

# Angel Academy



"The place that kids love  
and  
The place that loves kids"

1617 East Michigan Avenue  
Bismarck, ND 58504  
(Located in Bismarck Community Church)

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# Angel Academy Handbook

Our mission statement at Angel Academy is to provide children with a positive, stimulating and nurturing environment in which each child can reach their fullest potential intellectually, socially, emotionally and physically.

Angel Academy believes that each child should have the opportunity to learn in an intellectual, physical, social and emotional environment which enables him or her to successfully reach his or her fullest potential as a whole individual.

Finally Angel Academy believes that a child is most able to reach his or her fullest potential when there is cooperation between the preschool, home and community.

Our class is composed of a variety of unique, little individuals. We will strive to be concerned for all students as we will teach in a variety of learning styles to ensure your child will be challenged to learn and feel his or her purpose in our classroom. We will be firm, fair, friendly, consistent and prepared.

## Hours:

Three day program mornings: 8:45-11:20 Monday, Wednesday and Friday \$165/month.

Three day program afternoon: 11:45-2:00 Monday, Wednesday and Thursday \$165.00/month.

Three day program mornings with extended hours: 8:45-2:00 Monday and Wednesday \$275/month.

Two day program: 8:45-11:20 Tuesday and Thursday \$145/month.

## Enrollment Forms:

All enrollment forms need to be returned prior to the first day of school.

- \*Child information sheet
- \*Parent Statement of Health
- \*Immunization Record (or a copy of your child's immunization record)
- \*Additional Agreements
- \*Copy of child's birth certificate

The enrollment forms will be e-mailed to you or you can go to our web page and download the forms yourself at [angelacademypreschool.com](http://angelacademypreschool.com). If you have not received them they will be given to you at our open house, which is approximately one week before school starts. You will be required to list individuals whom are allowed to pick up your child. Your child will not be released to an individual whom is not on your list, unless you have given us authorization.

## Registration Fee:

Registration fee is \$150.00. This fee holds your child's spot for the year.



## Tuition:

Tuition is payable in advance. Angel Academy depends on each month's tuition to pay current expenses. All fees are due prior to the month of attendance unless you have made other arrangements with Angel Academy.

Tuition is

\$145.00 /month for the 2-day program

\$165.00/month for the 3-day program

\$275.00/month for 3-day program with extended hours.

Your bill will be sent home with your child around the 20<sup>th</sup> of every month.

## Extra Fees:

\*There will be a \$15.00 late fee added to your bill if your payment is not received by the 1<sup>st</sup> of each month. The payment is due on the 1<sup>st</sup> of each month even if the 1<sup>st</sup> lands on a weekend, holiday, non-school day, your child is sick or your child is not in class that day. If payment cannot be brought to preschool other options are available. Mail payment and have it postmarked before the 1<sup>st</sup> or dropped off payment in drop off box outside of the church. If we do not receive payment by the first of the each month we will discontinue services until your payment is received and a \$15.00 fee will be added to your next months bill.

\* \$30.00 fee will be charged for insufficient funds.

\* \$15.00 will be added to your bill if you drop your child off more than 5 minutes before the designated start time.

\* \$15.00 late fee will be added if you are late picking up your child more than 5 minutes.



## Refund of Fees:

If at any time of the year your child needs to discontinue our services, you will not be required to pay for a month in which your child did not attend. However, if your child started the month out and discontinues our services part way through the month, you will not be refunded that month's tuition or registration fees. There is also no refund on fees for vacation, sick or storm days that your child misses.

If Angel Academy feels like they cannot meet the needs of your child throughout the year Angel Academy has the right to discontinue services at the end of any month. The parent will not be responsible for any further payments for the year and registration will not be refunded.

## Discipline:

In the event your child is acting inappropriately, we will discuss with your child a more acceptable behavior, and why what he/she did was inappropriate. If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment. If the problem still persists, we will make a phone call to you, asking you to pick your child up for the remainder of the day.

Angel Academy uses *indirect guidance* techniques such as these:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices during free time: "You may paint with the other children or you may read a book."
- We have regular routine: "We always wash our hands before snack. During snack is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.

