



Alpha Preparatory Academy

Family Handbook

2015-2016 School Year



Revised 2014



WELCOME

Dear Family,

We would like to offer a warm and sincere welcome to all of our families and caregivers. Our goal is to have a safe and nurturing environment that is conducive to learning. We will seek to provide an environment that focuses on cognitive, social, emotional, and physical needs of all of our children.

Thank you for choosing **Alpha Preparatory Academy**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Cera Wallace
Director
770-929-3155 or 470-395-0767
Alpha Preparatory Academy
We care about our children!

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ABOUT US

Philosophy

Birth to five is the most important period for children and so it is vital to ensure a firm learning foundation. During this critical period a child's brain develops at a fast rate. Our learning experiences for children is diverse, creative, and carefully planned on sound principles of child development, because quality early care affects children's language and social development, improves reading and math achievement, and sets a strong foundation for later learning.

Alpha Preparatory Academy promotes a quality developmental program that encourages the cognitive, social, emotional and physical development of children from the time they enter our centers until they depart.

Our program philosophy follows a developmental learning model which provides for all areas of a child's development including emotional, social, linguistic, artistic, physical, and cognitive. This model of learning allows for all aspects of our program to be focused on the appropriateness of classroom learning experiences based on the child's developmental age and learning interests, his/her individual needs and learning styles, and on experiences that reflect the child's cultural background. The daily schedule and activities are planned, yet flexible to allow time for each child to interact and learn at his own pace, encouraging the development a healthy self concept.

Our quality early childhood program incorporates an integrated curriculum across all disciplines of learning (literacy, math, health, nutrition, science, problem-solving, and social world around the child) to help children make meaningful connections and to provide opportunities for rich conceptual development. Teachers plan learning activities that are realistic and obtainable within a safe, nurturing and cognitively challenging environment. There is continuous progress for children from the time they enter the school until they leave.

Each child is assigned a primary teacher who builds a relationship with the child. The primary teacher plans special activities that foster the individual growth of each child, along with providing a positive and nurturing environment where the child feels safe and secure.

Finally, families are an important partner in a child's learning. Mutual sharing of information and insight about the individual child's needs and development helps provide consistency and support in promoting the child's total growth and development.

Mission

We will be a center that provides education on an individual basis, in a nurturing and stimulating atmosphere while maintaining a safe environment for all of our children, staff and parents.

Certification

Licensed by Bright From the Start Department of Early Care and Learning

GAC- Georgia Accrediting Commission

We are a Quality Rated Center (Snellville Location)

Currently Pursuing Quality Rated (Norcross Location)

Hours of Operation

Child care services are provided from 6:00 AM to 6:30 PM Monday through Friday.

School age care will also be conducted at these times.

Holidays

We are closed for certain holidays:

Labor Day

Thanksgiving Holiday

Christmas Holiday

New Year's Day

Martin Luther King Jr. Day

There will be early closings on the day before Thanksgiving, Christmas and New Year's Day.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

An annual enrollment fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from **6** weeks to **12** years of age.

APPLICATION PROCEDURES

Applicants to the Alpha Preparatory Academy must provide the following information:

1. Application and Enrollment Fee
2. Financial Policy Contract
3. Immunization Record (Form 3231)
4. Copy of Birth Certificate and Social Security Card (only for GA Pre-K)
5. Parent's ID's
6. Vision and hearing and dental (Form 3300)

For the health, safety and welfare of your child and that of the Center, we may require that you provide additional information and complete forms concerning your child. An individual file will be kept for each child enrolled at Alpha Preparatory Academy. The contents of this file will be kept confidential and will be available for review by the parent or guardian upon request.

We expect that parents or guardians update information pertinent to the child, as necessary and appropriate, including change of address, telephone number, name and place of employment, so that you can be contacted in case of any emergency. These changes will be dated and initialed by the parent and the Director or designee. Failure to do so will result in dismissal.

