer. The process may be extended or shortened based on the needs of the student.

Transitioning to Elementary School (PreK)

The Director and teachers will assist families in the transition from The Academy for Young Achievers to elementary school. The Academy for Young Achievers provides an annual Kindergarten transition meeting which provides you with information on local schools, helps you with ideas on how to talk to your child about going to elementary school and provides information on what to expect.

Drop-off and Pick-Up

To ensure that each child is safe and supervised at all times and to foster daily communication between families and teacher, a parent or authorized individual must accompany each child into the classroom and ensure that the child is under supervision before leaving the School. The parent/guardian is responsible for checking the child in and out each day. Families must re-enter the Center when picking up children and checking out. Families are responsible for their children once they are checked out of the School.

The Academy for Young Achievers cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this. Staff at The Academy for Young Achievers is trained to act in a manner that ensures the safety of all children and staff.

Educational Measurement

Our program promotes an environment where young impressionable minds are learning, exploring, thirsting, and conquering new things daily. All activities and expectations are developmentally appropriate. To enhance each child's learning experience at The Academy for Young Achievers, several assessments will be conducted throughout the school year. These assessments give parents and staff members an opportunity to accurately identify and measure each child's growth. Upon enrollment into the program, families must complete an Ages & Stages social and emotional and cognitive developmental screening for each child enrolled. The results of the screening will be shared with your student's teaching team. Within 45 days of enrollment, families are required to meet with the teaching team to discuss the results of the teacher conducted Ages & Stages assessment.

Educational accomplishments will be recorded and measured on a consistent basis. Parents are always welcomed to come and witness the academic growth and performance of their child. Parents are simply asked to sign students in before proceeding to the child's classroom. Parents are encouraged to be active participants and provide feedback about their child's development.

The Academy for Young Achievers learning environment is primarily based on the Creative Curriculum, developed by Teaching Strategies, Inc. and used within a high-quality, early-education setting. Creative curriculum involves well-planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching that prepare children for academic excellence. The development of language, mathematical reasoning and scientific thought are emphasized.

Parent to Teacher Communication

Please feel free to talk with your child's teacher at any time. If your student's teacher is unable to talk during pick up or drop off, you may set up a face to face meeting, talk on the phone, or communicate via email.

Teacher to Parent Communication

A family communication bulletin board is located near the sign-in-and-out station. Information such as lesson plans, Daily News, health alerts, articles, pamphlets, and the daily schedule is located in this area. Children's mailboxes are located above each child's cubby for parent/teacher information. Daily reports are sent home for infants and toddlers, and weekly reports are sent home for students in preschool and pre-k.

Parent/Teacher Conference

Conferences will be conducted quarterly between the lead teacher and parent/guardian. During these meetings, all documented educational assessments, goals, and accomplishments (to include work samples/portfolio) will be discussed. Parents are encouraged to present any questions or concerns to include constructive feedback. Parent/Teacher conferences are mandatory and must be attended by a family member.

Days and Hours of Operations

The Academy for Young Achievers will operate Monday through Friday from 6:00 am to 6:00 pm. Hours are subject to change based on parent needs and with the approval of Ownership. Extended hours may be available to families that can present a need with documented school enrollment or verified work schedule. A late fee of \$1.00 per minute will be applied if a child is not picked up by the closing time or contracted pick up time. Late pick-up fees must be satisfied prior to the child returning the next day. ***In addition to national holidays, The Academy for Young Achievers will close on specified half-days, and whole-days throughout the school year for Teacher Professional Development. Please see yearly school calendars for exact closure dates.***

Holidays

The Academy for Young Achievers will close in observation of the following holidays:

- Memorial Day
- Fourth of July
- Labor Day
- Martin Luther King Day
- Easter
- Thanksgiving Day
- Christmas Day
- New Year's Day

Note: If a holiday falls on a Saturday or Sunday, The Academy for Young Achievers will be closed on the preceding Monday.

