

THE
CinDay
ACADEMY

PRE THRU 12 PRIVATE SCHOOL

Student Handbook (Preschool)

11 Sycamore Creek Dr
Springboro, OH 45066
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OUR EARLY LEARNING SCHOOL

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OUR EARLY LEARNING SCHOOL

Welcome

Thank you again for choosing The Academy for your child's early learning school. We are glad to have you join our family. At The Academy, your child will continue building a solid foundation so that they may achieve success. We look forward to a great year of learning, excitement and accomplishments.

Sincerely,
Gina Pangalangan
Founder & Director of Education

Philosophy

The The Academy children will be placed in an environment that will provide them with opportunities to learn at their own developmental level with teachers that are motivating and inspiring. This environment will be developmentally appropriate and the children will be given adequate time to play as they learn in this setting. This "play" will be done through hands-on materials and will help the child explore, manipulate, and gather information in a way that is meaningful for them. The teacher will help each child develop a positive self-image, social skills, critical thinking skills, and motor skills. The environment will also be full of print materials and literature will be shared with the children daily. This will help the child make the reading and writing connection. A teacher will strive to meet the needs of each child as pre and post assessment data will take place. The academic learning through creative play will help each child experience success.

Our philosophy is to have children work together in a friendly, nurturing, safe and interactive atmosphere. The teacher will collaborate with the parents in an effort to include them in the social and academic development of their children; communication will be welcome and ongoing. Parent volunteers and community helpers will be used in the classroom to help be a part of the growth of the young children.





Mission




Our goal is to prepare children for success in school and beyond with an educational experience that will stir their curiosity, spark their imagination and inspire their confidence.

Curriculum-Early Learning School

Language Arts

The children will be immersed in literacy during their time in the programs so that they will become aware that print can convey a message and learn some pre-reading strategies. They will also be introduced to good writing habits.

-  Books will be available at all times
-  Paper and pencil use will be encouraged
-  Books with enlarged text will be used
-  Early reader books with limited print and picture clues will be available

-  The environment will be rich with print
-  Students will work at their own level
-  Teacher will facilitate growth without the limits of a traditional setting





The Math Program

The children will be exposed to a wide range of mathematical concepts in order to help them increase their knowledge of basic math skills. This program is based on research that indicates young children learn best with real materials or manipulatives, rather than abstract symbols on a worksheet.

Sorting Problem Solving Patterning Counting Classifying Estimating
 Measuring Adding






The Art Program

The children will be exposed to the elements of art through line, shape, space, texture, color, and form. A variety of art materials will be available throughout the school year. The children will also be able to use these materials during their creative playtime.

-  Emphasizes process, not product
-  Children can choose media
-  Teacher provides guidance not models
-  Displaying children's work is essential

Dramatic Play

The students will engage in dramatic play with different areas set up to simulate real life experiences. These areas will help strengthen the children's social and language development as they build relationships.

-  Kitchen
-  Grocery Store
-  Pet Shop
-  Office
-  Woodworking Workshop

Science

The children will explore their environment. They will interact with materials as they make predictions, ask questions, and gather information.

-  Animals
-  Plants
-  Weather
-  Nature

Social Studies

The children will broaden their perspective about their family, home, school, community and world. This will be done daily during theme related activities. Special community projects and people will be integrated into the Social Studies Curriculum.

Music

The children will experience a variety of music forms as they listen, move, sing, and play. The children will also be provided with music as they work during the day.

Gross Motor

The children will be encouraged to use their gross motor skills both inside and outside during the school day. The teacher will facilitate the activity to encourage development of their coordination and balance. Organized games will also be played to improve student's social skills and sportsmanship.

Cooking

The children will be given the opportunity to develop their self-help skills as they work in the kitchen. They will also use mathematical skills as they prepare a variety of items. Literature will be used to make the connection between the classroom and the kitchen.