A conference will be held with parents to discuss any special needs that your child may have. Together we will assess the ability of the Center to provide the service necessary to meet any special needs. At this conference we require that the parent/guardian provide all appropriate medical documentation of diagnosis and prognosis, as well as the medical and special needs of the child in an educational setting Any suspected incident of child abuse, neglect or deprivation shall be reported to the local County Department of Family & Children Services IAW O.C.G.A. Section 19-7-5 as required by law.

COURT ORDER DOCUMENTATION

Unless we have proper documentation (court order), children will automatically be released to both parents.

RE-ENROLLMENT

Reservations are given to students already enrolled in Alpha Preparatory Academy in the admissions process. A completed registration packet must be completed in order to maintain a spot in the school. Fees and tuition must be paid and up to date in order to attend the first day of class

NOTICE: The Director of Alpha Preparatory Academy reserves the right to dismiss a student after re-enrollment registration is completed. This may include immediate dismissal during the school year or at the end of the school year. Notification usually is given within two weeks after the end of the present school year.

SELECTION CRITERION

- Selection of students depends on space availability in the classrooms.
- Families who already have persons enrolled at Alpha Preparatory Academy are also given consideration in order to allow the whole family to attend the same school.
- Students will be selected from our waiting list.

Non- Discriminatory Statement

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, please provide us with any information that would allow us to provide suitable accommodation.

Inclusion

Alpha Preparatory Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Alpha Preparatory Academy** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	BA in Education or Associate Degree in Early Childhood Education	2 years
Teacher Assistant/Aide	Child Development Associate Certification	1 year

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Alpha Preparatory Academy**.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Size Group
0 – 18 months (not walking)	<u>6-1</u>	12
12 months (walking)	<u>8-1</u>	<u>16</u>
2 year olds	<u>10-1</u>	<u>20</u>
3 year olds	<u>15-1</u>	<u>30</u>
4 year olds	<u>18-1</u>	<u>36</u>
5 year olds	<u>20-1</u>	<u>40</u>
6 years and older	<u>25-1</u>	<u>50</u>

Source: Bright From the start Department of Early Care and Learning.

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child’s activities and experiences at the center. Notes will be placed into your child’s cubby at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Weekly and monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Room. Our parent resource room provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

FINANCES

Every family is required to sign a financial policy contract for the upcoming school year in the admissions process. Families have the option of paying for tuition in a full tuition annual payment, biannual payments, or weekly payments. Services are terminated when accounts are not kept current.

WITHDRAWAL POLICY

Withdrawal from the Hopewell Child Development Center requires the following procedures:

- a. The withdrawal must be conducted in person or submitted in writing, by a parent, or legal guardian and can never be processed over the telephone or via FAX. A withdrawal form is available.
- b. All accounts must be current in order for the withdrawal to be processed.
- c. A brief meeting with the Director is recommended to discuss the withdrawal.
- d. We will issue any necessary documents within two to three days after the withdrawal appointment.
- e. You are required to give a two weeks notice of intent to withdraw.

Section III

Financial Policy

Consistent and dependable tuition and fees are important in maintaining a strong organization. In order to maintain sound financial operation, the following guidelines must be followed.

In addition to annual and bi-annual payments, tuition payments for the Alpha Preparatory Academy can also be paid on a weekly basis. Tuition must be paid before the week of service. Weekly payments must be submitted by Thursday at closing for the following week's service. If you are unable to make your payment by Thursday, you have the option of paying on-line @ www.tuitionexpress.com. You must remit the full amount due, including all fees, when making payment. If the full amount due is not paid manually by Thursday at closing or on-line by Sunday, your account will be charged a \$40 late payment fee on Monday. The \$40 fee must be included with your next payment to avoid additional fees. After the fifth day of delinquency your childcare service will be terminated.