Children with Special Needs

It is mandatory that The Academy for Young Achievers be made aware of children with special needs during the admissions process. This information will assist the Director in providing the most appropriate learning environment and will ensure that all relevant information is shared with necessary staff members prior to enrollment. A meeting between the parent or guardian and the Director will be held prior to a decision being made about enrollment to ensure that The Academy for Young Achievers is the best match for the child's needs. If this information is known ahead of time, it will allow the family to take advantage of the most appropriate placement for the child.

Inclusion, Suspension and Expulsion

The Academy for Young Achievers adopts the Office of Child Development and Early Learning's state policies and practices regarding inclusion. The Academy for Young Achievers works directly with Indiana State early learning support services to facilitate services for students in need. It is understood that suspension and expulsion is not always in the best interest of the students and is only considered once the following steps have been completed:

1. Create a positive climate and focus on prevention.
2. Develop clear, appropriate, and consistent expectations and consequences to address disruptive behaviors.
3. Ensure fairness, equity, and continuous improvement.

Research indicates that family involvement in a child's learning and development impacts lifelong health, developmental, and academic outcomes, and that families are children's first and most important teachers, advocates, and nurturers. The term "family" is inclusive of all adults who interact with early childhood systems in support of their child, to include biological, adoptive, and foster parents; grandparents; legal and informal guardians; and adult siblings. Family involvement also includes processes for families to participate in the development of the policies and procedures of an organization as well as in the individual educational planning for their child.

To foster commitment to a positive climate and strong relationships with families, The Academy for Young Achievers early childhood educators utilize the following resources to address the behavioral and social needs of the children:

1. Collaboration among early childhood and other social service programs serving families with young children including Early Intervention, Early Childhood Mental Health Consultation (ECMHC), Behavioral Health, Indiana Positive Behavior Support (INPBS) Network, and other services;
2. Indiana Learning Standards for Early Childhood (including the Partnerships for Learning); and
3. Professional Development and Technical Assistance available through Professional Development Systems.

Student Schedule

The schedule for specific activities will vary for each group. All activities will be age and developmentally appropriate.

The following is a generic schedule for parents to identify the types of activities their child will participate in at The Academy for Young Achievers:

6:00 – 8:30	Arrival & Individual/Small Group Play
8:30 – 9:00	Breakfast/Bathroom Break
9:00 – 9:15	Circle Time
9:15 – 10:30	Centers
10:30 – 10:45	Artistic expression
10:45 – 11:30	Theme Related Activity
11:30 – 12:00	Indoor/Outdoor Play
12:00 – 12:15	Clean Up for Lunch/Bathroom (Wash Hands) Break/Helpers set-up for Lunch
12:15 – 12:45	Lunch
12:45 – 1:00	Story Time
1:00 – 3:00	Nap Time
3:00 – 3:30	Bathroom Break/Snack Time
3:30 – 4:00	Morning Review/Journal writing
4:00 – 4:30	Indoor/Outdoor Play
4:30 – 5:30	Art Activity
5:00 – 6:00	Individual/Small Group Play, Free Play Centers Open/Clean-Up

Tuition Fees and Payment Policies

The official academic school year for all students will be from early September to mid-June. The Academy for Young Achievers will operate a summer enrichment camp over summer months from mid-June to mid-August. Summer activities will be less structured while reinforcing concepts learned over the school year.

The cost of tuition at The Academy for Young Achievers varies based on student age and schedule and will cover instruction, classroom supplies, and instructional materials. Please see tuition guide for additional details.

Late Fees & Payment

Families are required to pay one week in advance for tuition with no deductions for any absences or holidays. The payment needs to be in the form of a check, credit/debit, or money order. If tuition is not paid on Monday morning, a late fee of \$10.00 will be added to the tuition. When a payment is delinquent for one week, the space can no longer be reserved, and the child cannot attend the school until the balance is current.

