

Fenton Academy Parent Handbook

Every part of you has yet to grow. From the top of your head to the bottom of your toes. You started out but a tiny seed. Helping you blossom is our honor indeed.

-MR

INTRODUCTION

OUR PHILOSOPHY:

It is the philosophy of Fenton Academy Early Learning Center, to develop functional building blocks of learning through individualized care. To be successful in everyday life, children must achieve social competence and meet education goals as well as learn to be kind and caring to those around them. It is our responsibility and privilege to guide children in the discovery and interpretation of their world, during these block years. So welcome to Fenton Academy, where your child's Journey in life has just begun!

OUR PROGRAM POLICY:

In accordance with our mission and philosophy, Fenton Academy is a play-based program. We believe children learn by doing. Our curriculum is carefully designed to provide engaging, developmentally appropriate activities. We want to create learning activities to match the child's ability and interest. We want each child to develop positive attitudes about themselves as learners; to feel successful, creative, confident and capable. Our curriculum is themed, literature and centered based. -

DROP OFF AND PICK-UP PROCEDURE

Child drop off is done by pulling your vehicle up to the front door entrance, where one of our staff members will help the children out of the vehicle for the parents. This gives our caregivers a chance to greet our parents and children with their undivided attention, as well as relieving parents of an already busy morning.

Evening pick up will be done the same as morning drop off. Simply pull up to the front door and a staff member will bring your child to your vehicle, so you can be on your way to enjoy the rest of the evening with your family.

Difficulty with separation is not unusual for children and parents, especially during their first couple weeks of attendance. If you are more comfortable walking your child in, then please do so. We completely understand and want you and your children to feel as comfortable as possible.

If your child is upset when you leave, please know that children usually calm down and are participating within minutes. Please feel free to call at any time to check in on your child. We encourage all forms of communication regarding your child so please do not hesitate.

AUTHORIZED PICK UP

Your child will be released only to those persons listed in your authorization form. Please advise family and friends who occasionally pick up that identification will be required. Please notify the office if there are any changes in pick up plans or arrangements or changes on the authorization form.

In the event that a parent or other authorized person arrived to pick up a child and he or she appears to be under the influence of drugs or alcohol, the child will not be released. A ride home or other appropriate assistance, will be offered in order to ensure the safety of that child.

TOYS FROM HOME

We do encourage children to keep their toys at home. However, we also understand that children have a favorite toy so if they insist on having it with them, please feel free to let them bring it. We want the children to feel like this is an extension of their homes. If bringing items from home helps, then by all means, let them.

DIAPERS

Diapers, wipes, and diaper rash cream must be provided by parents until their children are fully toilet trained. These items need to be labeled and will be used for your child only. A notice will be sent home when supplies need to be replenished. Please bring these items in promptly upon request.

GUIDANCE AND DISCIPLINE

Staff members at Fenton Academy will comply with the state of Michigan's licensing rule of 400.5107. At no time will a staff member spank, bite, hit, yank, pinch, tie, confine, or isolate a child. Shame, humiliation, or labeling of a child for themselves or others is not permitted. My staff has been carefully handpicked based on their experience with children as well as having an extremely kind and caring demeanor. We believe that meaningful discipline comes from within. Depending on the age of the child, varying degrees of internal control are possible, and the development of self-discipline is a process that takes persistence as well as patience.

Our staff encourages cooperation, independence, and respect of self and others in a positive way but realize children's development limitations in expressing these ideals. Discipline at this age generally involves redirection and separation as we encourage their curiosity and exploration of their new world and playmates. Consistency in scheduling and planning appropriate and adequate activities will help reduce frustration.

PARENT/FAMILY COMMUNICATION AND INVOLVEMENT

VISITATION:

Parents are welcome at the center at any time. All family members are welcome and encouraged to participate in any activities with parental permission.

WORKING SATURDAYS:

Each spring or fall we will seek volunteers to participate in a partial day clean up to help keep our center clean and safe. Refreshments will be provided to boost our energy as we work together. Look for sign-up sheets prior to these days.