A Day at The Academy



Arrival (9:00 or 12:30)

The teacher greets the children and they will be involved in an attendance activity such as a sign-in sheet. The teacher will then encourage the children to make a choice at one of the centers.



Free Choice Centers (9:00 or 12:30)

The children may circulate through the following free choice center until meeting time. This special time is for the children to interact and share with their peers while working on developmental skills.

Art, Blocks, Reading, Games, Dramatic Play



Meeting Time (9:45 or 1:15)

This is the teacher directed time of academic learning. The emphasis will be on listening, language skills, and literature. The students will listen to a story, view-enlarged print from charts and big books, and observe as the teacher models writing. A math lesson will also take place through the calendar and weather activities. Coming together in the meeting area for large group instruction will also create a sense of community among the children.



Work Choice Centers (10:15 or 1:45)

The teacher will conduct planned small group skill activities centered on high interest themes. During this time, the teacher will be a facilitator and work one-on-one with each child.



Gross Motor / Music Time (10:45 or 2:15)

This is a large group activity. The children will work on their physical development to improve coordination and balance or they will learn to play and move with music.



Closing (11:25 or 2:55)

The children will gather at the end of the day to recall events of the day in order to help them make connections and communicate the events with their parents. They will also collect their belongings as they increase their independence.



Dismissal (11:30 or 3:00)

Course Descriptions/Schedule

The program will run from September through May. The school offers classes for children 2 years through 8th grade.

The Early Childhood Class is a multi-age class designed for children ages 2-4 who have mastered bathroom skills. The class will provide a developmentally appropriate introduction to the school environment that will prepare the children for the Kindergarten Enrichment Class or Kindergarten. It is a 2-day or 3 day a week program.

Kindergarten Enrichment is a class for students attending Kindergarten the following school year or children that are currently in a Kindergarten program. A certified Kindergarten teacher teaches the class.

Kindergarten Program is an innovative approach to learning, which includes daily reading groups, journaling and writing sessions. These activities encourage learning by doing in an environment that is literature and print rich. The class is small to ensure personalized attention and is taught by a certified Kindergarten teacher.

School Age Program is multi-age classrooms for full day kindergarten through eighth grade. The class size is small and the educational experience is both challenging and individualized. The students are able to develop his or her own talents, interests and goals in an environment where dedicated teachers and parents work together to build a foundation for all future learning.

Weekly Class Schedule:

Early Childhood Class- 9:00 –11:30 a.m. Tuesday, Thursday

Early Childhood Class- 12:30 – 3:00 p.m. Tuesday, Thursday

Early Childhood Class- 9:00 –11:30 a.m. MWF

Early Childhood Class- 12:30 – 3:00 p.m. MWF

PreKindergarten - 9:00 –11:30 a.m. MWF

PreKindergarten - 12:30 – 3:00 p.m. MWF

PreKindergarten - 9:00 –1:00 pm. TTH

PreKindergarten – Monday –Friday 9-11:30 OR 12:30-3:00 pm

Kindergarten- 9:00 a.m.-11:30 a.m. Monday - Friday

Kindergarten- 12:30-3:00p.m. Monday - Friday

Kindergarten –9:00 am. –3:00 p.m. Monday –Friday

School Age– 9:00 a.m. –3:00 p.m. Monday -Friday

One To Grow On Courses

One To Grow On courses are in the areas of foreign language, music, gymnastics, karate, ballet, science, art and a parent & me class. More courses will be offered based on the interests of the children and parents. There are two 10-week sessions and one 5-week session for the year. Schedule is in the OTGO book.

Registration for the first session begins during the second week of school. Registration for the second and third sessions will begin several weeks prior to the start of those sessions. Please see yearly calendar for exact registration dates. For the second and third sessions, priority registration starts on Monday at 10:00a.m. online and open registration starts on Wednesday at 10:00 a.m online.

In order to secure a spot, payment must be made at the time of registration.

