



2020-2021 Family Handbook



Welcome

Welcome to Little Scholars Academy. We are excited to have your child participate in our preschool program. It is our hope that your child will make many new friends while participating in group activities and age appropriate lessons. The preschool age is a wonderful time full of creativity, curious minds, and busy hands. We welcome you and your child to our fun-filled program.

Programs Available

Three/Four Preschool Class

Monday, Wednesday, Friday AM	8:30-11:00
Tuesday/Thursday AM	8:30-11:00
Tuesday/Thursday PM	12:00-2:30

Four/Five Kindergarten Prep Class

Monday, Wednesday, Friday PM	12:00-2:30
Monday-Friday AM	8:30-11:00
STEP-UP PROGRAM AM	8:30-11:00

*Step-up program students begin in August going MWF, step-up to MTWF Oct. 1st and begin M-F January 6th.

Registration:

Children must be 3 years old by August 1st and potty trained to enroll in the three/four preschool class.

No child will be refused enrollment on the basis of sex, color, religion, ethnic background, handicap, or origin.

Special needs concerns must be discussed with Mrs. Howard prior to registration.

We will not admit any child whose educational needs we cannot obviously meet.

No child will remain in the preschool program whose behavior threatens the safety of the other children enrolled in the preschool program.

Enrollment is based on a first come basis as space permits.

Monthly Tuition Cost:

Three/Four Preschool Class

Monday, Wednesday, Friday AM	8:30-11:00	\$150
Tuesday/Thursday AM	8:30-11:00	\$105
Tuesday/Thursday PM	12:00-2:30	\$105

Four/Five Kindergarten Prep Class

Monday, Wednesday, Friday PM	12:00-2:30	\$150
Monday-Friday AM	8:30-11:00	\$235
Step-Up AM	8:30-11:00	\$150, \$190, \$235

We are sorry, but there is no reduction in monthly tuition for absenteeism or vacations. Each family will have 10 equal payments from August-May.

Each family will receive a monthly tuition notice based on the enrollment of each child. Invoices will be emailed. **Tuition is due by the 1st of each month.** Payments can be made online via bank draft. *A \$3 service fee applies for online payments. Cash and checks are also accepted at LSA. **A \$10 late fee will be issued for any payment not received by the 1st.** Any payments past 30 days or more will result in the dismissal of your child.

Also a \$10 fee is charged when the program receives a non-sufficient fund check. After two NSF checks tuition must be paid in cash. Checks will not be accepted as payment.

Please note the class and number of days you sign up for is the class and number of days your child will stay in the whole year unless previous arrangements have been made with the teacher. Due to a limited amount of spots we can not change your student's schedule.

COVID 19 POLICIES-

Due to the recent events of covid-19, we will be implementing some new guidelines for the health and safety of our students, families and staff. We understand that this is an ever changing situation and that updates may need to be made to these new guidelines. Please be patient and understanding as we move forward.

*Handwashing/Sanitizing will be enforced upon arrival into our facility. Hand sanitizer will be available at the entrance of the building. Frequent handwashing and sanitizing will be implemented throughout the day as well.

*Cleaning and sanitizing of all toys and supplies will take place after each class. High frequency areas such as door knobs and tables will be sanitized more often throughout the day.

*Check in and out procedures will be handled by the teachers using an Ipad system.

*Temperature checks will be conducted upon arrival. Any student with a temperature above 100 degrees F will not be permitted to stay.

*Limited adults will be permitted into the school after the first day. Please only send ONE adult for drop off and pickup.

*Our sick policy will be strictly enforced. If your child has a fever, diarrhea, is throwing up, has a severe cough or green drainage-KEEP YOUR CHILD HOME! If your child has been around someone who has tested positive for COVID-19- PLEASE KEEP THEM HOME!

*Our program begins in August and runs through May. We guarantee 154 days out of 164 days. This allows for 10 built in snow/weather related days. These 10 days will also be used for COVID days, should we need to shut down for an extended period of time throughout the school year. Any days missed past 10 will be added on to the end of the school year in May. In the event of a short-term closure, packets of learning materials will be provided to the students and an optional e-learning meeting will be conducted once a week.

Un-enrollment

If for some reason you need to un-enroll your child from Little Scholars, please let us know one month prior to the month you want your child to stop coming.

