

AMAZING KIDS ACADEMY

PHILOSOPHY

The philosophy at Amazing Kids Academy is to continually strive to produce an environment that is secure, cheerful, and supportive for all children and families.

Our program promotes the physical, social, emotional, cognitive and creative growth of young children while responding to the needs of our families. The environment promotes a climate that is positive, nurturing, and challenging. Our classrooms provide the opportunity for stimulating play which is the essence of learning. Through play children enhance the learning skills, knowledge and dispositions that guarantee success in later schooling.

The curriculum gives emphasis to an interactive method upon which children learn through concrete, play orientated approach. Children learn through active exploration, interactions with adults, interactions with other children and classroom materials. Our teaching staff designs the curriculum on observation of the children and their reflection of those observations as well as their knowledge of child development. Activities present a directed and non directed approach to foster independence and self esteem. The practices of kindness, acceptance, respect, and listening are demonstrated and encouraged by staff so that children learn to take responsibility for themselves, each other, and their classroom. Children are viewed as unique individuals with their own blueprint of growth and development. Different levels of ability, development and learning styles are recognized and accepted and used to design appropriate activities that motivate a passion for knowledge.

As open door policy and open communication is a vital way we connect with our families to build and expand our school community. This view facilities that a mutual respect and support system are in place between the parents and teachers to enhance your child's experience at Amazing Kids Academy.

Amazing Kids Academy is a peanut free environment!

Hours of Operation

Amazing Kids Academy is open 6:00AM until 6:00PM, Monday through Friday. Hours of care will be contracted from child to child with direct supervision of all children.

Programs and Definitions

Full Day: Is more than 4 hours per day.

2, 3 and 5 Full Day Programs for Infants, Toddlers, Preschool, Pre-K

Half Day: Is 8:00-12:00PM

2, 3 and 5 Half Day Programs for Infants, Toddlers, Preschool, Pre-K

Before and After School: Drop off is any time after 6am until pick up from school bus and drop off from bus until pick up any time before 6pm. Any day that school is not in session, a full day rate will be charged.

Parent Involvement

We make every attempt to insure effective communication with all families. We strongly encourage you to come to us whenever you have a question or a concern regarding your child's care. These concerns may be brought to the attention of your child's teacher or the Director. An annual family survey is also distributed. This includes feedback regarding concerns and /or suggestions.

It is expected that all representatives of Amazing Kids Academy treat parents fairly and respectfully and that we are treated the same in return. We reserve the right to end any conference (formal or informal) if we feel parents have become abusive or combative.

We also maintain the right to ask parents to find alternative child care an arrangement if we feel it is in the best interest of the child/ center. It is our belief that disruptive and disrespectful behavior creates a serious break in the parent-school alliance and poses an imminent threat to the well being of the children in our care and the staff members.

Some of the ways we strive to keep parents informed about their child's day are: daily sheets, parent information boards in all of the classrooms, monthly newsletters, and regular notices from the administration. In addition, teachers will complete a developmental evaluation for each child enrolled at the center at least twice a year (generally January and June). At these times we will schedule a formal parent/teacher conference to discuss your child's progress. However, you may request a conference with your child's teacher and then administration at any time during the year.

We ask that you take the time to read all correspondence that is sent home with your child. This can be found in your child's cubby or your child's file folder located in each classroom. All information sent home is essential to the proper operation of the school.

Discipline/Child Guidance Policy

At Amazing Kids Academy, GUIDANCES is our only form of acceptable discipline. Discipline is always developmentally appropriate and based on the individual child and circumstances. Whenever possible, children will be given the opportunity to solve conflicts, find resolutions independently, and when possible participate in development of the classroom rules. If this method is ineffective, a teacher will then redirect the child to another area and clearly explain what the inappropriate behavior is and why. Certain situations in which a child needs assistance in regaining control may warrant a brief period away from the group. This period will not exceed five minutes and will be supervised by a teacher. When the child has maintained control and feels ready to rejoin the group, he or she will discuss the inappropriate behavior with a teacher and collaboratively they will decide upon appropriate behaviors to use in the future.

