

Little Scholars Academy of Maumelle



Parent handbook



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Parent Handbook

We would like to welcome you to Little Scholars Academy of Maumelle. Our staff is looking forward to serving you and your children. If you have any questions or concerns, please don't hesitate to ask us. We want to accommodate you and your family in every way possible.

In the following pages, we will cover our policies and procedures that will hopefully, help you and your family to adjust and become more familiar with our program. Your satisfaction and your child's education and safety are our number one priority. By making yourself familiar with these policies, your experience with us will be positive and truly exciting.

This handbook should serve as your guide to our program. It is part of the contractual agreement between you and Little Scholars Academy. You may receive additional information in your enrollment materials that further describe your local school's policies. Please save these materials for future reference. We hope that they will help you better understand our policies, procedures and goals of Little Scholars Academy of Maumelle.

We reserve the right to modify these policies and procedures at any time to comply with state regulations or company directives.

MISISON

Our mission is to empower, develop and educate our students through academic enrichment, creative play, and social interaction and be the solution for their early academic needs by providing them with the tools needed to achieve excellence. Therefore, we are here to provide quality child care services by focusing on the individual needs of each child, providing them with the fundamental building blocks of education and fostering an environment that is safe and conducive to learning.

HOURS OF OPERATION

Childcare will be provided from 6:30a.m. to 6:00p.m, Monday through Friday. Children may not arrive before 6:30 a.m. or remain after 6:00 p.m. Summer Camp hours may vary (Please see director) .

SAFE ARRIVAL & DEPARTURE

Parents are required to bring their child inside and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and when they are departing with you. Parents are required to keep their child close within their direct sight while entering and exiting the building. Children may not be released to anyone under 18 years of age. Children will only be released to the adult who enrolled the child or someone authorized in writing by that person. Adults will be required to show picture identification to staff members if they are not known or recognized. Parents are responsible for signing their child in and out daily on the designated sign-in and sign-out forms.

LATE PICK-UP)

Should an emergency arise, the parent/guardian should immediately contact the Center. A late charge of \$1.00 per minute will be assessed if the child is not picked up by 6:00 p.m. Compensation for these services is to be paid upon arrival. If no authorized adult can be reached within one hour of closing, we are required by law to call Social Services. Please let us know if you are going to be late. Unfortunately, calling does not excuse you from the late charges. * Remember your child worries about you when you are late.

PARENTS ARE PARTNERS

We have an open door policy. Parents are welcome to visit their child at any time of the day. We urge you to volunteer in your child's classroom as often as possible. The children will benefit greatly from your participation. Some opportunities for you to volunteer include: Going along on special field trips, making classroom materials, reading stories, speaking to the class about your special hobbies or interests, or donating materials for art projects, the home living center, etc.

We hope that you will participate in parent conferences and meetings. If you have a concern about your child and would like to request a conference, please speak to the Director. Good communication between parent and teacher is essential. Parents are asked to share any pertinent information with the Director.

We always encourage parents to ask questions and make suggestions.

ENROLLMENT

A fifty-dollar (\$50.00) non-refundable registration fee per child is due prior to date of enrollment.

TUITION

Tuition is set on a weekly basis. Tuition is due on Monday or the 1st day of each week and paid no later than 9:00am Tuesday or the 2nd day of each week. If tuition is not paid by the 9:00am on Tuesday, you will be assessed a late fee. If tuition is not paid by the end of the day on Wednesday or the 3rd day during the week your child/children will not be accepted into care on the following day until the balance in full has been paid along with a late payment fee of \$20.00.

Tuition will not be prorated or credited for missed days since we must staff according to the number of children we have enrolled.

* Parents will be required to give a two week notice prior to their child/children being removed from attending Little Scholars. *Failure to provide notice will result in your account being billed for two additional weeks following your child's drop date.*

If you withdraw in the middle of the week there will be no prorated refunds.

STATE VOUCHER

Little Scholars Academy welcomes state voucher participants, however please be aware that your child's authorization must be received before your child is able to start. NO EXCEPTIONS!