Tuition for the Alpha Preparatory Academy is calculated based on a 51 week cycle. The Center is open 51 weeks of the year and is only closed on designated days. Please refer to school calendar. Each family is allowed up to two weeks' vacation per school year. A 50% discount off your regular tuition rate will be applied to your account for the week(s) of vacation. Your child must be absent the entire week in order to receive the vacation discount. The director of the Daycare center must receive advance written notice if you intend to use your vacation option. If your child is absent for an entire week due to illness and you have a written doctor's excuse, you will receive a 50% discount off your regular tuition rate for the week of absence. Your full tuition payment is due for all other weeks.

DISCOUNTS

If the full amount of the annual tuition is pre-paid you will receive a 10% discount. Your pre-payment must be received by August 1st, of the current school year, in order to receive this discount. Parents with more than one child will receive a 5% discount on the tuition of the oldest child. (See the payment matrix)

Discounts are granted for the 2nd and 3rd child enrolled (Non-Cumulative). To qualify for the family discounts, children must be siblings, regardless of who is responsible for payment of fees.

MONTHLY PAYMENTS

The monthly payment option is not available for daycare services.

ANNUAL AND BIANNUAL PAYMENTS

Annual - Families that choose to pay tuition annually will receive a ten percent (10%) discount. Annual payments are due in full by August 1st. For those families that register after August 1st, full tuition is due at the time of registration in order to receive the discount. No discount will be given for pre-payments made after the due date.

Bi-Annual – Bi-Annual payments are due August 1st and January 2nd. A (10%) discount off tuition will be given. No discount will be given for pre-payments made after the due date.

LATE PAYMENT

Failure to pay tuition and fees by the due date will result in a \$40.00 late fee. Adequate arrangements to clear the account must be made immediately. Adequate arrangements are defined as the full amount plus the late fee to be rendered to the Accounting Office. Once payment is received, all late fees will be cleared first and remainder will be applied toward tuition amounts. A late fee will be assessed every week until ALL fees have been cleared. You must have a zero balance to avoid additional late fee assessments. If you omit the late fee from your payment, you have short paid your tuition. The late fee assessed is NOT on a late fee balance. It is on the tuition short paid by omitting the late fee from payment. As a courtesy, one (1) late fee per school year may be waived. Thank you in advance, for your understanding and timely payments each week.

DELINQUENT ACCOUNTS

All accounts are expected to be paid in a timely manner. Tuition accounts will not be allowed to be delinquent more than 5 days past the due date, without terminating your service, unless payment arrangements are made with the Accounting Department. If the payment arrangement is not followed your service will immediately terminate. Adequate notice will be given to the parents with the expected financial withdrawal date. If proper arrangements are set up, the account must be cleared within the next two week billing cycles. In addition, delinquent accounts 30 days past due, will result in collection proceedings and a negative entry on your credit report. If your account is forwarded to our outside collection agency, a 33.3% collection fee will be assessed. You will be responsible for the past due balance in addition to the 33.3% collection fee.

If your account has been forwarded to collections for a prior school year, your child will not be allowed to re-enroll unless you pre-pay an amount equal to two week's tuition.

TYPES OF PAYMENTS ACCEPTED

Tuition and all fees may be paid by certified check or money order, tuition express, and bank account or credit card authorization. No **personal** check or cash payments are accepted. If your account has any unpaid late fees, your payment will first be applied to clear those charges and any remaining funds will be applied toward the account indicated. If your payment is returned or declined by your bank, your account will be assessed a \$40 returned payment fee. This applies to online return payments.

Remember to always record your child's name on the certified check or money order.

If you elect to remit your tuition by certified check or money order your payment must be submitted by 6:30 P.M. on Thursday for the following week's service. If your payment is submitted manually after Thursday at closing you will be charged a \$40 late payment fee.

APPLICATION FEE / ENROLLMENT FEE

Each student will be assessed an annual \$100 non-refundable application/registration fee. All application fees are non-refundable and cannot be transferred unless the student is not accepted into the program. Application fees are applicable from August through May of each school year. Application fees will be assessed upon enrollment (regardless of the date) and in August of each school year.