A \$30 fee will be charged for a check returned for insufficient funds. If this occurs, The Academy for Young Achievers will have the option to refuse any future checks.

Late Departure Fee

It is important that children be picked up at their scheduled time of departure. A late fee of \$1.00 per minute will be charged if a child is picked up after the student's contracted time of departure or after school closure. All late fees must be paid prior to the student's re-admittance to school.

Child Behavior Management Policy/Discipline

Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. Consequently, they begin to understand how the world works, their own limits, and appropriate assertiveness. The Academy for Young Achievers students are helped to learn self-control and how the world works in a positive atmosphere of support and understanding that recognizes the child's developmental abilities.

Our Policy on Discipline: The Academy for Young Achievers prides itself in maintaining a safe and nurturing academic early learning environment. All children shall remain free of harm to themselves and other children. It is the duty of our staff to immediately address any child causing disruption in a positive, appropriate and nurturing manner. No child shall ever be handled with negative care to include hitting, name-calling or demeaning remarks.

The Academy for Young Achievers uses indirect guidance techniques:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or read a book in a quiet corner."
- We have regular routines: "We always wash our hands before lunch."
- We provide visual schedules to help students adjust to daily routines
- We set expectations: We tell the child what we expect just once, follow it by asking the child if they remember what we asked; and then offer to help the child do what was asked.

- We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

- We use affirmations: "We use walking feet indoors" rather than "don't run." ‘
- We get the child's attention by crouching down to their level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try hard to be fair: We examine our expectations to make sure they are consistent and age appropriate.

At The Academy for Young Achievers, the discipline goal is educating and redirecting children. Punishment is an inappropriate form of discipline and has no place in our school.

Our program philosophy and policy prohibit the following forms of discipline: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly prohibited.

If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, we may need to contact a parent. A child that consistently requires one-to-one attention may be asked to leave the classroom temporarily for the safety of other children. Repeated uncontrollable behavior can lead to discontinuation of services.

Family Behavior

If The Academy for Young Achievers has reasonable cause to suspect that any person picking a child up is under the influence or is physically or emotionally impaired in any way and may endanger your child, we may refuse to release the child. If so, we will request that another adult (parent or guardian or someone listed on the Child Release Form) pick up the child or call the police to prevent potential harm to your child. This will be done for the protection of your child.

Process of Discontinuing a Student's Enrollment

The Academy for Young Achievers academic program is centered on the children for whom we teach and are responsible for during their time at The Academy for Young Achievers. We seek to provide a program designed to support children's social and cognitive needs and to challenge them to learn as individual young scholars with unique learning styles.

Our Child-centered approach seeks to accommodate a wide range of individual differences. Therefore, it is only on rare occasions that a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such situations include:

- Child appears to be a danger to him/herself, other school children, school employees or anyone else at the school.
- Medical, psychological or social service personnel working with the school, determine that continued care at the school could be harmful to or not in the best interest of the child.

- Any other situation in which the accommodations required for the child's success and participation places an undue burden on The Academy for Young Achievers resources and finances and removal is in the best interest of the child or the School.

Process of Discontinuing a Families' Enrollment

The Academy for Young Achievers program is based on developing partnership and supporting families. It is only on rare occasions that a parent/guardians' actions/requests may warrant the need to find a more suitable setting for themselves and their child(ren):

- Parent/guardian fail to abide by The Academy for Young Achievers policies or those requirements of Indiana state childcare regulations.
- Demands special services which are not provided to other children and which cannot be reasonably delivered by The Academy for Young Achievers.
- Parent/guardian is physically or verbally abusive to The Academy for Young Achievers faculty, children, or anyone else at the Center.

Conflict Resolution

Periodically, parents or guardians may have an issue with a parent, staff member, or even administration at The Academy for Young Achievers. It is important to maintain a positive atmosphere, demonstrate good character principles, and display any disapproval in a positive disciplined manner. The following steps should be taken to address any concerns and resolve conflicts:

First, one should attempt to resolve the issue with the person whom they have a difference of opinion. The issue should be clarified in a non-accusatory manner and an attempt should be made to reach a mutual understanding. It is not appropriate or acceptable to discuss the issue(s) with persons in a loud or demeaning manner or with persons not directly involved.