Priority registration is available during the second and third sessions. If you are currently in a One to Grow On class, you may have priority registration by signing up for that same class/same time on the Monday or Tuesday of registration. You may also sign up for the entire year.

If a class is cancelled due to inclement weather, there will be no makeup class unless 2 or more are missed in one session.

Staff/Ratios

One important objective for the school is to offer a caring and educated staff that will enhance the creativity and education of the students. The staff is committed to providing the students with academic learning through creative play and establishing an enthusiasm for learning.

The teachers will be degreed professionals and will have training in child development. Either a licensed physician or the American Red Cross will train them in first aid, the recognition, prevention and management of communicable diseases, CPR, and child abuse. They will also be instructed on proper hand washing and disinfecting techniques. The Director of Education, Gina Pangalangan, will work closely with each teacher to offer consistency in the classrooms. She will also plan the events and school wide themes. The staff will often bring all the students together for group events like Sing-A-Longs and Gross Motor experiences. The Director will also work with all the students at different times, as the teachers will have a team teaching approach for the school.

The staff will work closely with parents in order to provide the best educational experience for their child. Parents are welcomed and encouraged to volunteer in the classroom and school. A parent resource library will be available for the parents. Most importantly the lines of communication will be open between the staff and parents at all times.

The Ohio Department of Education requires compliance with the following guidelines.

Maximum Number of children per child care staff member:

| | |
|---------------|----|
| 3 year olds | 12 |
| 4-5 year olds | 13 |
| 5-6 year olds | 15 |

Maximum group size will not exceed twice the staff to child ratio.

Administration

Founder & Principal Business Director

Gina Pangalangan
Tricia Fote

Teachers:

Early Childhood Class

Amanda Becker
Denise Braun
Gretchen Brocwell
Shannon Oehler

Kindergarten Enrichment

Emily Fuller
Shannon Oehler

General School Information

The CinDay Academy
11 Sycamore Creek Dr
Springboro, OH 45066

Phone: 937-748-1991

Fax: 937-748-2091

Website: AcademyMustangs.com

Email: director@academymustangs.com

POLICIES AND PROCEDURES

Administration of Medications

Prior to the administration of a medication, food supplement, or modified diet, the The Academy staff shall:

Secure the written instructions of a licensed physician as appropriate for the administration of any medication, food supplement, or modified diet.

Secure the written, signed and dated instructions of the parent or guardian on the form provided by the Administrator or designee for the administration of medication, food supplement or modified diet.

Each time medication is administered a written record or log including dosage, date and time shall be made. This record or log shall be kept on file for one year.

Admission / Withdrawal

Current student registration starts in January. New student registration starts the first school day of February. Registration requires the registration fee (\$50 individual and \$70 family) and the first month's tuition which is applicable to the yearly tuition, but not refundable. Every effort will be made to put your child in the classroom of your choice.

The Academy will need written notification of a student's permanent withdrawal from the program at least one month in advance. ETF will cease at the end of the 30 day period.

Attendance/Release Policy

Children are arranged in small groups so that attendance may be recorded each day. Please call The Academy if you know your child will be out of school.

The safety of the children is our foremost concern. Please keep all information current on registration forms and emergency forms. If a child is absent two or more classes, The Academy will contact the parents. We will want to know that your child is safe and well. Daily attendance is taken for this reason.

Parents are responsible for children entering the building safely and walking them to their classroom. At that time, parents will notify the teacher of the child's arrival. At the end of the school day, children will not be released to anyone that is not identified by the parent to have permission to pick up the child and must be at least 16 years of age. If written permission from parent is given, proper identification must be shown. Forms will be filled out by the parent and on file in the school as to the people that are authorized to pick up the children. Written notification is needed when changes are made to the form.

Birthdays (We are a nut free school)

Birthdays are exciting and we want to celebrate them. Due to the prevalence and severity of food allergies among children, **it is strongly recommended that you provide non-food treats instead of a food snack**, such as (but not limited to), colorful pencils, coloring books, or stickers. Another creative idea is to gift wrap a new game or activity for your child's class. Your child unwraps the gift with his or her classmates and plays the game or toy with them.