If circumstances warrant (one child putting others or him/herself in danger), a child may be removed from the classroom and assisted by the Director and/ or another qualified staff member in regaining composure.

The use of physical punishment (spanking, hitting, or other corporal punishment, etc.) is never permitted under any circumstance. No child will be subjected to cruel or severe punishment, physical abuse, neglect or verbal humiliation. No child will be subjected to abusive treatment such as physical hitting, shaking, threats, or derogatory remarks. No child will be denied or deprived of outdoor time, meals, snacks, force feeding children or otherwise making them eat against their will, or in any way using food as a form of punishment. No child will ever be punished for soiling, wetting, or not using the toilet, forcing a child to remain in soiled clothing or to remain on the toilet, or using excessive practices for toileting.

As your partner in caring for your child, it is important for good communication to exist between you and the center. If your child is experiencing a change in their home environment that may impact his or her behavior, it is important to inform your child's teacher and/ or the Director. Likewise, we will keep you informed of any concerns we may have regarding your child. All information disclosed will be treated with sensitivity and held in the strictest confidence.

Guidance provides a positive and consistent way of learning and growing that is based on an understanding of the individual needs and development of children by implementing the following:

*Amazing Kids Academy teachers will encourage self-control, using positive reinforcement when a child displays developmentally appropriate behaviors and pro-social behaviors. Each classroom utilizes developmentally appropriate expectations that set clear and consistent limits and also allows for positive re-direction.

*At Amazing Kids Academy it is our philosophy to help children learn social, communication and emotional pro-social skills that they can use in place of challenging behaviors.

*Each classroom works with the children to develop age appropriate rules that will be implemented for the year. These classroom rules will be explained to the children and reinforced at the start of morning circle.

Enrolling Your Child

Pre- Enrollment: Families interested in enrolling their child(ren) at Amazing Kids Academy are required to meet with the Director and/or Owner prior to admission. During this meeting parents will be given an orientation of the school, the requirements of our licensing agency, our rules and policies and an introduction of our staff. Parents will be given a tour and information regarding our evacuation policies, parking lot safety and signing into and out of the school. This time will also serve as a means to receive information about your, child, your family, your needs and expectations.

We also want to make sure that prior to your child's first day, all services are in place should your child require therapeutic, educational, social, or additional support services that might already be in place or that will be required. For children younger than school age we are required to obtain a developmental history and to discuss any areas of concerns. The state also requires us to update annually the developmental history in the event that any changes might have occurred.

It is important to us that you are both comfortable and confident with your decisions to enroll your child in our program. We understand that while we do our best to address the individual needs of all children enrolled, no one program can be ideal for all families.

Your Child's File

An enrollment packet will be provided by the center prior to your child's first day. All forms **must** be completed and returned before your child's first day. Medical forms **must** be completed and signed by your child's physician and immunizations must be up to date. If your child is on any medication on a routine basis, an Individual Health Plan must be filled out and signed by the doctor as well as a Medication Consent Form to administer the medication. All court orders, restraining orders, and custody agreements must be in child's file. IEP's, 504's and any mandated help requested must also be in child's file.

Tuition and Fees

There is an enrollment fee of \$55.00. This enrollment fee secures your child's spot and includes one (1) entrance card for the front security door.

Tuition is due on your child's first day of attendance each week. The tuition box is located at the entrance of the school and envelopes are provided for cash payments only. An envelope is not needed for check payments. Please include your child's full name and the week you are paying for in the memo section of your check. Tuition may be paid as far in advance as possible, but please remember to include the dates in the memo section.

Tuition is collected for the last time on Friday morning. Any tuition that is not deposited by Friday morning will be considered late and will be charged a \$20.00 late fee. The very next day your child attends, your account needs to be paid in full, if not an additional fee of \$20.00 will be added onto the outstanding balance. Fee payments delinquent more than one week can and may result in termination of enrollment.

