



*"Where We Grow In Body, Mind, And Spirit"*

## *+ Parent Handbook +*

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## **DEAR PARENTS**

Welcome to Angels Christian Academy and thank you for choosing us to take care of your child/children. We are blessed to have them here. This handbook was developed to give you a complete outline of our day to day operations as well as policies and procedures.

### **Philosophy:**

Our mission here at Angels Christian Academy is to provide quality childcare and early education in a safe and supportive christian environment where young children can grow in body, mind, and spirit.

### **Vision Statement:**

Students at Angels Christian Academy will be grounded in God's word and challenged to achieve academic excellence as they prepare to use their gifts and abilities effectively to follow God's plan for their lives.

### **Program:**

We use The MotherGoose Curriculum and Daily Bible study. We have found both of these together to not only be educational but exciting and interesting. We here at Angels Christian Academy feel confident that your child will greatly benefit from these educational and spiritual tools. We are excited to provide an excellent educational experience at an affordable cost here in goodlettsville. Our atmosphere will provide a stimulating experience for your child. We prepare preschool students for kindergarten by focusing on academic, physical, and spiritual development. Daily lessons include instruction in bible, art, music,, numbers, writing, science, health, safety, and manners.

### **Curriculum:**

Our weekly lesson plans are posted in each classroom. The activities are well-balanced for group and free play, and consist of learning activities that will help your child develop his/her emotional, physical, intellectual, spiritual, and social skills. Our goal is to prepare our angels, not only for Today, but for the rest of their lives, in a loving, nurturing and educationally-sound atmosphere. Angels Christian Academy is a center where the whole child is nurtured. children are truly a gift from God and we thank you for sharing them with us.

### **Hours of care:**

6:30am-6:00pm

Monday-Friday

6 weeks - 12 years old

### **Admission and Enrollment Procedures:**

**Enrollment Procedures:** We will not accept any family into our care without conducting a complete tour first. Both parties must feel comfortable and confident that the arrangements will work.

**Registration Package:** All parents MUST complete and sign the following forms found in their registration package Before a child will be admitted into care.

**\*An updated shot record must be provided in order to complete file.**

**Tuition and Misc. Fees:**

***Weekly Fees***

<u>Age</u>	<u>5 Days</u>	<u>M/W/F</u>	<u>Tues./Thurs.</u>
Infants (6 w-15 mo)	\$195.00	\$130.00	\$100.00
Toddler (15 mo-31 mo)	\$185.00	\$125.00	\$95.00
Preschooler 31 mo-4y	\$175.00	\$120.00	\$90.00
4-5y pre-k	\$165.00	\$115.00	\$85.00
School Age Summer Program 5 & up	\$165.00	\$115.00	\$85.00

Before or after school    \$75.00 wkly

Before & after school    \$95.00 wkly

**\*Tuition fees are due on friday for the upcoming week.** late fees will be assessed as of noon on monday and if tuition is not paid by time of pickup on monday child/children will not be allowed to return on Tuesday.

**Registration fee:** \$75.00 per child or \$110 per family

**NSF Charges:** A \$35 fee will be charged on any NSF/bounced checks.

**Late Payment Fee:** Parents will be charged a late penalty fee of \$30.00.

**Termination of care:** All parents are required to give a 2 week notice in writing before removing your child from the center. If you fail to do so, your account will be turned over to a collection agency.

\*Additional charges may arise for special events or special programs. you will be notified in advance.

### **Contract for Services:**

Parents **MUST** sign the tuition and policy statement, pay all appropriate fees and supply an updated shot record before their child will be accepted into care.

Once the enrollment packet has been completed and turned in, the information is entered into our computer assigning your family a specific code. This code will allow you to sign child in/out daily.

### **Arrival & Departure:**

Parents or a Guardian must accompany their child upon arrival, and sign his/her child into care using touch pad system.

Parents are required to sign out upon departure from Center. In order for your child to receive full instruction each day we asked that all children be dropped off by 9am.

### **Releasing Your Child:**

Your child will only be released from care to those persons listed on the Registration Form. If someone other than designated persons will be picking up your child, we must receive advanced notice or your child **WILL NOT** be released. Once center is notified in advance along with their name, address, phone number, and relationship to child they must also **MUST** bring/show picture ID before releasing child. Also **DO NOT** give out/share your personal code. this is for the safety of the entire center.

**Please Note:** According to DHS licensing guidelines: *Children shall not be released to anyone whose behavior may, as deemed by a reasonable person, place the child in imminent risk; provided, however, that if the agency*

*reasonably believes that refusal to release the child could place staff or other children in imminent risk the agency may release the child, but must call 911 or local emergency services number.*

### **Parent Involvement:**

We operate under an Open Door Policy Parents are welcome to visit center at anytime while your child is receiving care. However, DHS states that we place reasonable restrictions on access by any parent as needed to limit disruption of the children's routines. Therefore, we must insist that parents drop off there children in a timely manner, staying no more than 3-5 minutes so that the children's daily routines are not interrupted. longer visits must be approved by the office.

One reason we operate under Open Door Policy is to allow you the opportunity to voice your concerns respectfully. if your have a problem or concern we would be more than glad to meet with you. We can call a conference with your child's teacher. Please do not discuss problems in the classroom in front of children.

Children need to feel secure in their environment and with their parent's relationship with their child's caregiver. If at anytime we feel that a parent's behavior is harmful to the children or their attitude toward the teacher is intimidating, threatening, or demeaning, you be required to withdraw your child immediately!