Second, if the conversation with the person directly does not bring resolution, the concern should be discussed with the Center Director. The Center Director may request a meeting with all parties together or individually to gather details and facts about the problem. In this case, the Center Director will have the right to present a final solution.

Third, in the event one is displeased with the findings of the Center Director, a request may be presented to speak to the Ownership team. If appropriate, the Ownership team will have the issue added to the next scheduled monthly meeting. In this case, the Ownership team will present the final resolution.

Fourth, in the event a parent is displeased with the actions of The Academy for Young Achievers, the parent may consult with the Indiana office of childcare licensing. In accordance with Indiana state childcare regulations, parents are entitled to inspect, at any time, the active record and complaint files of The Academy for Young Achievers. Parents should contact the Office of Childcare Licensing (800) 299-1627 with any questions or concerns.

The Academy for Young Achievers is fostering an atmosphere based on high expectations, love in action, community action, child development, and harmony. It is our desire to ensure that all families are happy and satisfied with their student's growth and development.

Field Trips and Transportation of Children

The Academy for Young Achievers values using real life exposure to reinforce classroom learning. This combination goes hand in hand with teaching children how to put into practice what they have learned. Fields trips will be an important component of The Academy for Young Achievers curriculum. Parents will be notified of all scheduled field trips and modes of transportation in advance. Parents will also be required to complete a permission slip.

Transportation will be offered to students enrolled at local elementary schools who are enrolled in the before and after care program. Door-to-Door transportation is available upon request. Car seats must be provided from the family for all students under the age of six for students needing Door-to-Door transportation.

FOOD and NUTRITION

Students will be provided healthy and nutritious meals daily. The Academy for Young Achievers offers fresh fruits and vegetables, and lean meats. The Academy for Young Achievers does not serve any pork products or bi-products. Students are provided with breakfast, lunch, and supper, according to CACFP guidelines. All students receiving meals must complete a food program enrollment form. The daily menu will be posted on the Parent Communication Board.

Due to student allergy restrictions, students may not bring **any** food from home. Loose food in the children's cubbies is against licensing code.

If your child has special dietary needs or food allergies, please work with the Center Director to find suitable accommodations.

Staff members are required to wear protective gloves to distribute all meals. Food should not be reheated. Juices and milk should be refrigerated. All food provided by The Academy for Young Achievers will be nutritious and follow federal guidelines.

Food Safety

Food or snacks must be clean, wholesome, free from spoilage and adulteration, correctly labeled and safe for human consumption. Staff members must make sure that all perishable food (particularly milk and juice) are kept refrigerated (at least 40 degrees F or colder).

All single service dinnerware or utensils provided with meals or snacks must be discarded immediately. They may not be reused for any purpose.

In the event food is to be stored, all areas must be clean and free from dust particles. Children should not access the kitchen area at all.

Lavatory

All children are encouraged to use the lavatory as needed. However, potty trained students will be accompanied by an adult and the following policies will be followed:

- A teacher or assistant will assist the child if needed. However, we ask that parents reinforce proper hygiene so that the child knows how to appropriately wipe herself/himself.

- When a child has an accident by wetting or soiling their clothes, the teacher or assistant shall assist the child in changing their clothes in the lavatory. The teacher or assistant will wear rubber gloves to help remove the clothing, clean the child, and put on clean clothes. Parents are asked to ensure an extra set of clean dry clothes is always available with the child's belongings.
- Soiled clothes will be marked and left in a separate bag with the child's other belongings. Parents are expected to take clothes home that day and return another set of clean clothes the very next day.
- The teacher or assistant will help the children wash their hands according to the posted directions for proper hand washing.