All Summer campers will be assessed an additional \$45 non-refundable application/registration fee for May to July summer camp.

If your child is withdrawn from the Program and returns during the same school term, you will be charged a \$100 re-enrollment fee. This fee must be paid before your child is allowed to return to the Program.

LUNCH FEE

Lunch is included in the tuition fee.

FIELD TRIP FEES

Field trips are planned to support the academic development for all programs. Field trips are taken various times during the school year. The cost each field trip will be announced in advance. Payment for the trip should be made payable to the entity sponsoring the trip. Your account must be current in order to participate. Field trip payments must be made with money order or cashier's check.

GRADUATION FEES

Each year Alpha Preparatory Academy hosts a graduation ceremony for the 4 year old class. The graduation ceremony occurs in the month of May. Each graduate is limited to 15 invitations per family. The center must make provisions for approximately 500 guests. The total cost for the graduation ceremony is \$100.00. This

amount is subjected to change. Advance notice will be given if fees will need to be adjusted. This fee includes cap-n-gown, refreshments, T-shirts, trophies and diploma case.

All tuition fees must be satisfied in order to participate in any graduation activities. If payments are received for graduation activities and there is a past due amount on the account, these payments will be applied to clear all past due amounts first. The remainder will be applied to cover graduation activities.

ACCOUNTING STATEMENTS

The accounting department is committed to providing each parent with information about their account. You can now access your financial information online @ www.tuitionexpress.com. Because you have access to your account information 24/7, you will not receive paper statements from the Accounting Department. We urge you to view your account often and let us know if you have any questions. It is your responsibility to keep your account in good standing to avoid late fees and/or collection proceedings. If you do not have access to the internet, accounts can be viewed using the computer in the front office. A statement of accounts will be emailed to the parents of past due accounts.

This accounting statement will include all charges billed and payments posted to your account. The Accounting Department should be contacted if payments are not going to be made in a timely manner or to discuss your account. Please send inquires to alphapreacademy@gmail.com.

Section IV

Dress Code

In selection of clothing, a good rule of thumb is to think of modesty and your child's comfort. Please no tight fitting pants, shorts or short shirts that expose the tummy area. Your child's clothing should be comfortable, easy to manage, (buttons in front, elastic waistbands, etc.) and washable. In the event that a child is inappropriately dressed, the parent will be called and asked to bring another set immediately unless there is an extra set in the child's cubby that is appropriate.

Tennis shoes or soft soled shoes are required. No sandals, flip flops, open toed shoes, or hard heeled boots are allowed due to possible toe injury or falling. Children are not permitted to wear jewelry (earrings, bracelets, necklaces or rings) to school because danger of injury or swallowing. Students are required to wear the Alpha Preparatory Academy t-shirt or sweatshirt when attending field trips for easy identification. We also ask that parents dress comfortably when attending field trips. Please do not wear sandals but a comfortable type shoe or tennis shoe. Parents should also be modest in dress (biking shorts, tight pants, halter tops, etc. are not appropriate. Shorts must be knee length.

In case of need and for convenience, each child is expected to keep two complete sets of change of clothing at the Center. All articles or clothing should be clearly marked to prevent loss. We also request that you provide a smock for painting and other "messy" types of activities. (Discarded adult shirts make perfect smocks). You may wish to keep an extra sweater at the Center in case your child feels the need for it, particularly during our changeable, cooler seasons. Hair: Due to possible injury to children, beads worn in girl's hair is not allowed.

UNIFORMS (Required for our 3 & 4 year olds)

The uniform colors are Burgundy, Yellow, Gray, white, Khaki and Gold. Our dress code exemplifies a sense of unity and discipline. The intent is to help children to focus on learning, rather than dress attire. Uniforms will be worn from August through May. They will not be worn during the summer months, June and July. All students enrolled in our three and four year old classes are requested to maintain the dress code. The uniform purchase and store locations will be made available to parents at our Open House or Parent Orientation. All tops must have the Alpha Preparatory Academy logo.