\*\*To let parents know what is happening at the center we post weekly lesson plans and information of all sorts on the bulletin board.

### **Health & Sick Child Policies:**

Please go over this section very carefully. Because children get sick without warning, parents are well advised to have a backup child care plan in place.

For the health of all children in the center we have the right to refuse to take a sick child into care and to determine when a child is to ill to remain in care. Please DO NOT bring your child to daycare if he/she has the following symptoms :

- Fever over 100.0F degrees taken orally
- Nausea, vomiting, and diarrhea
- Eye infection, i.e. (pink eye)
- Rash with a fever
- Sore throat
- Contagious illness such as measles, chickenpox, mumps, hand, foot, mouth etc.
- Head lice
- Yellow skin or eyes

We ask that parents notify the center immediately if there child becomes infected with a contagious disease.

A child presenting any of the symptoms noted above while in care will be isolated for the protection of other children, parents will be notified immediately and will need to pick up child within an hour. Your child will be kept as comfortable as possible until you arrive.

A child displaying any of the symptoms above **MUST** be symptom free 24 hrs along with doctor's note stating illness is non-contagious before he/she will be accepted back into care. (fever free with no reducer

### **Administering Medication:**

- Medication will only be given in extreme situations and approved by office first.
- All medication must be in original container it came in with your child's name, proper instructions, doc. name, and phone number.
- Medication must be accompanied by instructions, dosage, and times to administer.
- Parents complete and sign Administer Medication Form. You **MUST** fill out a separate form for each medication.

- Parents go over instructions in detail with teacher so its very clear on instructions of medication given.
- Medication can not be mixed with any drink or food that you send to school with your child.

### **Emergencies:**

In the event of an emergency, parents or the emergency contact person will be contacted immediately unless the injury/illness proves to be life threatening at which time we will call 911, the hospital, doctor, poison control, etc. In order to secure emergency medical care for your child, parents **MUST** complete and sign all medical emergency forms.

\*Minor scratches, cuts and so on will be treated with general first aid practices. Parents will be notified immediately upon their arrival to pick up child and will be given Accident/Injury report to sign to keep in file and will receive copy to take home.

**Fire:** The children here at Angels Christian Academy practice monthly fire drills. We try to arrange these drills from different parts of the center so we will all, hopefully, know exactly what to do should a fire occur.

### ***Storm & Tornado Warnings/Earthquake:***

If severe storms/warnings/are issued, we will proceed to the hallway with blankets and mats to cover and protect the children.

### ***Inclement Weather:***

If inclement weather arises and causes the center to be closed notification will be made through local television channel 5 snow watch report, will post on our facebook page as well. On days the

school is closed for bad weather, tuition charges will be the same as a full week of classes.



### **Child Guidance:**

Three simple rules apply to our center

Respect yourself

Respect others

Respect property

When behavioral problems occur at the center, the following methods are used to teach the children

**Redirection-** We explain why such behavior is not acceptable than suggest different centers, other toys, different activities.

**Time Out-** If a child is not responding to redirection and causing significant disturbances, we will remove child from the immediate area and have him/her take a brief time to calm down. then explain why these behaviors are unacceptable. Then allow child to sit for appropriate time according to their age .

**Parental Support-** should behavioral problems exist after exhausting all options above, we will enlist the help and support of the parents. A child learns best when the guidance is consistent at both the home and center.

**Removal From Care-** In extreme circumstances when a child is not responding to the guidance above and is disruptive or dangerous to the center and other children, we will regretfully ask that the child be removed from our care.

### **Meals & Snacks:**

Here at Angels Christian Academy we will serve each child a nutritious and healthy breakfast, lunch, and evening snack daily that is regulated by DHS this is included in your tuition. If your child has any allergies or restrictions please make office and teacher aware when enrolling child as well on enrollment package. Menu will be posted and located on bulletin board at front entrance.

**Infant Food-** Parents of infants are responsible for providing formula/breastmilk (already mixed/poured in bottles labeled & ready to be put in fridge), cereals, finger foods, (unopened) baby foods, juices etc.

### **Child Abuse:**

All childcare providers are required by law to report suspected cases of child abuse or neglect.

### **Holiday Policy:**

In deciding on closing dates for holidays we are trying to accommodate both parents and teachers. we realize due to employment obligations are a necessity; therefore, we have decided on the following closing dates:

\*New Year's Day

\*Good Friday

\*Memorial Day

\*4th of July

\*Labor Day

\*Thanksgiving Day

\*Day After Thanksgiving(Fri)

\*Christmas Eve & Christmas Day

**Items to Bring:**

<b><u>*Infants:</u></b>	<b><u>*2s and 3s</u></b>
Crib Sheet Bottles Prepared and Labeled Wipes & Diapers Gloves(latex) 2 extra Changes of Clothes Bibs/Bibsters	Crib sheet/blanket for mat Wipes & Diapers Gloves(latex) 2 extra changes of clothes
<b><u>*Toddlers:</u></b>	<b><u>*3/4 &amp; 4/5 Pre K</u></b>
Crib sheet/blanket for mat Wipes & Diapers Gloves(latex)	Crib sheet/blanket for mat 2 extra change of clothes Wipes

**\*Everything brought to center needs to be labeled. The center is not responsible for lost items**

Sincerely yours,

Angels Christian Academy