Please note: If a clean set of clothes is not available in an emergency, parents or guardians will be contacted to pick up their child or bring a set of clothes immediately.

Dress Code

All children must wear appropriate and comfortable clothing to school. All clothing must be free of any suggestive writing or pictures demonstrating violence. All children are expected to wear sneakers or "non slippery" shoes with a rubber sole. Parents are to ensure their child has an extra set of clothes at all times.

Clothing Suggestions/Items Needed

The playground area is used as an extension of our daily program and activities are conducted outside whenever weather permits. In order for your child to enjoy participation in The Academy for Young Achievers program, please have him/her dress for the weather. In general, durable clothing that can withstand the energetic activity of young children is usually the best.

If the day is extremely cold, in addition to the child's coat/jacket, please send a hat, mittens or gloves, and an extra sweater. We will probably be outside only for a brief time, but children need to run around have some large muscle activity, and get some fresh air. Our students spend time outdoors daily when temperatures are above 25 degrees and less than 90 degrees as long as no poor air quality warning is issued and no precipitation is present.

Therefore, we ask that families leave weather-appropriate extra clothing. Additionally, if the child is newly toilet-trained, it is helpful to keep an extra set of underwear on hand. Please replace items when they become soiled. Since the children are involved in active play and sometimes messy play and go outdoors on the playground daily, it is import that they are dressed appropriately, wearing comfortable and easily washable clothes. Each child must have a complete change of clothing labeled with his/her name. Clothing will be kept in each child's cubby and used as needed. The Academy for Young Achievers is not responsible for lost or damaged clothing. All items should be labeled with the child's first and last name.

Rest

After lunch and an activity period, children will have an afternoon rest period of at least 60 minutes. However, if your child does not wish to nap, the teacher will provide alternative quiet activities.

Bedding

For student's ages 12 months – Pre-k, parents must provide a small blanket and sheet approximately 2 ft wide and 5 ft long. For infants, parents must provide a crib sheet. All bedding must be removed each Friday

to be washed and returned on Monday morning. All bedding items should be labeled with the child's first and last name.

Emergency Planning

Seldom, a natural or man-made disaster such as a fire, flood, earthquake, extreme weather conditions, power failure or utility disruption, chemical or toxic spill, bomb threat, or terrorist attack may occur. However, in the event of an emergency, staff must follow the following protocol:

- Attend and participate in training and drills on disaster preparedness; Staff must move quickly and make sound decisions:
 - Quickly remove the Emergency Binder from the room with name of child(ren), contact number(s) and daily attendance roster;
 - Take a head count of children;
 - Immediately evacuate children from the area of disaster in a quick, safe, and calm manner. Staff members are expected to remain in control of themselves as not to confuse or alarm children;
 - Move in a single file line or huddled together (based on circumstance) to the nearest exit;
 - In the event of a power outage, students may remain in room. The Center Director will communicate with staff of the next steps. If the power outage is expected to last more than 20 minutes, arrangements are to be made for parents to pick children up early.
 - Staff members are to relocate to the previously arranged evacuation location.
 - Confirm head count and ensure each child is present;
 - Contact the appropriate authority (based on circumstance) and follow their advisement (when applicable); and contact parents and inform them of the incident. In the event parents must pick up children, attending staff members must ensure parents sign for their child. If another party besides parent picks up a child, appropriate identification must be shown.

- Monthly mock drills will be covered to further prepare staff members and children. Staff members are expected to take drills seriously and react in the appropriate manner and quickness for the situation being modeled.

Ultimately, staff may be required to make quick responsible decisions not listed above. In this case, staff members are expected to make sound decisions and ensure children are safe and accounted for. Appropriate authorities and parents must be notified immediately about children's safety.