SCHOOL UNIFORM

Girls

- Jumper/Skirt/Shorts: Kaki, burgundy, gold, gray and white
- Blouse: yellow Peter Pan (short or long sleeve)
- Sweater: Burgundy Cardigan or Pull-over
- Polo Shirt: Yellow or Burgundy
- Shoes: Black Shoes
- Socks: Blue or White

- Tights: Burgundy, Gray or White
- Jacket: Burgundy Fleece or Windbreaker

Boys

- Pants: Khaki
- Shirt: Yellow (short or long sleeve)
- Sweater: Burgundy Cardigan
- Polo Shirt: Burgundy or Yellow
- Shoes: Black Shoes
- Socks: Black or Dark Brown
- Jacket: Burgundy Fleece or Windbreak

CURRICULA & LEARNING: THE GELDS IS UTILIZED IN ALL OF OUR LESSONS.

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Alpha Preparatory Academy uses the **Creative Curriculum and the A Beka Curriculum**. We believe that an age appropriate curriculum is needed to sustain growth and to help each child develop to his or her true potential. As part of this curriculum, we gather information about each child's developmental abilities. We then evaluate their progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Alpha Preparatory Academy provides opportunities for growth in each of the areas mentioned in our philosophy through a thematic integrated approach, which involves learning centers focusing around weekly or monthly themes. There are many opportunities for active exploration and interaction with adults, other children, and materials. Staff strives to provide activities that are appropriate to the age of the child as well as meet individual developmental needs. Play enables learning, and as a result we will utilize the A Beka and the Creative Curriculum.

Children are given the opportunity to learn through self-initiated play activities for questioning, exploring, and observing, communicating, problem solving, creating, manipulating, and sharing. This learning takes place in dramatic play, block play, art activities, water/sand play, tabletop learning games, etc.

Language – There are plenty of opportunities for language development and communication throughout the daily program, both through planned activities and interaction with the staff and other children. Listening, reading and expressing ideas are developed through a wide selection of books, educational videos, filmstrips, records and tapes and other media. Language also develops out of field trips or special activities related to the unit of study.

Hands-on Math – Matching, copying, sorting, classifying, sequencing, working with number concepts, categorizing, and positioning are a few of the beginning math concepts necessary for later competence in math. Some of these same skills are essential for success in reading. Through manipulating and building with blocks and other building toys, children learn about size, sorting by likenesses and differences, and counting. At the sand and water table, children pour, measure, fill and empty containers. By completing learning games, they learn about likenesses and differences, sorting, classifying and counting. Staff encourages counting and one-to-one relationships. Ordering and logical thinking is emphasized through songs, games and teacher directed activities. Through play and structured classroom experiences, children are constantly learning math concepts.

Science and Social Studies – A child is curious and eager to explore the world around him/her. Recognizing this curiosity as a tool of learning, the staff assists each child by providing objects, pictures, materials, and activities dealing with plants, seasons, community helpers, holidays, other cultures, ponds, oceans, transportation and more. Field trips, guest speakers, art activities, stories, dramatic play and exploration, assist in learning more about the world they live in. The children are given opportunities to develop the scientific process skills of hypothesizing, questioning, following procedures and drawing conclusions. Cooking activities provide opportunities to see changes in materials as well as develop sequencing skills.

Physical development – The rooms and daily schedule are equipped to encourage active play and large muscle development. A part of every day, weather permitting is spent outdoors with free choice activities, as well as teacher initiated large motor development activities. These activities develop coordination, muscle control, and opportunities for practice in getting along with others. Skills in small muscle development are acquired through the manipulation of materials such as games, educational toys, puzzles, art supplies and other hands-on projects.