Re-registration

Our school year runs September to August. At the beginning of each school year in September, you are required to re-register your child in the program. You will be given a new enrollment face-sheet so that all the information can be updated. However, if emergency numbers, contacts, addresses, or phone numbers change before re-registration please notify the Director immediately. It is essential that we always have current information on file for parents and children.

The re-registration form as well as the registration fee (\$50.00 for re-enrollment) will secure your child's place for the upcoming school year. There will be a 10% sibling discount for re-enrollment. (example: If you have two children in the center you would pay \$50.00 for one child and \$45.00 for the other child.) If you register between the months of June and August you are not required to re-register your child. The re-registration fee goes directly back into the school to buy the children art supplies, classroom supplies, outdoor equipment, indoor field trips for the children and any other necessary materials to enhance your child's learning.

Returned Checks

If a check is returned to us by the bank you will be charged \$25.00. The returned check will be re-deposited. A record of the returned check will be kept on file and more than one returned check will result in cash or money order payment option only.

Over Time Fee

For the purpose of this agreement, overtime will be considered pick up after 12pm for half day or 6pm for full day and a fee of \$1.00 per minute/per child will be charged at pick up. This payment must be cash or cashier's check.

Tuition Assistance

We accept payment through DHS. All paper work will need to be completed before enrollment begins. Your weekly co-pay will be due on Mondays. You will also be responsible for any charges not covered by DHS, such as overtime and late fees. These charges will be payable at the time they occur.

Holidays, Vacations, & Sickness

Tuition must be paid in full regardless of days missed due to illness or vacation. It is also paid for holidays the Center is closed (refer to school calendar). In order to avoid late fees we advise that you pay your tuition prior to going away on vacation.

Sibling Discount

Amazing Kids Academy offers a 10% sibling discount. The lowest tuition rate qualifies for this discount.

Children's Record/Confidentiality

All information contained in your child's file is privileged and confidential. Written parental consent is necessary to release any information to an unauthorized person. Parents may have access to their child's file no more than two days after the request. If a child's records are subpoenaed, the child's parents will be notified. A permanent written log will be kept in the file indicating to whom information was released.

Attendance

Please notify the center if your child will be absent on a scheduled day of attendance. We ask this in order to monitor illness in the center, to maintain proper staffing and programming, and because we care about the well-being of your child.

Tuition fees will not be adjusted due to absence for whatever reason (illness, vacation, etc.) Rates will not be adjusted for days we must close due to inclement weather or scheduled holidays.

If circumstances require you to withdraw your child from Amazing Kids Academy, it is necessary that you submit written notification to the Director and/or Owner no less than two weeks prior to your withdrawal date. You are financially responsible for these two weeks regardless of attendance.

Inclement Weather (We follow Johnston Schools)

You will be notified by radio broadcast and the local news television stations by 6:00am on WJAR Channel 10, WPRI Channel 12, and is also posted on <http://www2.turnto10.com>. In the event that we decide to close our doors early due to inclement weather we will attempt to notify all parents by phone. If we are unable to reach you at home or work, we will contact the emergency numbers you have provided. We will not close until all children are picked up. If you have any concerns, please call the center for more information.

Drop Off and Pick Up

Parents must accompany children into the center and make sure the primary teacher knows you are leaving your child in our care. There is a sign in and sign out pad, located on the left hand side when entering the building. (this must be filled in daily) Parents picking up their child must accompany them from the building or play areas to the car. There will be no playing in the parking lot or in the grassy areas in front of the building. Parents are NOT to send their child to wait for them in the car while they talk to teachers; other parents or go to pick up their other siblings.

Security Doors

The security door at the front entrance is protected by an ADT security system. In order to enter the building all parents will have a security entrance card. One entrance card is included in your enrollment fee. If you would like to purchase another entrance card for a spouse or family member who might be a regular pick up, the cost is \$5.00 per card.

Parking

Parents should park close to the building, but not in front of the back entrance of the school. Please park within the painted lines. Cars should NEVER be left running in the parking lot. Please do not leave children unattended as well in the car.

