

## **PRESCHOOL AT THE ACADEMY**

Thank you for your interest in **The Academy**. We are licensed by the **Bureau of Licensing Division of Youth and Family Services**. We are proud to be accredited by the **National Early Childhood Program Accreditation (NECPA)**. To learn more about **The Academy** and its program please call to arrange for a demonstration lesson and a tour of the facilities.

### **OUR GOALS**

1. To help children to maximize their potential.
2. To build socialization skills.
3. To provide a nurturing, risk-free, structured environment where learning and self-esteem flourish.
4. To develop creativity.
5. To develop an understanding of the relationship between the sounds that children hear and the symbols they see.
6. To develop muscular coordination.
7. To learn about rhythm and music.
8. To assess the child's strengths and weaknesses so we build on the strengths and remediate the areas of weakness.
9. To develop an understanding of basic math concepts through the use of concrete objects.

## **GOALS FOR THREE-YEAR OLDS**

- Learn about manners.
- Learn to follow class rules.
- Learn to follow directions.
- Learn to work independently.
- Learn about cooperative learning and play.
- Learn to say the whole alphabet.
- Learn to count to 10.
- Learn to identify the numerals 1 to 10.
- Learn to identify the letters in their name.
- Learn to identify the letters of the alphabet.
- Learn to hold a pencil.
- Learn to hold a pair of scissors.
- Begin to learn about letter and numeral formation.
- Learn about our community.
- Learn about community helpers.
- Learn shapes and colors.
- Learn parents' names.
- Understand same and different.

### **DAILY SCHEDULE AND PROGRAM**

The Academy is open daily. Parents may choose from a variety of schedules depending upon the program for which they will be enrolling. The programs are half-day or full-day programs. Morning and afternoon sessions are available. School is in session from 9:30 to 3:00 PM.

Our goals are implemented through a program, which combines language skills and an understanding of math concepts with art, music, science, and motor activities. The risk-free structured environment of the classroom fosters independence. In addition to structured, teacher-directed activity times, there are also times for children to play independently.

Our staff is composed of well-qualified, experienced teachers who have been trained in **The Academy's** program. Our low child-to-staff ratio enables our teachers to provide personal and individual attention to each child.

We offer a 5% discount for the second child in the family who attends during the same school year.

The annual fee has been divided into equal payments for your convenience. Payments are not necessarily representative of the exact number of days used per week or month. The same rate is to be paid even if a holiday or break falls in that period.

All families are responsible for the tuition payments throughout the entire academic year. This policy is consistent with that of other private schools.

For further details and hours see attached fee schedule and proposed calendar.

### **STUDENT DROP OFF AND PICK-UP POLICY**

Please park in the parking lot and escort your child to The Academy waiting room. One of the teachers will receive your child there. Your child will wait for you in The Academy waiting room at dismissal time. If anyone besides the parent will be picking the child up, it is imperative to notify the Director or Head Teacher in writing in advance.

### **PARKING**

We recognize that parking is limited. Because of this, please be careful to use only one space and keep in mind that others are waiting to park.

### **PAYMENT INFORMATION**

1. All students will be charged a nonrefundable registration fee of \$200. This is an annual fee. The registration fee is due at registration to hold a place for your child. After a 3-day recision period, it will not be refunded for any reason.
2. Tuition may be paid on an annual or monthly basis. This must be indicated when you sign your enrollment contract.
3. If you elect to pay monthly, you will be billed on the 26<sup>th</sup> of the preceding month for the tuition that is due on the first of the following month. For example, you will be billed on October 26, for the tuition that is due on November 1. A 5% late fee will be added for all payments received after the 10<sup>th</sup> of the month.
4. If you elect the annual tuition schedule, 50% is due on July 15. The other 50% is due on or before the first day of class.
5. Please remember that tuition payments are due on a regular basis even though some sessions are missed because **The Academy** is closed for vacation. For further clarification please refer to page 2 of this manual.
6. Whether you elect the annual tuition schedule or the monthly schedule, you are contracting with **The Academy** on a basis of a full year of attendance. Upon receipt of your registration fee of \$200 and your signature on the enrollment contract, we will reserve a space for your child for the entire year.

### **VACATION POLICY**

As indicated on the school calendar, there will be regularly scheduled vacations during the school year. Please remember that tuition payments are due on a regular basis even though some sessions are missed because **The Academy** is closed for vacation.

**THE ACADEMY PRESCHOOL**

**TUITION RATES as of 1/1/08**

Please check one below:

**Morning Session**    **9:30 A.M. - 12:00 P.M.**

**Afternoon Session**    **12:30 P.M. - 3:00 P.M.**

	<b><u>Annual</u></b>	<b><u>Monthly Payment Option</u></b>
<input type="checkbox"/> Two day program -	\$2550	\$255
<input type="checkbox"/> Mon/Wed		
<input type="checkbox"/> Tues/Thurs		
<input type="checkbox"/> Three day program -	\$3900	\$390
<input type="checkbox"/> Mon/Wed/Fri		
<input type="checkbox"/> Tues/Thurs/Fri		

**Full Day Session - 9:30 A.M. – 3:00 P.M. with nap**

	<b><u>Annual</u></b>	<b><u>Monthly Payment Option</u></b>
<input type="checkbox"/> Two day program -	\$5100	\$510
<input type="checkbox"/> Mon/Wed		
<input type="checkbox"/> Tues/Thurs		
<input type="checkbox"/> Three day program -	\$7800	\$780
<input type="checkbox"/> Mon/Wed/Fri		
<input type="checkbox"/> Tues/Thur/Fri		

Special arrangements can be made to meet your child's needs.