We also use *direct* guidance techniques:

- We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "What could you have done differently."

At Angel Academy, the discipline goal is educating and redirecting children.

## Illness:

If your child is ill with a fever, flu or any other contagious illness, please refrain from bringing your child to class that day. If your child becomes ill during school, we will notify you immediately and ask you to pick your child up. Please do not bring your child to class within 24 hours of a fever or vomiting.



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## Medication:

An "authorization to give medication" form must be filled out before any type of medication can be administered, Even Tylenol. All medications must be in the original container with the dosage label still attached. When asked to administer nonprescription drugs, such as Tylenol or cough syrup, we will not give larger doses at a parent's request. Only the recommended dosage will be given.

## Accident Policies and Procedures:

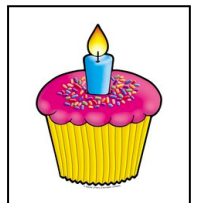
Minor scratches and scrapes will be treated with TLC and a Band Aid. More serious cuts, bumps, or bites will be properly treated and the incident recorded by a witness. Upon departure, parents will be told about the incident and will be given the form to read. The form will be kept in the child's file. In the event of emergency medical treatment where the child is transported to another facility, an adult from the preschool shall remain with the child until the parent or responsible party arrives. With this in mind, please be complete in filling out the emergency care section of the child information sheet.

## Child abuse /Neglect:

Angel Academy is required by law to report any suspicious signs or incidences. Any reported cases are kept confidential and our Preschool will work with the parents, family, and the agency doing the abuse/neglect assessment in order to work for the well being of the child.

## Background checks:

All staff and volunteers will participate in local and state background checks as required by the North Dakota Department of Human Services.



## Snack/Lunch/Birthdays:

For all children at Angel Academy Preschool each parent will be charged a snack fee in September of \$30.00. The teachers will purchase snacks for the class and each day the children will receive a snack from our snack cupboard. He/she should bring a water bottle filled with water. We ask you bring a water bottle that doesn't leak or spill.

Lunch: If your child does extended hours the parent will supply lunch. Please bring food items that need to be microwaved in a microwave safe container. Parents please put food into fridge provided in room and label with your child's name.

Birthdays: You are welcome to bring a special treat for the class if you would like to celebrate your child's birthday. **NO big cupcakes please!!!** Mini cupcakes are fine. Some great treats are fruit rollups, pencils, play dough, cookies, etc... Reminders please check for food allergies before you bring anything to share with the children that are edible.



## Custody Procedures:

unless a court order is in effect, we have no choice but to release a child to either parent. Please keep the staff informed of such important information.

## Immunization Records:

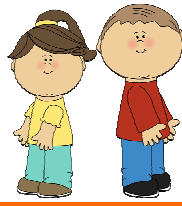
We are required by law to have appropriate immunization verification forms in each child's file.

## Insurance:

Angel Academy carries liability insurance.

## Show-n-tell:

Show-n-tell will be held in March. We will let you know when in a newsletter or by the app remind.



## Arrival and pick-up:

Please be prompt on your arrival and pick up times. If you are running late, please phone us or make arrangements, in which we are informed. Please do not bring your child before 8:40am, as the church doors will not be unlocked until 8:35 am. Afternoon group should not enter the church until 11:40 if you drop off before the designated time an early fee will be added to your next month's bill of \$15.00 and if you are late picking up your child more than 5 minutes a \$15.00 fee will be charged.

If a child that is normally unaccompanied by a guardian does not arrive at the preschool as planned Angel Academy will call the parent or guardian to make sure the child is safe.

## Picking up from Preschool:

If you are having someone else pick up your child that is not on the authorization release form Angel Academy needs to be notified. We will need their name and they will have to show us a driver's license to verify who they are before that person is able to pick up your child.

## Religion:

We do not do any religion here at Angel Academy Preschool. We just rent space from Bismarck Community Church.