Children are also encouraged to bring in pictures to help us celebrate each year of life.

Thank you in advance for your cooperation and adherence to this policy enabling us to keep all the students at MIM safe. Please remember to give your child's teacher advance notice of when you will be providing a birthday snack. Summer birthdays will be celebrated on the half-year.

In addition, we offer the opportunity for children to donate a book of their choice from the birthday wagon for only a \$10 donation. Each book will have a sticker with your child's name on it.

Dress Code

Please send your child in comfortable, old clothing that they can manipulate easily when going to the restroom. It is important that a child is able to get in and out of their clothes quickly and easily. Also, we will be painting everyday and trying our best not to get too messy. We will have extra clothing on hand, if needed. If you bring in a change of clothing for your child, please label it and put it in a Zip-lock bag with the child's name written on it clearly and keep it in their bag. Please send your child in shoes that will be comfortable and safe on our playground.

Early Pick Up

If you need to pick up a student early, please enter through the main front doors and ring the bell to be admitted.

Emergency/Accident Plan

An emergency plan will be posted by every door of each classroom and includes:

- Fire emergency procedures and exits
- Tornado warning procedures and designated safe areas
- Emergency phone numbers
- Location of available phones
- The names of staff members trained in first aid
- Instructions for emergencies:
 - Remain with the child
 - Evaluate the situation
 - Call 911
 - Call the parents & allowing them to transport if EMS is not required

Children's records will be on file in the preschool office

First aid kits will be placed in the preschool office.

If children need to be evacuated for serious emergency, they would go to 5 Sycamore Creek Dr. Teachers will have a method of communication, at all times, to other staff members, when outside the

building with the children.

Enrollment /Employment Policy

The Academy provides opportunities for enrollment and employment regardless of race, color, national origin, religion, sex, economic status, handicap, and other human differences. However, children must have mastered bathroom training to attend the school.

Entering/Exiting Building

Entering the building:

Please enter the building from the main front doors. This will bring you into the atrium and the multi-purpose room. Classroom doors are unlocked at 9:00 or 12:30. Please be respectful of any One to Grow On classes in progress.

Exiting the building:

After picking up or dropping off students, please exit from the side doors closest to your child's classroom. You may not re-enter through this door.

Food Allergies (We are a peanut & tree nut free school)

Due to the increased number of students with food allergies, we are a nut free school. All teachers are trained to use Epipens. A standard emergency sheet with the student's photo will be posted in the student's class and in the office. Emergency forms will be available at meet the teacher night. Epipens are kept in the student's classroom and in the office. Please provide MIM with at least 2 clearly labeled Epipens. If you have any questions or comments please feel free to contact MIM.

Food Policy (We are a nut free school)

We will not be serving a snack during the day. Our time with your children is short and we would like them to be able to make the most out of their day. Snacks and transitions take up a lot of valuable school time. Please let us know if this will be a problem for you child. If it is necessary, parents can provide a snack for their child. Also, candy and gum are prohibited. We will cook in the cooking classroom as part of our science curriculum.

Guidance and Management Policy

A child who is having problems abiding by the guidelines of the program, the staff member shall use developmentally appropriate techniques suitable to the child's age and the circumstances. The staff member will use developmentally appropriate separation from the situation only as necessary. For severe or continuous problems, such as biting, hitting, or kicking, a call will be made to the child's parents. If the behavior does not improve, a parent conference will be held to establish a behavior plan for the child. All employees at The Academy will Motion will follow this guidance and management policy.

Behavior Rules

1. Children should keep their hands and feet to themselves.
2. Children must walk in the building.
3. Children must stay within the designated space, both indoors and out.
4. Children may not choose activities that destroy property, endanger others or themselves.