## **ILLNESS POLICY**

A child should not be sent to school until he or she is well enough to participate in all aspects of our program, including outdoor play. We will send a child home if he comes to school sick. Please respect these specific rules:

1. **Please call the school if your child is going to be absent or late.**
2. Undiagnosed sore or discharging eyes or ears, or a severe runny nose or cough are all reasons to keep a child home.
3. A child must be kept home for any undiagnosed rash.
4. Children will be sent home from school if the following symptoms develop: fever of 101 degrees or above, vomiting, discharging eyes or ears, diarrhea or rashes.
5. When a child is sent home from school due to illness, we will require that he or she not return to school the next day.
6. **Children must be free of fever, diarrhea or vomiting for 24 hours before coming back to school.**
7. When the child does return to school we will require a note stating that he or she is well.

**PLEASE NOTE: ADHERENCE TO THIS POLICY IS VITAL  
TO PROTECTING THE GENERAL GOOD  
HEALTH OF EVERYONE.**

## **MEDICATION ADMINISTRATION**

1. Medicine must be brought in the original container with the label intact.
2. Medicine must be accompanied by a signed note giving **The Academy** permission to administer the medicine and the time(s) when it should be given. This must be done daily.
3. Medicine must be placed in the medicine box.

### **CHILDREN'S REQUIRED SUPPLIES**

All children will need:

1. A complete change of clothing, including socks, underwear, a sweater and an extra pair of sneakers.
2. A paint smock.
3. Full day students under the age of 5 will need:
  1. a sheet
  2. a blanket
  3. a pillow
  4. a pillow case

### **SNOW CLOSING POLICY**

Our decision to close the school is based on reports of snow emergency conditions, the amount of snow accumulation, road conditions, and the closing of most other schools and businesses. You will be notified via telephone call from one of The Academy teachers about all closings. If you think a particular snowfall may warrant closing for a full day, please call the school. Should we feel it necessary to close the school mid-day to inclement weather, parents will be notified.

### **BRINGING TOYS TO SCHOOL**

Please check with your child's teacher or the Director when you bring in a toy from home. With classroom toys, children will quickly learn that they will have to share. **Treasures from home may cause special sharing difficulties or they may be lost or stolen.**

If your family has special toys, books or other things that relate to our weekly or seasonal themes, we would love to have these additional resources to enrich our program. We do our best to send them home in good condition, but **please do not send things that are fragile or valuable.** Lasers, swords, toy guns, and other weapons are not appropriate or permissible show and tell items.

### **PARENT/SCHOOL COMMUNICATION**

Academy parents receive a weekly newsletter and a Director's newsletter on a regular basis. We believe it is important to have ongoing communication with parents.

Drop-off and pick-up times are a good occasion for a short exchange with your child's teacher. Please keep in mind that the teachers are also responsible for other children during that time and may not be able to engage in detailed discussions of your child's progress. Our staff is always willing to arrange a conference for this purpose.

## **PHILOSOPHY**

**The Academy** believes that it is important for children to develop to their full potential. A structured, risk-free environment enhances the desire to learn, unleashes creativity and builds self-esteem. Learning soars. We believe that preschoolers are not too young to learn the relationship between speaking, reading, writing, and listening. **The Academy** emphasizes independence, self-management and self-discovery – habits guaranteed to enhance life-long learning. Children develop a love of learning and realize capabilities about which their parents may have never dreamed.

## **ACADEMY DISCIPLINE POLICY**

At **The Academy**, the greatest offense is to harm another person. We try to reason with the child and explain that this behavior is not acceptable and will not be permitted. We direct the child to another activity to diffuse the tension. As a last resort, we ask the child to take a brief time out.

The time-out has two purposes. First, to allow the child time to calm and compose himself or herself. Second, to allow the teacher some time to console the other child. The time-out is very brief and at no time is the child isolated or out of the teacher's sight. It is the teacher's job to help the child redirect his/her energy and successfully rejoin the group. The time-out is the most severe form of discipline.

Yelling, ridicule, physical/corporal punishment are not acceptable forms of discipline. The environment at **The Academy** is a positive nurturing one, which allows self-esteem to flourish. The teachers are expected to model appropriate behavior. If a teacher expects cooperation and consideration from the children, she must demonstrate these behaviors as well. It is normal for a child to make a mistake or to behave in an inappropriate manner upon occasion. Patience and persistence and good role modeling will show the children the difference between appropriate and inappropriate behavior.