



## 2019-2020 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
Monday-Friday PM	12:00-2:30
STEP-UP PROGRAM AM	8:30-11:00
STEP-UP PROGRAM PM	12:00-2:30

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

### **Registration:**

Immunization records and birth certificates are required for all students. These documents need to be on file within 30 days after your child begins a program.

Children must be 3 years old by August 1<sup>st</sup> 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 and Mrs. Rentschler 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	\$145
Tuesday/Thursday AM	8:30-11:00	\$100
Tuesday/Thursday PM	12:00-2:30	\$100

**Four/Five Kindergarten Prep Class**

Monday, Wednesday, Friday PM	12:00-2:30	\$145
Monday-Friday AM	8:30-11:00	\$230
Monday-Friday PM	12:00-2:30	\$230
Step-Up AM	8:30-11:00	\$145, \$185, \$230
Step-Up PM	12:00-2:30	\$145, \$185, \$230

**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 1<sup>st</sup> of each month.** Payments can be made online via bank draft. Cash and checks are also accepted at LSA. **A \$10 late fee will be issued for any payment not received by the 1<sup>st</sup>.** 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.

### 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 15<sup>th</sup> and run through May 16<sup>th</sup>. 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 167 days out of our 177 days. If we need to make up any more to reach our 167 days we will add days after May 13<sup>th</sup>.

### 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.

### **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**

**Morning Session:** Drop off is at 8:30. Students need to be picked up at 11:00.

**Afternoon Session:** Drop off is at 12:00. Students need to be picked up at 2:30.

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

Please check your child in and out on the IPAD system provided by your child's teacher. 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 composition notebook in their backpack. We ask that this go to and from school with them daily. We will use the notebook 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.