

## Children's Academy Guidelines for Care

### **Children's Academy Child Care Center Offers:**

1. Child care for ages six weeks through twelve years of age.
2. A sequential preschool program designed to enhance kindergarten readiness and pre-reading skills.
3. Before and after school care and pick-up from local elementary schools is available. Please notify the center before 1:00 p.m. if your child will not be riding our vans that day.
4. Summer camp programs for children who have completed five-year old kindergarten and higher grades.
5. Extra-curricular activities including: gymnastics, Tumble Bus, and swim lessons are available for an additional fee.
6. A well-balanced lunch program and two nutritious snacks daily. A menu is posted weekly in the lobby area.
7. Cribs, mats, and sheets are provided for nap time. If your child desires a blanket, one may be brought from home, labeled with his/her name, and kept in the cubby until naptime.
8. Children's Academy is open from 7:00 a.m. until 6:00 p.m. There is an after-hours charge of \$1.00 per minute after 6:00. Payment must be made to staff remaining on late days.
9. Full day care will be provided for school children on school holidays/workdays, etc. for an additional fee of \$20.00 per child or \$10.00 per child for early release. The amount charged will not exceed the weekly tuition charge.
10. The center will be closed on the following holidays: New Years Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving-2 Days, Christmas Eve-the center will close at 3:00 p.m., and Christmas Day. If the holiday falls on Saturday, the center will be closed on the Friday before. If the holiday falls on Sunday, the center will be closed on the following Monday.
11. Tuition is due on Monday of each week. Any account not paid by the close of the day on Tuesday will be charged an additional \$20.00 late fee. Any account past due more than two weeks results in termination of child care. There is a \$30.00 service charge for returned checks. After receiving two returned checks, cash payments will be required.
12. All rates apply when Children's Academy is closed for a holiday, weather, and when children are absent.
13. Two weeks of vacation is allowed per year, for which ½ tuition will be charged. The year runs from January to December. Vacation means your child is not in attendance for five consecutive working days. Your vacation is pro-rated according to when you start during the calendar year.
14. A non-refundable registration fee must be pre-paid and the following on file before a child is enrolled: application, medical and immunization form, discipline policy statement and emergency medical treatment form.
15. An up-to-date immunization is required at all times. As a child receives additional immunizations, please notify the office so we can keep your file current.
16. If a child becomes ill, the parents will be notified and the child will be isolated from the other children until he/she can be picked up. The parent must pick up the child immediately. A child will not be allowed to attend the center whenever he/she is running a fever, vomiting, has diarrhea, or has any other contagious infection or disease.
17. Medication slips are available in your child's classroom. Parents are responsible for locking all medications in the cabinet or in the refrigerator. Medicine must not be left in the child's

- bag nor taken into the classroom. No drug or medicine shall be administered after its expiration date. Prescribed medicine must be in its original container. Any medicine remaining after the course of the treatment is complete must be disposed of by the parents.
18. All messages to the center should be in writing.
  19. Parents are responsible for bringing their children into the center each morning and making sure the staff is aware of their presence, not simply dropped off at the door.
  20. Parents are to notify the center by calling and/or in writing whenever someone other than themselves are to pick up their children. Identification is required. For your child's safety we must see the adult who is picking up your child each day.
  21. No toys or other personal items are to be brought from home. We cannot be responsible for lost or damaged items. Parents' cooperation in this matter will be greatly appreciated.
  22. All articles of clothing and children's items must be labeled by the parent.
  23. Sneakers or tennis shoes are recommended for safety. (Sandals, jellies, flip-flops or thongs are not allowed)
  24. Field trips will be included in the preschool and school-aged programs. Parental permission must be given on the appropriate form before any child can leave the center. Children under three years of age are not transported.
  25. Physical punishment is not used for misbehavior. Redirection or time out is the only method used for dealing with such behavior. Children are constantly praised and rewarded for appropriate behavior. Any child who can not abide by our policies will be asked to withdraw from the center.
  26. Any suspicions of child abuse or neglect will be reported to the Department of Social Services.
  27. A minimum of two weeks notice is required for withdrawal of a child from the center. If required notice is not given, you will not receive any refund on tuition paid prior to withdrawal.

### **Infants and Toddlers**

1. Upon enrollment, the parent of any child fifteen months or under will supply the center with a written daily schedule.
2. Parents are required to supply diapers and diaper wipes for their child.
3. A change of clothes should be in your child's cubby at all times. (Make sure the clothes are appropriate for the season)
4. Please bring enough bottles for your child. State law requires your child to receive a clean, fresh bottle each time he/she is fed. Partial bottles will be discarded. All formula and juice must be prepared at home. No glass bottles are allowed and all bottles must be labeled.
5. All baby items must be labeled.
6. The center will not apply powder, creams, ointment, vaseline, etc. unless a complete medical slip is filled out.
7. Toilet training will be encouraged by the center upon request.