Children are never permitted to:

- Fight (this includes roughhousing and karate)
- Use improper language or gestures
- Bring toy weapons to school for any purpose

Constructive Disciplines: The following is from the Ohio Department of Education law 3301-37-10 and are to be used at all times.

1. Praise for appropriate behavior
2. Talk with child about the situation
3. Redirect child to a new center area
4. Isolation from the group, when used as a discipline, will follow the 1 minute per year of age guidelines and the child shall at all times be within sight and hearing of a staff member in the classroom.
5. There shall be no corporal punishment
6. No discipline technique shall be delegated to any other child.
7. No physical restraints shall be used to confine a child.
8. No child shall be placed in a locked room or confined in an enclosed area.
9. No child shall be humiliated or subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.
10. Discipline shall not include withholding food, rest, or toilet use.
11. Discipline shall not be imposed on a child for failure to eat, sleep, or for toilet accidents.
12. Techniques of discipline shall not humiliate, shame or frighten a child.

Gun Policy

No person shall knowingly possess a deadly weapon or dangerous ordnance onto these premises.

Hand Washing

Teachers will wash their hands before and after teaching school. They will have the children wash their hands after recess, after handling school pets, before eating, after using the bathroom, and after sneezing or blowing the nose. We will either use hand sanitizer or wash with soap and water for 15-20 seconds.

Health Policy

Before attending The Academy, a child must have a complete health, enrollment and state medical exam. This information, which includes child's allergies and any medical conditions, will be kept on file and is current for one year from the date of the exam. These forms must be completed by the first by date of attendance and updated each year. Please help us by asking for a new form when your child goes for the next year's well check-up.

In order to maintain a happy, healthy environment for the children, the following guidelines must be followed:

Children that are ill shall remain at home. If the child exhibits one or more of the following signs, or if he/she is unable to participate in the activities, he/she will be sent home.

- Temperature at or above 100 degrees Fahrenheit by auxiliary method
- Sudden skin rash or infected skin patch
- Diarrhea and or vomiting
- Evidence of lice infection
- Severe cough
- Difficulty breathing
- Yellowing skin or eyes

Red itchy eyes
Dark urine/gray stool
Stiff neck
Yellow or green mucous from the nose

A child must be free of the above symptoms for 24 hours to return to The Academy.

We must be able to contact parents in case of an emergency or illness.

A child that is sick will be offered a cot and kept comfortable until the parent arrives.

Mildly ill children who cannot participate in all daily activities should remain at home.

The communicable disease chart is posted in the preschool office.

If a child is exposed to a communicable disease, a sign will be posted on the classroom door.

Medication is administered with physician's written permission and parent signed form on site.

Employees stay home when ill and a substitute is hired.

Spray aerosols will not be used while children are present.

If ill, child is isolated in the office on a cot to be cared for and in sight & hearing of an adult at all times.

The child is observed for worsening condition.

Incident Report

When an accident or injury occurs the staff member will complete a written incident report. A copy signed by the parent is placed in the child's file, and a copy is given to the parents at the time of the accident. The report will include the child's name, birth date, description of the incident, date and time of the incident, staff member present and their signature, actions taken, and any other information deemed necessary.

Late Pick-Up Policy

Our goal is to keep the children safe. We have different classes in progress during the day. In order to have a smooth transition between classes, **parents must pick up their children on time. You will be counted as late if you are more than 10 minutes past the end of class time. For every 5 minutes past this time, you will be assessed a \$5.00 per child fee.** This will automatically be debited from your account with your tuition payment. Please call only if there is an emergency and you will be late.