If at any time your child's voucher expires, they will not be allowed to attend until a new authorization is keyed. It is your responsibility to stay in touch with your caseworker and have it renewed before it expires.

Also, you will be responsible for fees such as late charges, and possibly registration fees depending on the type of voucher you have.

REFUNDS

No refunds or deductions will be made for early withdrawals, ordinary illnesses, vacations, or holidays. The program operates on a weekly basis of total reserved full-time enrollment.

HOLIDAY CLOSINGS- New Years Eve, New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Entire week of Christmas, *3- In service Staff Development Days

*A month in advance notice will be given to parents as a reminder.

Anytime a scheduled holiday falls on a weekend, the center will be closed the following Monday.

School Age full care is available during pre-Thanksgiving holiday/Week after Christmas and Spring Break/ Summer/ most District Teacher In-Service Days. Contact the Center for current rates.

ITEMS FROM HOME

We are not responsible for any items that become lost, broken, stolen, stained, torn, etc. at our center.

UNIFORMS

Uniforms are required during the school year for student's age 2 1/2 to 5 years of age. The purpose for wearing uniforms is to promote students safety, minimize disruptions, identify LSAM students, prepare for kindergarten uniform requirements and promote improvement in student behavior and academic achievement. We recommend that all children not wear jewelry to school. Refusal to follow the uniform policy below may result in your child being dismissed from the program.

Boys	Girls
Shirts	Shirts
Polo Style Yellow Shirts with school crest	Polo Style Yellow Shirts with school crest
Polo Style Navy Blue Shirts with school crest	Polo Style Navy Blue Shirts with school crest
Polo Style Hunter/dark green Shirts with school crest	Polo Style Hunter/dark green Shirts with school crest
Bottoms	Bottoms
Navy blue pleated pants	Plaid Skirts
Navy blue pleated shorts	Plaid skorts
Plaid belt	Plaid jumpers/dress
Shoes	Shoes
Closed toe and close hill	Closed toe and closed hill

SUPPLIES

- Extra change of clothes to include: underwear, socks, pants, and shirt.
- Check with your child's teacher for additional supplies needed.

PLEASE BE SURE EVERYTHING IS LABELED WITH A PERMANENT MARKER!

PARENT/TEACHER CONFERENCES

Parent/Guardian and teacher conferences will be held according to the Pulaski County School District scheduled Monday through Friday upon request and appointment.

HEALTH POLICIES

ALL IMMUNIZATIONS MUST BE CURRENT

Little Scholars Academy of Maumelle will try to keep your child's room free from contagious and other childhood diseases; however, we must have your cooperation in following our sick childcare policy. Our concern is for your child and other children within the Center. Each child will be checked each morning shortly after arrival for signs of infectious or contagious disease. Children will not be admitted if ill. If a child becomes ill during the day, the parent/guardian will be notified.

SICK CHILD POLICY

When your child is absent due to an illness, please contact us. Children absent due to a contagious disease may not return to the program without a signed statement from the child's physician indicating that the child is no longer contagious and can return to regular activities. A child showing any of the following signs may need to see a Physician:

- Skin rashes
- Vomiting (Several Times)
- Diarrhea
- Blood in Bowel Movement
- Breathing Difficulties
- Pain
- Fever (Greater than 101.0)
- Refusal to eat
- Runny Nose (with discoloration of drainage)
- Persistent cough

Any child with a contagious illness WILL NOT be permitted to attend Little Scholars Academy of Maumelle for a period of twenty-four (24) hours after departure. Please remember that when your child is sent home with fever or diarrhea, they cannot return until they are free of these symptoms for 24 hours. This not only aids in the recuperation of your child, but also will help to prevent from spreading the illness.

Little Scholars Academy of Maumelle is regulated by the Department of Human Services and the Health Department and are required to send children home with the following illnesses:

Fever of 101.0 or higher

Vomiting: 2 or more times in a 24-hour period

Diarrhea: 3 or more loose stools in a 24-hour period.