Accidents and Emergencies

Immediately following the proper Safety/Emergency Evacuation Procedure, parents will be notified accordingly. Upon request for early dismissal, parents will receive a brief update of the circumstance. Parents must sign their child out before the child can be excused. Parents are asked to follow specific instructions (if applicable) based on the circumstance or situation. The Director or staff members will provide further instructions (if applicable). In the event a child gets hurt, an incident report will be provided to the parent or guardian. The parent or guardian is encouraged to inspect their child upon dismissal and raise any questions or concerns directly to attending staff members.

Emergency School Closure

The Academy for Young Achievers will close in the event of severe weather conditions. The Academy for Young Achievers will observe state emergency closings. Announcements of school closures may be found on any of the following:

- Message on the voicemail;
- Local Radio Station /News Station
- Website

In the event The Academy for Young Achievers is not listed, we encourage parents to contact the school directly when in doubt.

If weather conditions such as snowfall or hailing begin while school is in session, causing The Academy for Young Achievers to close early, Parents are requested to pick their child up as soon as possible so staff members may leave before roads become too hazardous. School age children will be expected to proceed home directly from their attending elementary school.

In the case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified to pick their child up immediately. Children will be cared for at all times until parents or emergency contacts arrive.

Child Abuse and Neglect

The Academy for Young Achievers staff members are required by Indiana State law and licensing requirements to immediately report to the police and/or Child Protective Services (CPS) any instance when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation of any way. You may see the Director regarding the school's policies and procedures for reporting and documenting suspected child abuse and neglect.

Staff members may not notify parents when the police or CPS is notified about possible child abuse, neglect or exploitation, except based on the recommendation of CPS or the police when they are called.

Health Appraisal and Forms

Parents are required to ensure that a current physical is always on file for their child. Prior to admission, parents must ensure that an age-appropriate health appraisal is provided. The health appraisal must have been conducted within the last twelve (12) months prior to admissions to The Academy for Young Achievers and updated annually for students 12 months – school age, and every six months for students 11 months and younger.

Health appraisals shall be certified by a health care provider and updated yearly or in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. The health appraisal shall include:

- A health history;
- Physical examination;
- Growth and development;
- Recommendations regarding required medication, restrictions or modifications of the child's activities, diet or care;
- Medical information pertinent to treatment in case of emergency;

- Documentation of the immunization status, with a listing of day, month and year of administration for each immunization required by the Division of Public Health.

All information must be provided prior to admission. If the appropriate information is not provided at the time of enrollment, then a child will not be permitted to attend The Academy for Young Achievers until the proper forms and information are received.

Additional forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and current immunization history. These forms must be kept current.

Health Observations on Arrival

The Academy for Young Achievers will observe children upon arrival for signs of communicable disease, physical injury, or other evidences of ill health. The Academy for Young Achievers asks for parental support by ensuring your child arrives at The Academy for Young Achievers in good health, ready to learn. Otherwise, The Academy for Young Achievers will proceed with the necessary actions to ensure the well-being of all children and staff members.

Management of Illnesses

The Academy for Young Achievers adheres to the Caring for our children National health and safety performance standards. It is important that children are healthy and free of any illnesses that may pose a threat to others in the facility. A child cannot remain at the school if they show symptoms of the following illnesses:

- Temperature of 101 degrees or greater. A thermometer may be placed gently under their arm for proper reading. A child shall never receive a rectal temperature reading at the school. **Oral may be done for preschoolers four (4) and older if a digital thermometer is used**
- Signs of severe illness such as unusual lethargy (exhaustion, fatigue, drowsiness);
- Uncontrollable coughing, persistent crying, difficult breathing, or wheezing;
- Uncontrollable diarrhea;
- Blood in stools;
- Vomiting illness that occurs two (2) or more times within 24-hours;
- Stomach pains that continue for more than two (2) hours or intermittent pain associated with a fever or other symptoms;
- Mouth sores with drooling;
- Purulent conjunctivitis known as “Pink eye”;
- Scabies;
- Pediculosis known as “head lice”;
- Tuberculosis;
- Impetigo known as a highly contagious skin bacterial infection;
- Strep throat or other streptococcal infection;
- Varicella-Zoster known as “chicken pox”;
- Shingles that are exposed and can come in contact with others;
- Pertussis;
- Mumps;
- Hepatitis A virus or jaundice;
- Measles;

- Rubella;
- Herpetic gingivostomatitis known as “cold sores”

Other illnesses that limit the child’s ability to comfortably participate in activities or results in the need for greater care that can be provided without comprising the health and safety of other children.