PARENT-TEACHER CONFERENCES:

Parents are free to request teacher conferences at any time. Conferences are most beneficial if the teachers are given advance notice so they can prepare for the meeting. Likewise, if a staff member wishes to discuss a problem with parents, they may request a conference as well. Conferences are a time for mutual exchange of information between parents and teachers about your child and are utilized to enhance the child's experience.

PARENT BULLETIN BOARDS/NEWS:

From time to time you will receive a newsletter containing a wide variety of information. These are usually placed in the child's cubby. Messages and special dates will also be posted in the Parent News Board. Please check your child's cubby for important papers and projects every day.

BABYSITTING:

Staff is not allowed to provide private duty childcare services for families enrolled at Fenton Academy, unless agreed with the center owner.

BACKPACK:

Please purchase a full-size backpack for your child. Label it with your child's name but not their address (for their safety). Please check these daily for papers.

MAKING YOUR CHILD COMFORTABLE

PLAY CLOTHES:

Appropriate dress is durable play clothes. We recommend that you dress your child in clothing that is suitable for “sometimes messy” art and play activities. Avoid over dressing. Self-help is very important for each child. Be sure that your child has clothing he/she can manage. All children need at least one complete, labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

If your child arrives in his or her pajamas, please make sure to bring a change of clothes. Do not be embarrassed to bring your child in pj's. Especially if they are giving you a hard time in the morning. We have no problem helping the children dress. If this helps relieve stress in the mornings for you then please, let us help!

OUTSIDE:

It is important to know that the children go outside every day except in the rain and severe weather. Parents must, therefore, appropriately dress their child so they can enjoy the outside activities. Please remember that all articles of clothing should be absent of obscene words or obscene hand or body gestures.

FIELD TRIPS

Parents sign a general permission slip at the time of enrollment that authorizes us to take their child on our regular and special field trips. However, field trips where a vehicle of any kind is used, a specific permission slip will require a parent signature. Staff vehicles or a bus may be used for special trips.

BIRTHDAYS AND CELEBRATIONS

BIRTHDAYS:

If you wish to celebrate your child's birthday at the center. Please discuss your plans with the classroom teacher. He or she can advise you of any food allergies or scheduling conflicts. Your child's birthday may be celebrated in the classroom during snack time. You may provide party hats, napkins, plates, and cups if you wish. Your child may wish to donate a book, puzzle, or CD to the classroom in lieu of goodie bags. Please discuss specific plans with your child's teacher. Please consider the age of the child when selecting food for the celebration.

CELEBRATIONS:

There will be school parties for the following occasions: Valentine's Day, Halloween, Christmas, Fourth of July, Easter, St.Patrick's Day, New Year's.

HEALTH AND SAFETY**IMMUNIZATION AND HEALTH RECORDS:**

Fenton Academy maintains updated immunization records for each child, as required by the state of Michigan. We follow the immunization schedule published by the Michigan Department of Public Health.

A yearly physical signed by the child's pediatrician is required by the State of Michigan. Infants require updated health appraisals at each well-child exam.

HEALTH POLICY

To protect your child, the staff, and the other children, we request that your child not be brought to the childcare center when ill. Please keep children at home if any of the following exist:

- Oral temperature of 101 or more
- Red, puffy, draining, itchy or burning eyes
- Child cannot participate comfortably in routine activities
- Sluggishness or unusual drowsiness without explanation
- Extreme irritability or inconsolability
- Difficulty with breathing
- Diarrhea
- Blood or mucus in stool
- Vomiting
- Mouth sore or drooling
- Unexplained rash
- Child needs more care than the staff can give while they care for the other children

We post notices on the parent information boards when children have been exposed to any communicable disease. We will care for a child that has symptoms of a communicable disease until a parent or authorized adult arrives.

Teachers will give a verbal report and/ or send home a notice anytime they believe a child may not be feeling well. Parents may be notified at home or work to pick up a sick child. We provide this information so you can obtain appropriate treatment and/or plan for the possibility of your child needing to stay home. If we send a child home sick (i.e., with any of the above symptoms), the observation form will indicate that the child should not return to the center until he or she is well or being treated by a physical and meets our other criteria for particular illnesses.