MEDICATION- If medication is required for your child, you should follow the procedures listed below:

- Medication slips must be filled out by parent/guardian. These are available at the reception desk. Completed forms should be returned at the reception desk. Medications will be administered once a day.
- Medication will not be used beyond the date of expiration on the container or beyond the instructions provided by the physician,

Prescription medicine must be in the original container and labeled with the following information:

1. Child's name
2. Recent date
3. Instruction
4. Physician name

Medicines shall be given to a child only with the written permission of the child's parent or guardian.

NOTE: Any medication left at the childcare facility following withdrawal will be disposed of immediately.

CUSTODY ORDERS

Certified custody orders must be provided to the center director prior to enrollment. Any changes in custody orders must be provided to the center immediately. In sole custody situations, the center reserves the right to ask that the exchange of the child/children be conducted off of the center's property. If you have any questions in reference to this matter contact the Director.

PROCEDURE FOR INJURY

If it requires more than a hug and some love, an accident or incident report will be filled out for any child who becomes injured in our care. These will be placed on the desk by the sign in/out sheet for you to pick-up. We do require a parent signature stating that you received the form, and a copy will be made for our records.

If the injury is serious in nature and we cannot reach the parent/guardian, we will call for an ambulance. Please realize that any medical expense will be the responsibility of the parent.

SUPERVISION

All staff is required to actively participate in the supervision of children at all times regardless of the type of activity.

All individuals who work with children are considered mandated reporters and are required by law to report any suspected signs of child abuse to the child abuse hotline. It is then up to the proper authorities to investigate.

Children and staff are subject to be interviewed by law enforcement, DHS workers, social workers, etc. We are not allowed to contact parents in these cases.

WEATHER POLICY FOR PLAYGROUND

When actual or heat index temperature is at 95 degrees or above, playground usage will be halted. Caregivers/Teachers will curtail exposure to 15-20 minutes maximum when temperatures/heat index is between 90-95 degrees. Plenty of water will be given before and after playground time.

Children will be expected to go outside during the winter months. Be sure and send proper attire, as playground activity will proceed as long as the temperature is above 40 degrees.

INCLEMENT WEATHER POLICY

When inclement conditions arise that require emergency procedures for Little Scholars Academy of Maumelle, the following policies will apply:

- Every effort will be made to open at the earliest time possible. Little Scholars will closely follow the same time schedule as the Pulaski County Special School District.
- The Director will contact the local news channels regarding our opening/closing/delay

DISMISSAL FROM THE PROGRAM

We reserve the right to dismiss any child/family who violates LSAM policies and procedures. This decision is at the discretion of the Administrator and/or Director

DISCIPLINE POLICY

When inappropriate behavior or language is witnessed to include biting of another child the staff will take the following steps:

STEP ONE-Verbal warning issued regarding specific offense or behavior

STEP TWO-Time out issued

STEP THREE-Behavior/Incident Report issued

A behavior/incident report will include information for the parent regarding the nature of the offending behavior, the date and time the indiscretion occurred, and the name of the staff member issuing the behavior slip. The behavior slip will also include the signature of the staff issuing the slip, signature of the program director or assistant director, and the signature of the parent. The parent/guardian will receive a copy of the behavior slip for their record, and a copy will be filed at the facility.

FIRST BEHAVIOR/INCIDENT REPORT

Slip must be signed by the person responsible for the child and turned in.

SECOND BEHAVIOR/INCIDENT REPORT

Parent must meet with their child and the teacher to discuss the offenses and possible solutions or ways to prevent further inappropriate behavior

THIRD BEHAVIOR/INCIDENT REPORT

Parent must meet with the director to discuss the problem, and the child may be suspended from the center for one "care" day with no refunds to be granted. A warning will be given to the parent that any further unacceptable behavior may result in the child being asked to leave our program.

For serious offenses, the program reserves the right to bypass the above procedure and expel a child immediately if necessary.

PARENT REFERRAL

We appreciate your support and positive recommendations to friends and the community. We would like to thank you for your referrals and participating in our rewards program. Please speak to your Director about how this program can benefit you.

Thank you!

Parent/Guardian Signature:

_____ Date: _____

Parent/Guardian Signature

_____ Date: _____

Director Signature:

_____ Date: _____