Nondiscriminatory Policy

The governing board of The Academy School located at 11 Sycamore Creek Dr in Springboro, Ohio 45066 has adopted the following racial nondiscriminatory policies. The Academy School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The The Academy School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

One To Grow On

OTGO classes are held everyday from 11:40-12:20. Children who attend morning class may have a snack at the end of their regular class and students who go onto an afternoon class may have a snack after OTGO. The snacks should be simple such as goldfish or raisins. For those who have allergies, the following snacks are free of milk, eggs, soy, gluten, peanuts, tree nuts and shellfish:

Fresh fruit and veggies
Sunmaid Raisins;
Fritos (original);
Lays Classic Potato Chips (original);

Wavy Lays (original);
Tostitos Natural Yellow Corn Chips;
Kellogg's Fruit Snacks (may not be safe for children allergic to strawberries);
Stretch Island Fruit Leather (apple, raspberry, grape, blackberry, apricot, organic apple, grape or raspberry);
Quaker Rice Cakes (salt free or lightly salted);

Parent Access Statement

The Ohio Department of Education licenses The Academy. Please refer to the posted license in the preschool office for the number and ages of students that the center can care for. All license reports, including fire and building, are available in the preschool office. A copy of the laws and rules governing this license is available for parent review, from the director, if needed. The Ohio Department of Jobs & Family Services toll free number is 1-866-ODJFS4U, which may be used to report a suspected violation of the laws and rules. Parents have access to the The Academy Early Learning School at all times of operation and are welcome to observe the children's activities. Parent volunteers will also be used in the classroom daily after a training section has been completed. All visitors and volunteers must report to the director first and display a visitors badge during their stay. See section on Safety/Child Supervision for details on verifying volunteers and visitors.

Parent/Child Separation

Separation anxiety is normal behavior and can occur at anytime and age. (Even with the parents)

Parents can encourage the child's first experience by:

Telling the child you are happy that they attend school.

Telling them that you are confident the activities are fun.

Telling them that you will be back to get them on time.

Encouraging them to hang their coat and bag; walking them to the room, saying good-bye and leaving.

Prolonged departure raises anxiety in the child because the child may feel that the parent is afraid to leave. If you have anxiety, your child may sense it and feel it too.

Demonstrating trust in the teacher

Act happy and keep positive

The Academy will work with the parent to handle the situation in a manner that is best for the child.

Parent Education

A Curriculum Night is scheduled at the beginning of each school year to discuss the program. If parents are interested in volunteering or help host one of our 4 parties, there will be an additional meeting in the fall. Parent workshops and seminars may be held in the fall and spring.

Parent Involvement/ Communication

The Academy is designed to support learning at home because parents are the child's most important teacher. It is essential for parents and teachers to communicate about the child. Parents will also be asked to volunteer in the classrooms but are not required to do so. Please sign the form, if you would like to be a parent helper.

Parents can communicate with the teacher at all times with respect to the needs of their children during the school day. Parents may call the school (748.1991) or email the teacher at any time that he/she would like

to communicate with the teacher. The teacher will talk to the parent or call them back, when he/she is not with students. Please give 24 hours to respond. A phone conference will be held in October and a personal conference will be held in March. Additional conferences may be scheduled as needed.

Parents are welcome to visit the school during school hours but will need to remember that the doors will be locked 30 minutes after the start of the school day. If you will be coming while the doors are locked, please ring the doorbell.

The director will be happy to assist parents with child development questions, educational questions and other school related topics. There will also be parent workshops during the school year.

Important information (newsletters, calendar revisions and special event flyers) **is sent home throughout the year.** To ensure it arrives in parents' hands, we will put your child's name on the paper and hand them directly to you. Also, please check the daily lesson plan posted on the classroom bulletin board for reminders on upcoming events. In addition, a tote bag or a backpack is strongly recommended to prevent papers from getting lost. School bags can be purchased for \$5.

Information is also available on our bulletin board in the school lobby and on our website: www.AcademyMustangs.com. If we have your email address, we will provide you with email updates.

The Academy phone number is **937.748.1991** and our email is director@mindsinmotionschool.com. Parents will be given a copy of the program compliance report upon request.