The parent or guardian is required to provide written documentation from a health care provider that the symptoms or illnesses do not pose a serious health risk to the child or other children. Parents are welcomed to discuss details of this rule in depth with the Center Director.

Children that are ill will be cared and supervised in a separate room or area until picked up by the parent or guardian. ***Parents and/or an authorized Emergency Contact person must pick up sick children from the facility within one hour of the initial phone call.***

Exposure of Communicable Disease

In the event your child has been exposed to any reportable communicable diseases (as listed under Management of Illnesses). The Academy for Young Achievers will release a written notice via email to parents. This written notice will indicate the suspected disease to which the child was exposed at the school.

Health Return Policy

The Academy for Young Achievers will not permit a child with a reportable communicable disease to return without one of the following documentations:

- Written documentation from a health care provider that the child has been evaluated and poses no risk to the child or others;
- The Academy for Young Achievers has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others;
- If there is a conflict of opinions of the health care provider and Division of Public Health, The Academy for Young Achievers will follow the instructions of Division of Public Health.

Medications

Lead Teachers and Administrators may administer medications as directed by a licensed physician in writing. All medications must be in their original containers and must be labeled in the name of the student receiving the medication. At no time is a staff member permitted to administer medication that has been prescribed to a family member or sibling, or is unlabeled and out of its original packaging. All parents must complete an authorization to administer medication form and sign the medication log daily.

Medications for children with Asthma

Medications and machinery needed for treatment of Asthma must be labeled with the child’s name and date of birth. A prescription detailing how the machinery should be used as well as a written action plan from the prescribing pediatrician must be provided to Administration prior to any medication being given.

Outdoors Play

Outdoors play is a regular part and exciting daily routine for children. Children should be prepared to play outside some part of every day. Please do not request your child stay indoors unless for medical reasons. In this case, The Academy for Young Achievers reserves the right to request your child remain home if

sufficient supervision is not available. No flip-flops, sandals, or other slippery shoes should be worn while playing outdoors.

Open Door Policy

The Academy for Young Achievers welcomes and encourages parents to visit any area of our school at any time. However, parents are required to first sign in at the school office. We encourage parental involvement, especially on field trips and helping with class instruction, school events, and celebrations. In addition, parents are welcomed to visit and monitor instruction in action. We do ask that parents reserve questions or concerns for classroom instructors until after class. We ask that parents address immediate concerns with the Center Director.

Program Withdrawal

To withdraw your child from The Academy for Young Achievers without any further financial obligation, The Academy for Young Achievers must receive a written two-week notice. The child's last day must be a Friday except for extenuating circumstances. Parents will be billed for any days outside of that notice regardless of if the child attends.

Authorized Persons for Drop-off and Pick-up

Parents and guardians are authorized to sign their child in and out daily. Only those persons approved by the child's parent or guardian may take the child from The Academy for Young Achievers. Authorized persons must provide photo identification prior to the child being released. In this case, the person must go to the office to receive clearance from the Center Director. We ask that parents attempt to notify The Academy for Young Achievers prior to the arrival of an unauthorized person if there is a change of routine for the child.

Personal Items

We understand that children love their toys. However, we ask that children not bring toys from home to avoid any confusion, misplacement, or mishaps with the child's personal property. Staff members cannot assume responsibility for lost or broken toys.