Extended Vacations

If you are planning on a vacation that will last a month or more you will need to continue to pay tuition or un-enroll your child. When you return from your vacation you are welcome to reenroll your child if the spot is still available.

School Calendar/Inclement Weather:

The preschool programs will start on August 12th and run through May 12th. In case of inclement weather, we will follow the lead taken by South Harrison School Corporation. If there is a 2 hour delay, all morning sessions at LSA will be cancelled. **WE WILL NOT MAKE UP TWO HOUR DELAYS.** Afternoon classes will proceed with classes on these days. We guarantee 154 days out of our 164 days. If we need to make up any more to reach our 154 days we will add days after May 12th.

Goals and Objectives:

- * To provide a nurturing child-centered learning environment
- * To assist the social, emotional, physical, and intellectual growth of the preschool child
- * To provide positive group and individual interactions with children and adults
- * To foster a love of learning
- * To encourage the individual talents of each preschool child
- * To encourage sharing and cooperation
- * To develop individuality

Snack Policy:

Healthy snacks boost energy and help children regain focus. Students in both sessions will have snack time. Please send a healthy snack and drink with your child in their backpack.

Birthday Party Policy:

Your child may bring in a special treat to share with friends to celebrate his/her birthday. Please make arrangements with your child's teacher prior to your child's birthday. ***Mini cupcakes, cookies or donuts are best.**

Sick Child Policy:

If your child has a fever over 100 degrees F, has a persistent cough or runny nose that is not clear, or has diarrhea or vomiting we ask that you please keep your child at home for at least 24 hours for the health and safety of the other

children and staff. We also ask that if your child was given an antibiotic please allow 24 hours before returning to school.

Lice

If your child has lice we will ask that your child be picked up from school. Your child can return after he or she is properly treated. The child will be checked, when he or she returns to school, to make sure there are no lice and/or nits. They will not be able to stay at school with lice and/or nits.

Progress Reports

Your child will receive three progress reports throughout the year. These will be sent home in November, February & May.

Class Parties:

At LSA we will celebrate the following holidays: Halloween, Christmas, Valentine's Day, and Easter. Sign-up sheets will be sent home asking for treats. If you wish for your child NOT to participate in these events, please let your child's teacher know in advance.

School Pictures:

Professional school pictures will be taken in the fall and spring. Photo packages are available for purchase. Order forms will be sent home in advance. Payments MUST be paid before pictures are taken.

Arrival/Departure Procedures

**Drop off for AM classes is from 8:20-8:30am and pickup is from 10:50-11:00am.*

**Drop off for PM classes is from 11:50-12:00pm and pickup is from 2:20-2:30pm.*

IN ORDER FOR PROPER TURN AROUND TIME BETWEEN CLASSES, PLEASE ADHERE TO THE ARRIVAL AND DEPARTURE TIMES.

Teachers will check your child in and out on the IPAD system. Children are dismissed to parents at the end of the program time. Children will only be released to an adult that has been authorized and on our list. When a new adult or care giver will be picking up your child, please send notification of the change to the teacher. Some form of identification will be required the FIRST time a new adult picks up your child.

Discipline Policy:

We believe that discipline should be viewed as an opportunity to teach and guide children.

When a child encounters a problem within the preschool setting, the staff:

1. Will allow the child the opportunity to solve the problem individually
2. Offer suggestions and mediate when necessary
3. Encourage all participants to use words to express feelings
4. Help participants in making a good choice to reach a resolution
5. Move your child to a time-out rug for no longer than one minute per year of your child's age, if necessary.

At no time will any child be physically disciplined or shamed publicly or privately.

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with your privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

Communication:

Your child will carry a folder in their backpack. We ask that this go to and from school with them daily. We will use the folder to communicate back and forth. Please feel free to contact us via phone or email with any questions or concerns.

Personal Item Policy:

Please clearly label all clothing items such as coats and backpacks with your child's name. We also ask that your child please NOT bring any toys or other personal items from home unless instructed by the teacher. We know how special some toys are to children and we do not want anything broken or misplaced accidentally.

School Clothing

It is very important for kids to have play time. We will be going outside when the weather permits. Please make sure your child is wearing weather appropriate clothes. To make sure your child is safe when we play outside please make sure your child is also wearing safe shoes.

Extra Clothing

Kids will be kids and accidents do happen! Please send a full set of clothing in a ziplock bag labeled with your child's name. This will stay in their backpack for those JUST IN CASE moments.