Parent Roster

A roster of children enrolled at The Academy is available upon request. If a parent does not wish to be included on the roster, please check the appropriate space on the registration form. Student's artwork and photographs are displayed all year in the classroom and on our website. Artwork will list first names only. If you do not wish your child's work to be displayed, please inform the school.

Safety/Child Supervision

All children will be supervised at all times at The Academy.

A teacher trained in first aid, communicable disease, CPR, and child abuse is on duty at all times.

Children must arrive and depart with the parent or designated adult with written parental permission.

The Academy will follow custody agreements and the appropriate paperwork must be on file in the preschool office.

I.D. will be checked on new people picking up a child even when parent permission has been given if it is out of the regular schedule.

The building will be locked 30 minutes after the start of the school day.

The staff is required to report any suspicion of child abuse or neglect to Montgomery County Children's Services. Children will be protected from abuse and neglect while at The Academy.

Phones are available to staff members of The Academy at all times by contacting the Director.

The Academy Staff conducts monthly fire drills at varying times. A record of these drills is kept on file.

Tornado drills are conducted each spring.

Fire emergency and weather alert plans are posted in each classroom near the door.

The Academy's licensing record includes, but is not limited to, compliance report forms and compliance investigation reports from the department of Human Services and evaluation forms from building and fire departments that inspected the school are available from Ohio Department of Education. This is also available upon request from the department and the school director. Inspection reports and compliance investigation reports are posted in the parent resource library for review.

Snow (Inclement Weather) Policy

The Academy will delay or cancel school based on weather conditions. Students will be notified of cancellations and delays due to inclement weather through the APP.

BEST SOURCE for information: The APP

If our school closes early, parents will be contacted to come early to get their children. Staff will remain at the school until all children have been picked up.

Please call the school to find out about your child's One to Grow On class the day of a morning cancellation. 748-1991

Student safety is our first and foremost concern when we decide to delay or cancel school. Many times, we look to Springboro Community Schools when making this decision. They have a team that is monitoring conditions continually. However, there may be a time when we choose not to follow their lead since we have some different criteria when making this decision. If there is a time that we choose not to delay or cancel, and you feel conditions are unsafe for your child, we completely understand and respect your decision to stay home.

If we need to close on 5 or more school days when your child has class, we will evaluate the need to make any reparations. However, we do not refund for missed days.

Special Events

Special events will be held at our school throughout the year for the continuing enrichment of the children. We have plans for special visitors and activities that will take place during school hours. Our events will take place in our school to help ensure the safety of our young children. Parents may park in The Academy parking lot for overflow parking.

Student's Belongings

Hooks are provided outside of your child's classroom for coats and backpacks. ***We strongly encourage that every child bring a backpack or tote bag to school.*** Every day, many important papers (newsletters, reminders, artwork, etc) go home with the children and a bag outside of their room will help us keep this organized so that papers do not get lost. School tote bags are available for \$5. Please put your child's name on your items so that they are easy to find.

Toys and Jewelry

Bringing toys to school is prohibited. Although children are often excited about their special toys they are eventually broken and can be a safety hazard for other children. Children are not permitted to bring in jewelry for security reasons; it can be a dangerous choking hazard, as well. The school is not responsible for the loss of any such item. Your child's teacher will let you know if a special "Share Day" is planned for her class.

Tuition

Registration Fee—Preschool (non-refundable) \$50
Registration Fee— K-12th (non-refundable) \$100

At registration, the registration fee and the first month's tuition is due. There are 12 total tuition payments. The remaining 11 months of tuition is due August 1—June 1.

Schedule

AM 9:00-11:30 PM 12:30-3:00 Full Day 9:00 - 3:00

The Academy accepts tuition payment through ACH— an electronic transfer of funds. If a check is returned for insufficient funds, parents must pay a bank fee and tuition. After the 7th of each month, a late fee of \$5 a day is charged each school day the tuition is not received.

The tax ID number for the school is 010614378.

One To Grow On Rates

Fee schedule will be posted the first week of September.