Smoking Policy

Amazing Kids Academy is a completely smoke-free environment. Smoking is prohibited in any part of the building or its premises.

Additional Parent Responsibilities

- When you are present at Amazing Kids Academy, your child is your full responsibility. This avoids any conflict and confusion for your child, for you is the most important person in your child's life.
- Cell phones are never to be used while in the building, due to confidentiality.
- Please be sure that your child's teacher is aware of your child's arrival and is under their care before you leave the building.
- Every child must have clothing appropriate to the weather each day, as outdoor time is an integral part of our curriculum.
- Please send your child in with appropriate footwear and comfortable clothes so they are able to participate in all indoor and outdoor activities.

The following will be paid holidays. No childcare service will be provided.

New Year's Eve (close at 12:00PM), New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, VJ Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the Friday after, Christmas Eve (24th/close at 12:00PM), and Christmas Day(25th)

Changes to Policies

You will be given a 2 week notice for any changes to these policies. The policies, contracts and forms will be renewed and/or updated each year. Please give written notice of any changes that may occur, especially of name, address, and phone numbers or of updated immunizations.

What Your Child Needs... PLEASE REMEMBER TO LABEL EVERYTHING

Infants:

- 2 complete changes of clothes. This includes bibs, burp cloths, shirts, pants and socks. An extra set of bedding, diapers, wipes, diaper cream. Bottles, formula/breast milk, food and finger foods. Please note that if your child is in the Wobblers they must have a lunch box with an ice pack for their snacks and lunch.
 - Note: If you are sending in breast milk we require that you label it with the child's name and date. We are allowed to store frozen breast milk up to 3 months and if we have removed it from the freezer to the refrigerator no longer than 48 hours. If you are sending formula it must be in a factory sealed container (liquid or powder). We will discard after one hour of being made. We also will not be able to put cereal into the bottles without an order from the physician.
 - Cereal and Baby Food- All cereal and baby food must be factory sealed containers. If you are making your own baby food the date must be on all sealed containers as well. All parents are asked to fill out a feeding plan and that plan must also include whether we use tap water or if you are bringing in bottle water from home.

Toddlers:

- 1 complete change of clothing/3 sets if we are toilet training (shirt, socks, pants, underwear), an extra pair of shoes, diapers or pull-ups, wipes, diaper cream and bedding. Please have a lunch box with an ice pack for snacks and lunch.

Preschool/Pre-K:

- 1 complete change of clothing (shirt, socks, pants, underwear). Please pack a lunch box with an ice pack for snacks and lunch.

Before and After School:

- 1 complete change of clothing (shirt, socks, pants, underwear). Please pack a lunch box with an ice pack for snacks and lunch.

Note: Any soiled clothing will be placed in a plastic bag to be brought home for laundering. A new extra change of clothes needs to be brought in the next day.

Anything that is brought into the center must be clearly labeled with your child's name in permanent marker. The center will not be held financially responsible for any lost items. We do not allow any toys from home other than a small, soft, rest toy. Please understand that upon arrival we will ask you

to take any items home with you that your child has brought to school. The only exception will be if it was requested by the teacher for Show and Tell.

Curriculum

Amazing Kids Academy bases our curriculum on diverse theories from early childhood educators to provide a well-formed developmental program at each age level. All our programs follow the Rhode Island Learning and Developmental Standards set forth by the Rhode Island Department of Education. We also incorporate with the younger children: Creative curriculum, Maslow (basic needs and learning), & High Scope (hands on learning). The older children we integrate theories from: Piaget (logical thinking & reasoning), Vygotsky (social interaction), Maslow, High Scope, Emergent (following the child's interest) and Smilansky (learning in play).

The Rhode Island Early Learning Standards and Development enable the teachers to develop a curriculum that guides what children should know. Goals are set individually for each child to continue challenging and moving them forward at a tempo that is engaging and appropriate for that child. Teachers facilitate their classroom with directed and non directed teaching, along with "Hands On" activities. Play is an essential key component in all areas of development and is looked upon with high education value. The classroom environment is designed for safety, structure (visual daily schedule), and various learning tools to inspire knowledge and curiosity.