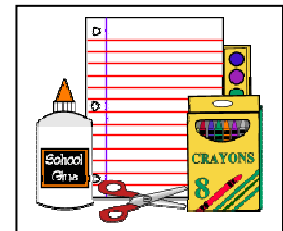
## Supplies:

The teachers will purchase the supplies each child will need for the preschool year. A Wish list will be emailed to each parent if they would like to donate supplies to Angel Academy  
Each child will be responsible to bring the following items.

\*1 folder

\*1 school bag large enough to hold a folder

\*water bottle



## Scholastic orders:

Each month we will be sending home scholastic book orders. If you wish to order any books for your child, check the appropriate books on the back of the form, be sure and put your child's name where indicated and make your check payable to scholastic. Please put it in an envelope and return it to Angel Academy by placing the order in "Max". If you want to order online go to scholastic book clubs and parents will create their own unique sign in information. Angel Academy's class activation code is GMEXV



## Reading Charts:

Each month we will send home a reading chart with 20 empty spaces on it. Each time your child reads a book or is read to through out the month, he/she should place an attached sticker or color the space on the chart. At the end of the month, have your child return his/her reading chart to a teacher, and they will receive a small prize.

## Emergencies and disasters:

### **EMERGENCY SCHOOL CLOSURES:**

In the event of severe weather and/or snow, Angel Academy may close. If Bismarck Public Schools are closed, Angel Academy Preschool will be closed as well. (Angel Academy will NOT make up any of these days.)

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. If emergency does not allow us to continue services for your child the parents will not be responsible for any further monthly fees for the rest of the year.

### OFF-SITE EVACUATION:

If an emergency arises requiring us to evacuate the building, we will walk the children to Karen Jangula's house. She has a daycare across the street from Bismarck Community Church. This is only in severe circumstances requiring immediate evacuation.



## Personal Belonging

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Angel Academy cannot be responsible for lost or broken personal toys. All other personal belongings such as coats, hats, gloves, water bottles etc... All items should be labeled with child's name or initials on them.

## CONFLICT RESOLUTION:

If a parent has a concern they should bring it to Angel Academy's attention. They should write the concerns/complaint down and put the note into "Max" our Communication dog or the concern should be discussed privately in an empty classroom after preschool. If a parent feels they are unable to resolve their issues they can contact County Social Services at 222-6622.

## Staff

The owners/Teachers of Angel Academy Preschool are certified in CPR and First aid as well as having criminal background checks. If any other staff were to be hired a background check will be done.

## Special Needs

If your child has a special need that needs special attention it is the parent's responsibility to write a care plan for the child.

## Newsletters

A newsletter will be emailed on a regular basis informing parents of activities that have occurred, items currently being presented, areas that can be reviewed, and reminders for upcoming events.

## Remind APP

Angel Academy will be using Remind app as a way to communicate with each parent. Each parent can sign up by entering this number 81010 for each group.

2 day morning - text this message @2preschool

3 day morning - text this message @3morning

Afternoon class - text this message @afternoon3

This is a secure app that only who signs up will receive reminders of what is happening at Angel Academy.



## Transportation

Angel Academy Preschool or a volunteer will transport your child to and from any preschool related activities. When a field trip is scheduled a permission slip will be sent home with your child if not signed and returned by requested date your child will not be able to participate on the field trip or attend preschool for that day.

## Curriculum

The curriculum is planned around everyday experiences which help the child learn about him/herself, family, friends, environment, and community. Concepts will be presented Through games, songs, movement, finger-plays, and other audio-visual means. Each child's individual needs will be considered to assist them to develop to the best of their abilities. The daily routine includes large group, small group and individual instruction. Thematic units are presented to groups, and learning is facilitated during circle time, story time, projects, and in learning centers. Classroom centers include science, dramatic play/housekeeping, construction zone, book corner, computer, writing, manipulative, table toys, and art. In addition, snack time and occasionally outdoor recreation or gym time are included in the daily schedule.



We are looking forward to working with you and your child this year. We believe that a child is most able to reach his/her fullest potential when there is cooperation between the preschool and home. Our goal is to make this a pleasant, happy, and fun learning experience for both you and your child, at any time you need to contact us for any reason, please feel free. Thank you for sharing your child with us.

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Preschool .... A place to learn and grow!