General Parent Responsibilities

Parent and guardians are responsible for the following:

- Provide the appropriate forms required;
- Ensure contact information remains current and up to date;
- Ensure child has an extra set of clothes and bedding. All personal belongings must be labeled;
- Ensure proper medication forms are completed if medicine must be administered by staff ;
- Ensure child wears sneakers or shoes with a rubber (non-slipper) sole; and report to school daily in uniform when applicable;
- Communicate any concerns regarding the program or your child immediately with staff;
- Read notices and information left in your child's mailbox;
- Pick up your child's work and projects daily. Their work is very important to them and provides another means of communicating their progress with you;
- Encourage your child to govern herself/himself in a positive manner within the values set by The Academy for Young Achievers;
- Volunteer a minimum of two hours per month;

- Support children positive role modeling;
- Assist students with homework and projects;
- Attend all parent/teacher conferences quarterly

Confidentiality

Our policies regarding confidentiality are intended to demonstrate the utmost respect for every child and family we serve. We place a high value on the confidentiality of each child's records. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target an aggressive incident. The Academy for Young Achievers position is that it is in the best interest of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with what we know to be the standards of excellence in early childhood education, and it is one practiced consistently by other high-quality child care organizations.

Paths to Quality



The Academy for Young Achievers is a proud participant of the Paths to Quality initiative.

What does Paths to Quality mean?

Paths to QUALITY™ - Indiana's Child Care Quality Rating and Improvement System.

Research shows that high quality early childhood programs prepare children for future success in school, work and life. From birth through age 5 is the most important time for growth of the human brain. A child's brain develops in response to the child's experiences by building neurological networks in reaction to the environment.

A child's experiences in a child care program can significantly contribute to that brain development and the future success of the child. High quality child care programs are essential, not only to Hoosier children, but also to their families and to the communities in which they live. Parents need stable, high-quality care in order to be productive at work. They count on their child care provider to ensure that their child is safe, healthy and learning during those hours they must be at work. Our school systems need children who are entering school prepared and ready to succeed. Businesses need a high-quality work force both now and in the future. In fact, studies have shown that high-quality early childhood programs increase the graduation rate, reduce the future crime rate, and can save up to sixteen dollars for every one dollar invested. High-quality child care programs are essential to everyone.

In order to improve the quality of child care programs, states across the nation are using Quality Rating and Improvement Systems (QRIS), such as the one here in Indiana, Paths to QUALITY™. Quality Rating and Improvement Systems assess the quality of care within a program, work to improve that quality level, and give families an easy to recognize symbol that makes the difficult decision of choosing child care easier. These systems also provide an accountability measure for funding and create an alignment between

licensing, subsidy and quality across child care, Head Start and the Department of Education's early learning guidelines.

Paths to QUALITY™ gives families an easy to recognize tool for selecting a child care program. Families can look for the Paths to QUALITY™ logo to determine what level their provider has achieved. Each level builds on the foundation of the previous one, resulting in significant quality improvements at each stage and in national accreditation at the highest level. The system validates child care programs for ongoing efforts to achieve higher standards of quality and provides incentives and awards for success. The four levels address:

- Level One: Health and safety needs of children met.
- Level Two: Environment supports children's learning.
- Level Three: Planned curriculum guides child development and school readiness.
- Level Four: National accreditation (the highest indicator of quality) is achieved.

For more information on Paths to QUALITY™ please visit <http://www.childcareindiana.org>.

In Closing

We believe that your desire to provide your child/ren with high quality early learning experiences within an academic and nurturing setting has led you to enroll your student at The Academy for Young Achievers. We are thankful and grateful that you have chosen us to help your student in their developmental process. We look forward to a supportive partnership with your family. Our approach to early childhood education emphasizes the importance of active learning and creating an atmosphere that is inspiring, supportive, and fun. The total experience empowers your child to become a scholar who is a confident, successful, lifelong learner. We are here to help and to provide a caring, nurturing, learning environment for your child.

Please see the Center Director if you find you have any questions or concerns with our operations, these policies, or your responsibilities.