Families are our guiding support sharing their interest and thoughts, along with supporting the learning process, keeping abreast of the happenings in the classroom and feeling a welcome part of our school community'

Assessments are done when a child enters new to our program, every 2 months for Infants and twice a year for our Toddlers, Preschool and Pre-K. Should a child be receiving Early Intervention or on an IEP/504 we will assess as needed to meet and chart the growth and progress. At the Parent/Teacher conferences, you will receive a copy of your child's evaluation, you will have an opportunity to see your child's portfolio's and have input as to the direction or concerns you may have.

Communication

Communication is very important to us at Amazing Kids Academy. Parents, Teachers and the Director need to know that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conferences. Conferences between parents and teachers will be scheduled once a year as a routine part of your child's care. This time will be used to discuss your child's progress; however should you like to have a conference, you may request one at any time. A monthly newsletter, from both the Director and your child's teacher, will be provided to you to inform you of the planned activities and current curriculum theme, events that will be happening during the month, and any other pertinent or fun information that we'd like to share with you. Parents of infants and toddlers 1 will receive a daily report. Some typical things that you will find on this report will be

feedings, rest schedule, diaper changes, temperament and things to remember. Parents of preschoolers will not receive a daily report.

You are encouraged to call anytime between 6am-6pm with any questions or concerns that you may have. If we are not able to answer the phone when you call we will return your phone call as soon as possible.

Meal Time

Meal times are important times for young children. We believe that many skills can be learned and practiced during meal times here and at home. At Amazing Kids Academy, we value this learning experience and therefore never use food as punishment. Children will never be threatened with having food take away nor will they be forced to eat anything they do not want to. Snack time and lunch time children will sit with their teachers and discuss the events of the day or what is relevant to them at that given moment. If your child is scheduled at our center for more than nine hours please provide a sufficient amount of food for your child. We ask that you provide snacks (that meet USDA standards). We are required by the state to encourage healthy nutrition.

Please list on the medical report any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods.

Full Day- Children that are enrolled full time will bring in a nutritious breakfast if they arrive prior to 8:30AM, and AKA will provide a morning snack and an afternoon snack. Parents also provide a nutritious lunch each day their child attends.

Half Day- If your child is enrolled half day the center provides a morning snack.

School Age- We provide a nutritious breakfast for children who arrive prior to their bus picking them up. Also, we provide a nutritious afternoon snack. If your child is here all day (due to vacation or school closing) a lunch must be provided.

Infant Parents will provide all the bottles and baby food their infant needs each day

Rest Time

Toddlers and Preschoolers have a scheduled rest time each day. Although children are not required to sleep they are required to rest quietly on the cots for a period of time, whereby they may enter into a quiet activity such as puzzles, books, coloring, board games. Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children. All children will rest on their cot with individual linens. These linens will be required to be brought home each week for laundering.

Program Transitions

Transitions from one program to the next are not automatic. Each situation is dealt with on an individual basis. Deciding factors include a child's readiness and availability of space. If the center feels the expectations of a parent cannot realistically be met, we reserve the right to ask that he or she find another program which may better accommodate their needs. When we feel your child is ready to begin the transition process you will be notified in writing. This notice will indicate meeting with the teachers, learning about the new classrooms, the transitions start date and an anticipated end date of the transition. Typically we will allow no less than one week for a child to transition from one program to the next. The process begins with short, frequent visits to the new classroom. Gradually these visits increase in length until a child can remain comfortably in his/her new program for the majority of the day. Tuition rates will not change until your child is officially enrolled in his/her program.

Diapering

Children will be diapered in designated diapering areas. All staff members will follow state guidelines and procedures for diapering. Procedures will be posted in each of these areas and should be followed whenever diapering a child. Children's diapers will be changed regularly as well as when soiled or wet. Parents are responsible for maintaining a supply of diapers, wipes, and spare clothing for their children. Staff will alert parents when the supply needs replenishing. Soiled clothing or blankets will be placed in

a plastic bag before being placed in the child's diaper bag or cubby. The center is not responsible for washing of these items.