Social and emotional development – Helping children to feel good self esteem and to develop an effective relationship with others, is an important aspect of our program. Children have the opportunity to move from individual self-selected activities to small group to large group activities. Each event encourages them to work together on projects, take turns, and assume responsibility for their feelings and actions, as well as the consequences of those actions. The staff's role is very important in establishing a safe and positive environment, in which children can grow in their knowledge of themselves and others.

Creative experiences – Experimentation, discovery, and creativity are encouraged through art media, woodworking, storytelling, puppetry, music, creative movement and dramatic play. This is encouraged through individual, small group and large group activities. Opportunities of self-expression assist children in learning more about themselves and their individuality. Self-expression provides many opportunities to feel proud of their personal accomplishments. The philosophy is based on the idea that children learn all the time. Their play is their work. Their reward for work is that they learn.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Alpha Preparatory Academy

BIBLE CURRICULUM

SEPTEMBER:

	The Creation Story	Genesis 1:1, 2:3
Week 1	Creation Days 1 through 4	
Week 2	Creation Days 5 through 7	
Weeks 3,4	Complete story of Noah & The Ark	Genesis 6-9
	Memory Verse:	Genesis 1:1 and 7:1

OCTOBER:

	Week 1 Baby Moses	
	Week 2 Moses Has a Big Job	
	Week 3 The Birth of Samuel (God Hears Hannah's Prayer)	
Week 4	The Boy Samuel	
	Memory Verse:	Colossians 3:30 & Genesis 16:13

NOVEMBER:

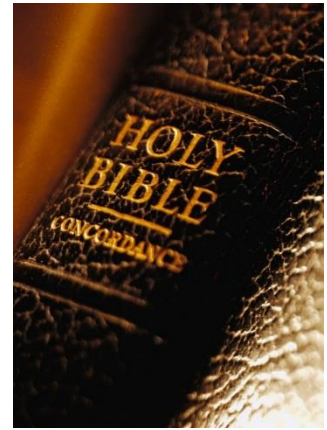
	Weeks 1,2	Daniel In Gladness
	The Lion's Den Daniel 5-6	Psalm 100
	Weeks 3,4 and Thanksgiving	Psalm 100:4
	Memory Verse:	

DECEMBER:

Weeks 1-4	Jesus' Birth:	Matthew 1:18-25, Luke 1:26-56, 2:1-20
	Memory Verse:	Luke 2:11-12

JANUARY

	Week 1 Jesus' Childhood:	Matthew 2:19-23, Luke 2:40-52)
	Week 2 The Temptation of Jesus:	Matthew 4:1-11
	Week 3 Jesus Calms The Storm:	Matthew 8:23-34
Week 4	The Prodigal Son:	Luke 15:11-32
	Memory Verse:	Ephesians 6:1-2



FEBRUARY:

Week 1	The Wedding Feast at Canaan:	John 2:1-11
Week 2	Jesus Cleanses the Leper:	Matthew 8:1-4
Week 3	Jesus Feeds the Five Thousand:	Matthew 14:13-36
Week 4	Jesus Raises Lazarus From the Dead:	John 11:1-53
	Memory Verse:	Hebrews 13:5, Philippians 4:19

MARCH

Week 1	Jonah:	Jonah 1:1-7
Week 2	Jesus and The Children:	Matthew 19:13-15
Week 3	The Good Samaritan: The	Luke 10:25-37
Week 4	Wicked Servant: Memory Verse:	Matthew 18:21-35 John 3:16

APRIL:

Weeks 1-4 The Story of Jesus’ Triumphant Entry in Jerusalem, His Death, His Resurrection, and His Ascension into Heaven

MAY:

- Week 1 Review The Creation Story, Noah & The Ark, Baby Moses
- Week 2 Review Boy Samuel, Daniel In The Lion’s Den, Birth of Jesus, Gladness and Thanksgiving
- Week 3 Review of Jesus Feeds the 5,000, Jesus Calms the Storm, Abraham and Lot, The Temptation of Jesus

The uniqueness of the Academy is that we take pride in our African- American heritage as well as other cultures. In doing so, we have included such into our curriculum. For this school year, we will be studying the following African-American Heroes as well as the cultures of other countries:

