

Oak Ridge Children's Academy Parent Handbook



**1118 W. Oakridge Road
Orlando, Florida 32809**

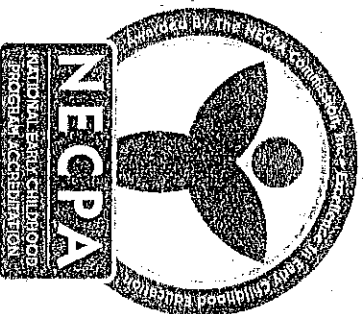
407-855-0080

Open 5 days a week

Pre-schoolers Mon.-Fri. 6:00am-6:30pm

Toddlers Mon.-Fri. 6:00a-6:00pm

**Accredited: National Early Childhood Program Accreditation
(NECPA)**



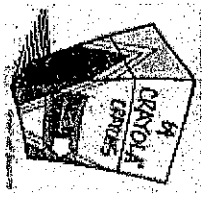
Our Philosophy

Our center is a “home away from home” for the children that become a part of our program. We believe that by providing a safe and nurturing environment, children will build a sense of trust and security. Literacy is evident throughout the day and within all the play experience, to ensure school readiness for your child. Teachers are committed to understand the patterns of growth in the physical, social, emotional, cognitive and language areas of development in each one of our children. All staff is aware of the ages and stages and are committed to support every family more effective by assisting the parent in their relationship with their children.

Our center strives to make families more effective by assisting and encouraging them to detect and refer any significant developmental concerns in the children. We are committed to provide a well-balanced diet, and we participate to take advantage of appropriate health services. Parents are helped to recognize and reinforce behaviors, which lead to the acquiring of social, physical, and cognitive skills while children are at home.

We have established procedures to ensure children’s safety and to help provide them with a successful experience. Our structure is based on age related characteristics and needs of each classroom group .



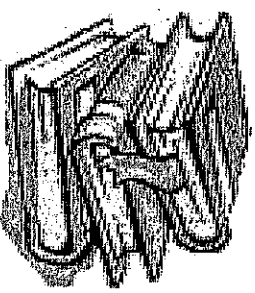


Introduction

We are proud to offer an educational curriculum

Our Anti-biased Curriculum consists of the preprogrammed arrangement of time, materials, tasks and a culturally diverse program. It is based on the theory that "it takes a village to raise a child". Therefore, parents and our staff work together to achieve these goals for the benefit of our children.

The school environment is structured to meet the individual needs and developmental levels of each child. Our center was selected to partner with Nemours and the Centers for Disease Control and Prevention to implement and help our preschooler eat well, be active, and be healthy. The interaction between the children and our staff provide opportunities for children to develop an understanding of themselves and others and is characterized by warmth, personal respect, and individuality, positive support, and responsiveness. We provide the opportunity for the development of self-esteem, social competence, and intellectual growth which is our first goal.



Maritza S. Lopez
Executive Director
Julie Ora
Director

Curriculum and Educational Philosophy

High quality early childhood education meets the total needs of the child.

Children learn best through play through actively participating in and manipulating their environment;

Children learn all day long during teacher directed activities and child-selected activities;

Children learn in a variety of individual ways using all five senses;

Children learn best in a positive stimulating environment designed to enhance their self-confidence and self-esteem;

Our instructional program is based upon current research that documents developmentally appropriate activities for infants, toddlers, and three (3) and four (4) years old. Every experience plays some part in the growth and development of a child's personality.

Theme Approach

Our Curriculum uses the theme approach, which provides the focus for planning for infants through intermediate. Curriculum goals for children are determined from the developmental assessment for each age group.

Teachers create individualized lesson plans based on the theme and incorporate language, math,

science/sensory, small and large motor, creative, social and emotional objectives.

The classroom arrangement of clearly defined and well-stocked learning centers set the framework for our curriculum, where learning through play is emphasized. The daily schedule allows for an appropriate balance of active and quiet, large and small group, child-initiated and teacher-facilitated activities. The curriculum is seen as everything that happens in the course of the day such as all the children's experiences, planned and unplanned, as they are actively involved with people and materials from arrival to departure. Our emphasis is on children's interests and involvement in their learning and on their ability to make constructive choices. Teachers set up enriched environment; plan activities based on children's developmental assessment, and then observe, evaluate and extend learning. Children are responsible for putting

away toys and equipment before moving on to a new play area. Labels and child size storage cabinets make this a manageable job.