Toilet Training

Toilet training is done in accordance with requests of the child's parents and in a manner that is consistent with the child's physical and emotional abilities. Toilet training will never be coerced. All children will be allowed to use the bathroom when needed. Children will be supervised during toileting but allowed as much privacy as is appropriate. No child will be punished for soiling or wetting clothing. Children who are learning to be self-sufficient in the bathroom will have an easier time if they wear clothing that they can pull off and on by themselves. Parents of children who are toilet training will receive written communication daily regarding their child's toilet progress. We will not, under any circumstances, force children to use the toilet if they are not willing to do so. The center and parents must both agree that a child has exhibited the readiness skills needed to begin toilet training before we all consent to assisting a child with training at school. (Minimum age enforced by DCYF is two yrs old)

Dismissal of Children

Amazing Kids Academy strictly adheres to the following procedures with no exceptions.

Other than the parent, only persons with written authorization from parents shall be allowed to pick up a child from the center. You will be given a form on which you may specify individuals, other than yourself, who maintain a standing authorization to pick up your child. Only adults over the age of 18 are allowed to pick up a child. **A child will never be released to a person who appears to be under the influence.**

A child may be released to a person who is not on the daily drop off/pick up pad. The following two steps must be completed for this individual to pick up. The parent must call us and instruct us that this individual will be picking up. (they will also give us a brief description of the individual) At that time we will verify the caller id and verify it with the child's registration form. The parent will sign and date a consent form instructing us to release their child to this individual. The parent must then fax it over to us. Once we receive it, we will verify the parent's signature to the child's registration form. If everything checks, we will take a copy of the individuals ID/License (which MUST contain a photo) and we will place this in the child's folder.

- If and when a teacher does not recognize an adult picking up a child, she must ask for identification. Please do not take offense. This practice is to insure the safety of your child.
- Under no circumstances will a child be released to a person who is not authorized. This is the case even if the child and/or staff member is familiar with the individual.
- In the event that a family is going through the process of a custody dispute be aware that in the absence of a court order we cannot deny any parent access to his or her child. If you have individual circumstances regarding custody please discuss them with the Director. We will do what is in our power to accommodate to your needs.

Water Play

We have sprinklers for summer water play and small wading pools. We require a permission slip before the child is allowed to play in the water. A swimsuit, sunscreen, and towel will be requested for these days.

Toys

Please do not send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain in their cubby until nap/rest time. Amazing Kids Academy assumes NO responsibility for lost, stolen, or broken toys from home.

Television

On occasion a teacher may have an educational video to go along with their lesson plan. Limited TV viewing, consisting only of education programming, may take place.

Holidays/Birthdays

We honor all major holidays and all children's birthdays. If you would like to bring in a special treat for the children, please arrange this with your child's teacher. **We do ask that you do not bring in candy. Candy will not be given to the children under any circumstances here at Amazing Kids Academy. During any holiday events if candy is present it will be left in the cubbies until the end of the school day.**

Health and Safety

Incident/Accident Reports

Although we do our best to provide a safe environment for children, accidents do happen. In the event your child receives a minor injury while in our care we will notify you via a written report. This report gives you a brief account of the type of injury, how it occurred, and what steps staff members took. These reports are signed by the supervising teacher and the parent. They are kept in the child's permanent file. If your child is injured to the extent that he or she needs medical treatment beyond basic first aid, we will follow the steps outlined below. Incident reports are used to inform the parent of behaviors that are being seen that led to an accident or behaviors that can result in the child being hurt.

Authorization for Emergency Treatment

Amazing Kids Academy will secure EMERGENCY medical care for a child should an emergency arise at school or on a field trip. It is understood that a conscientious effort will be made by the school to contact the parents/guardians at the emergency numbers provided, before any medical action is taken. (Ambulance fees and/or health care costs are the responsibility of the parent/guardian).