SEPTEMBER:

Female	Mae Jemison	Astronaut
Male	Jackie Chan	Actor

OCTOBER:

Female	Sojourner Truth	Abolitionist
Male	George Washington Carver	Scientist

NOVEMBER:

Female	Maya Angelou	Poetess
Male	Barack Obama	President

DECEMBER:

Female	Mahalia Jackson	Singer
Male	Harriett Tubman	Civil Rights

JANUARY:

Female	Rosa Parks	Crusader
Male	Martin Luther King, Jr.	Crusader

FEBRUARY:

Female	Soujourner Truth	Abolitionist
Male	Michael Jordan	Athlete



MARCH:

Female	Lorraine Hansberry	Author
Male	Thurgood Marshall	Supreme Court Justice

APRIL:

Female	Celia Cruz	Musician
Male	Tito Saltana	Musician

MAY:

Female	Oprah Winfrey	Talk Show Host
Male	Garrett A. Morgan	Inventor

SUPPLY LISTS:

Please provide the following items for each child, according to their classroom:

Infant Room

- Baby wipes
- Box of Kleenex
- Bibs (Velcro fastening only)
- Diaper bag (small size)
- Two complete change of clothing
- Weekly supply of baby food
- Plastic bottles (only)
- Formula bottles should already be prepared and:
 - a. Labeled w/ date (must be visible)
 - b. Indicate your child's first & last name
- Weekly supply of disposable diapers
- Please label all:
 - a. Bottles
 - b. Bottle caps
 - c. Jars
 - d. Boxed & canned foods
 - e. Clothing
 - f. Blankets and Crib sheet
 - g. Cups
 - h. Pacifiers
 - i. Diaper bag, etc.



One Year Old Room

- 2 Sippy cups (without handle)
- Disposable Baby wipes
- 2 boxes of Kleenex tissues
- Small diaper bag
- 2 Crib size fitted sheet & 1 crib size blanket
- 2 complete change of clothes (please include t-shirt & socks)
- 3 bibs per day (large plastic ones with Velcro fasteners)
- A week's supply of disposable diapers
- 1 gallon of drinking water
- So Big Washable Crayons

Two Year Old Room

- Box of classic color crayons (big)
- 1 box of Kleenex
- b (bibs are left at the center and washed daily. Should be replaced when worn.)
- 1 box of baby wipes container (refills)
- Art smock or old shirt w/ buttons for painting
- Weekly supply of disposable Pull-ups
- A toy for show-n-tell on Fridays
- Crib size blanket & crib sheets
- 2-3 Change of clothing: underwear & socks (seasonally appropriate please)

Three Year Old Room

- Small Plastic crayon box
- 2 Big classic crayons
- Two boxes of Kleenex
- Two boxes of baby wipes
- Art smock or old shirt w/ buttons for painting
- Crib sized sheet & blanket
- Change of clothing: include underwear & socks (seasonally appropriate, please)
- Primary writing tablet
- Zip lock bags (large & small size)
- Glue
- Foam (sheets stickers)
- Stickers (motivational stickers)
- Dry eraser boards (small)
- Dry eraser markers
- Paper plates
- A toy for show-n-tell (Fridays only)
- Large washable markers
- 1 gallon of drinking water
- 2 Jumbo Pencils
- Child Safety Scissors

Four Year Old Room

- Two boxes classic color crayons (SMALL)
- Two boxes magic markers (Washable)
- Large flat plastic school box
- One pocket folder
- Pair of Primary Scissors



- One eraser
- Two boxes of Kleenex
- One box of baby wipes
- Art smock or old shirt w/ buttons for painting
- A toy for Show-N-Tell on Fridays
- Crib size blanket & crib sheet
- Change of clothing which includes: Underwear & Socks. (Please send clothing that is seasonally appropriate.
- Pre-K Handwriting paper (One pack)
- Two Glue Sticks
- One Glue Bottle
- 1 pack of #2 Pencils
- 1 Pencil Grip book
- 1 Composition
- Construction Paper
- Copy Paper

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Children two and under will not be permitted to view any form of television program.