BREAKFAST LUNCH SNACKS AND FOOD ALLERGIES:

Fenton Academy will be providing breakfast from 7am to 830am as well as AM and PM snacks. Parents are responsible for providing a healthy and filling lunch for their child/children every day. Infants and young toddlers in need of bottles must bring the bottles pre-made from home as well as providing baby food for their infants.

Allergy accommodations will be made on a child-by-child basis if the condition is not severe or life threatening. Fenton Academy is a nut-free center and there will be no exception! Staff will take reasonable precautions with the understanding that complete protection may not be possible. We need parent cooperation to ensure the safety of all students. Allergies that are a major health problem will be posted on the classroom doors.

MEDICATIONS:

Prescription medication can be administered upon written request by the parent. The medication must be in its original container marked with the child's name and proper dosage from the pharmacy.

WE CANNOT ADMINISTER THE FIRST DOSE OF ANY MEDICATION.

Note: when filling a prescription for your child, ask the pharmacist to divide medicine into two containers- one for use at home and one to be kept at the childcare center.

SICK DAYS/ABSENCES:

We ask that you always call the center to report your child's absence for whatever reason. Staff will need this information to plan their day, and to talk with their children about their playmate's absence. Parents must pay for all contacted care. Rates remain the same regardless of absence for illness or any other reason.

FIRE DRILLS, TORNADO DRILLS AND OTHER NATURAL OR MAN-MADE DISASTERS.

All of our evacuation plans for the above emergency procedures are posted on the wall of each classroom. These drills will be done according to state regulation and/or as needed when staff or volunteers are newly employed.

CENTER OPERATIONS

SNOW DAYS/INCLEMENT WEATHER/BUILDING EMERGENCIES:

Fenton Academy will not routinely close when public schools are closed for bad weather. Although it is our desire to remain open, our first priority must be the safety of our staff and families. When the weather is bad and there exists the possibility of closing or delays, please call the center for information.

PUBLIC SCHOOL VACATIONS/INSERVICE DAYS:

On days there is no public school, parents may register their school-age child for care at Fenton Academy. Registration must occur in advance (sign-up sheet) and is on a first come / first serve basis. Care will not be guaranteed for children who do not sign up. Children who are signed up and do not attend will be charged. Cancellation must be made a week prior to care.

PAYMENTS/ LATE PAYMENTS:

Payments are due per your contract, regardless of absence for any reason. Tuition is paid weekly. There is a \$25.00 late payment charge for any payments RECEIVED by Fenton Academy after the 5th business day for which payments are due. A \$35.00 fee will also be assessed for NSF charges for any reason.

LATE PICK-UP FEE:

Children left in our care past our stated closing time, 5:30pm EST, will be charged \$1.00 per minute per child. A telephone call to the center, if an emergency arises, is appreciated and will be considered in assessing this fee.

VACATION PLANNING/TIME AWAY:

Annually, each family is allowed one pre-scheduled vacation week in which payment is not required. Please submit requests in writing two weeks in advance. Teachers- your daycare schedule will accommodate your contractual vacation time. Please ask for more information.

WAITING LIST PRIORITIES:

Children are given priority for placement on these guidelines:

- Currently enrolled children seeking schedule change
- Siblings of currently enrolled children
- Children living in the center's elementary school district
- All other interested

WITHDRAWAL POLICY:

Two weeks' notice in writing is required if a child is to be withdrawn from the center.

EMERGENCY PROCEDURES

Regular Tornado and Fire drills are conducted on a monthly basis so that children and staff are aware of the appropriate precautions and shelter. A fire alarming device is used to let children know what to listen for in the event of a fire. A tornado whistle device will be blown in the event of a tornado, to alert staff and children of a possible tornado.

INJURIES:

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your information card.

Appropriate First Aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated in your information card.

We will notify you for injuries that are not of an emergent nature (pinched fingers, bumps on head...) that may require a physician's consultation but are not serious. We believe that these decisions should be made by each family individually.