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, we will assess the child and provide first aid. An accident report will be filled out at the time of the injury and made available for you to read and sign upon pick up of your child.

If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (i.e. needs stitches, broken arm, etc.) All costs associated with the injuries to the child will be the responsibility of the parent. In the case of a medical Emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you and your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, we are

certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to Hasbro Children's Hospital. You or your family insurance is/are responsible for the cost of medical help or treatment due to accidents, or illness while in childcare.

Emergency Procedure

In the event of an emergency, where we need to evacuate the center, we will get this information from the local media.

Fire Emergency Procedure and Policy

A monthly fire drill will be performed and documented. These drills will take place randomly. Staff will educate the children about emergency procedures and safety. In the event of a building emergency (water, fire, etc), the parents will be notified immediately and asked to come and pick up their child.

There are four fire extinguishers located in the center. One is in the office, one in the infant/toddler room, one in the preschool room and one in the school age room. If there is a fire, the children will be evacuated immediately before calling 911.

Power Outage

In the event of a power outage, we have emergency lighting. There are flashlights located in each of the classrooms. If the power remains out for an extended period of time and the weather is inclement and the center is getting too cold for the children, you will be called to pick up your child.

Sick & Exclusion Policy

Your child's health is very important to us. If your child becomes ill while at school, you will be notified immediately and asked to pick up your child within a reasonable amount of time. Your child will be isolated from the other children and cared for until you arrive. If the parent cannot be reached, the person designated as the emergency contact will be notified. Depending on the exclusionary policy, it is your responsibility to make arrangements for your child at home while sick. It is obvious that it is not possible to prevent the spread of all illness however, minimizing exposure and providing good hygienic practices in the center are means by which we can limit the problem and resulting inconveniences. We have a nurse on duty 15 hours per week and on call for questions the remainder of the time we are open. Please review the following exclusion policy for symptoms and illnesses. The policy is prepared by DCYF and Department of Health.

Our facility is governed by these state agencies; therefore, any policies sent to us must be strictly followed and are not flexible. Our main concern is to protect the health of all our students. Please feel free to speak with our nurse if you have any questions or concerns.

Medication Policy

Any medication to be administered by the nurse or staff must be accompanied by a signed Medication Release Form by the parent. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, current date, and directions for administering. **Prescription Medication will also need a doctor's note to be administered.** The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on medication administration record. The medication must be given directly to the nurse or Director for

proper handling. Please do not leave medication in your child's cubby, lunch box or coat. **Please note that any over the counter medication may be subject to written notification from child's doctor.**

Exception: As your child care provider, we will administer Syrup of Ipecac if instructed to do so by poison control or emergency medical services.

Child Abuse/Neglect

In accordance with RI state law, we are required to report any suspected case of child abuse and/or neglect to the Department of Children, Youth, and Families. This includes any form of physical punishment by the parents in the center.

Enrollment Checklist

Before enrolling your child, the following requirements are needed:

1. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.
2. A complete physical must be on file before your child can attend the center. This form must not be dated earlier than 6 months prior to admission. The medical report will be valid for one year, except that subsequent examinations for school age children will be in accordance with School Code. Please be sure to give updated proof of immunizations as they occur, as your child cannot attend if he/she does not have the appropriate immunizations up to date and on file. If your child is school, you may supply me with a copy of the most recent physical obtained for school.
3. All required supplies must be brought in before your child's first day.
4. Enrollment fee of \$55.00 (this cost includes student enrollment and entrance card fee) must be given prior to admission
5. Read through and become familiar with the Parent Handbook. You will be required to sign a form that indicates you have read, understand, and agree to ALL the policies as outlined.

PARENT HANDBOOK FORM

I acknowledge that Amazing Kids Academy has provided me with a Parent Handbook. Together we went over the handbook and on my own I acknowledge that I have read and understand the policies and procedures written in the Parent Handbook.

Parent Signature _____ Date _____
Parent Signature _____ Date _____