Electronic Media

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

However, we do not celebrate or observe Halloween.

Rest Time

After lunch, all children less than 6 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Alpha Preparatory Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at school has a right to:

- Learn in a safe and friendly place
- Be treated with respect

- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 6:30 PM and will be due upon arrival.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Additional Fees Credits

- **Vacation** - to retain your child’s spot during vacation, 50% of your regular tuition is due. Vacation days can be used if written notice is given in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Credits & No Credits

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child’s doctor, the absence is considered excused. A written doctor’s note is required to receive a credit.
- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10 AM, please call us at 770-929-3155. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 770-929-3155 /or via email at info@alphapreacademy.org.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 5 vacation days each calendar year. This is usually given after 6 months of continuous enrollment. Request must be submitted in advance in writing.

Withdrawals

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child’s records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on WSBTV or on Facebook for closing information.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Do not leave your car running and do not send your child unsupervised into the center. Do not block exit or entrances.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at anytime while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers:** at least two change of clothes, socks and shoes.
- **Kindergarteners:** at least two change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front desk. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

[A] We request that you do not bring food from home into our center.

[B] Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Peanut butter on graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with disposable plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

School Aged Participants

- Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving before 7 a.m. arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 6 weeks after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Medication will not be given on an as needed basis and medication form needs to be completed before administration of medication. Medication is a courtesy provided by the facility.

- **Non-prescription medications** we will not administer any form of non-prescription medication.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying frequency and dosage to be administered.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

FIRE AND TORNADO DRILLS

Alpha Preparatory Academy practices fire drills on a regular basis. Fire drills are set apart by having one long continuous bell. Students are instructed to line up and listen to the directions of the teacher. Students must file out to the assigned area in a neat and orderly fashion. Students must stay together with their teacher and wait for further instruction for the drill.

Tornado drills are set apart by several intermittent short bells. Students are instructed to move into the hallway away from any glass or entryway of the building. Students will sit on the floor, with their backs up to the wall with their head covered.

Fire and tornado drills will be posted in all classrooms. All staff are required to be familiar with these procedures. Drills are conducted periodically and a log is maintained.

For safety reasons, we request that students and parents **DO NOT RUN INSIDE THE BUILDING.**

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 37 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

PARKING

It is our desire to provide a safe and pleasant environment for our children, both inside and outside. Parents are required to park in the lot at all times. Driveways cannot be blocked and teachers are required to ensure compliance. A vehicle cannot be left unattended with motor running, nor can children be left in an unattended vehicle (I AW O.C. G. A. 40-6-201).

EMERGENCIES

Lost or Missing Child

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire safety equipment including alarms.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Fire drill practices will take place each month for the 2015-2016 school year. Our goal is to have the entire building evacuated in 3-4 minutes.

The fire drill warning will be made by a whistle blown in the hall.

Silence must be observed from the time the drill is announced until all students have returned to the classroom.

Take your attendance sheet and take roll-call, once in a safe location (away from danger).

Close doors and windows, leave lights on.

Leave room as orderly as possible. Teachers should assemble their class 500 feet from the building, by Give Us Hope entrance or Main Sanctuary, emergency will determine location.

It is imperative that all students and teachers wait quietly in line until they are instructed to return to their room. (short ring or whistle is blown)

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies not included in this handbook are reviewed quarterly and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Alpha Preparatory Academy Family Handbook**, and I have reviewed the family handbook with a member of the **Alpha Preparatory Academy** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Alpha Preparatory Academy Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
- Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Family Math Night
- Holiday Gathering
- Book Swap
- Fall Festival
- Annual Family Picnic
- Annual Science Fair

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math

Thank you for choosing Alpha Preparatory Academy.