Children Learn Through Play the children are encouraged to be curious, capable learners, take initiative, and build on prior knowledge and experiences. As children play, they reveal their skills and understandings, their misconceptions and difficulties, providing cues for teachers to engage with them in ways that will be meaningful. A high reach newsletter is available to keep parents informed of classroom activities and to encourage their environment.

Outdoor Play Requirements

Children need fresh air everyday (1 hour for children under 1 year and 1 hour for children 1 year and older). Even in cold weather, children will go outside for short periods of fresh air as the weather permits and when the temperature is forty degrees or higher. When appropriately dressed, exposure to the cold does not cause illness, but helps kill germs that can cause illnesses.

When children return to the center after an illness, staff assumes that a child is well enough to go outside and participate in all activities.

Toddler Curriculum

The Creative Curriculum recognizes that learning for children is everything the child experiences arrival, dressing and undressing, diapering, hand washing, and feeding. Routines are the heart of the curriculum.

Teachers talk, snuggle, giggle, tickle a tummy, or sing a song as they change a diaper or feed a bottle. A simple, flexible daily schedule allows for relaxed routines and for individual sleeping and eating needs. To stay tuned into the progress of each of the 6 children in her bonding group, the primary caregiver uses the ongoing assessment to track each child's skill development. These

planned activities are done throughout the day depending on the nap and eating schedule and interest of the individual children. Infant, toddler, and preschool teachers receive ongoing training in such areas as child development, ages and stages, how children learn, observing, and recording, positive guidance and serve as role models for parents who are encouraged to participate in classroom activities.

Preschool Learning Environment

The classroom is organized into various work areas such as the home living/dramatic play area, block area, manipulative, art area, writing area, science area, music and movement, sand and water play, books and printed materials. These areas are designed to allow children to:

Experience activities to improve eye-hand coordination

Explore physical relationships

Express ideas, concepts, and feelings

Establish good reading habits

Experiment with concepts of size, number, space, and principles of logic

Activities to enhance self-expression and to recognize cultural differences are provided daily.

Musical instruments, CDs, and tape recorders are available to encourage creativity. Children

have many opportunities to experience cooperative play and relaxation. Children are involved in activities, which help them recognize and acknowledge emotions and feelings.

Classroom staff will be actively involved with the children during activities, always offering the child emotional, and social support, listening to the child and responding to feelings, as well as, verbal needs.

To improve large muscle tone, children are involved in activities such as running, jumping, swinging, tumbling, sliding, riding tricycles, and climbing. Balance and flexibility are enhanced with the children by introducing stretching, bending, dancing and moving to music. To develop the fine motor skills necessary for writing, children experience activities such as manipulating small objects, assembling puzzles, cutting, coloring, painting, and writing. Such experiences serve as a vital tool in enhancing the child's curiosity and exploration in solving problems, expressing himself/herself and developing the socialization skills which he/she will need all through life.

Parent Notification of Policies

ORCA will maintain a communication through newsletters, posted signs and bulletin boards, letters home and ECT...that will include the following:

Child Care License

Statement of Parent Access

Current Weekly Menus

Emergency Plans for severe weather and fire

Licensing Rules and Regulations

Communicable Disease Chart

Name of Person in Charge

Statement regarding Visitors

Parent Comments/Concerns/Suggestions

ORCA works hard to provide high quality learning experiences for your child. Therefore, parents are encouraged to inform us of areas in need of improvement and give their opinions, participate in advocacy actions and event planning. We ask that parents follow the chain of command by notifying the Director, then the Owners. Upon investigation, we will do all we can to address your concerns within 24 hours of notification. Our hope is that parents will tell a friend or family member what we are doing right and tell us, what we are doing wrong. We welcome your ideas and believe concerns are best handled informally and expediently between the involved parties.

We promote respect and appreciation for the diverse ways and ideas of other people. We teach our children that respect for differences are the key to diverse living among people. It is not acceptable to verbally or physically threaten another person at any time on the center grounds. If you have concerns, please follow the following steps:

Address your concern with the Director first (not in the presence of other parents or children). If you are not satisfied, you are advised to schedule a conference with the teacher.

If your concern about your child is not resolved or you have concerns about policies and procedures, please feel free to discuss any aspect with the Director.

Schedule a conference so that proper time can be allocated to address your issues.

The Director will review the concern and make a recommendation for resolution within 5 business days of the receipt of the concern.

Parent-Teacher Conferences/Visitation/Daily and Weekly Communication/Open door policy:

Conferences can also be requested and scheduled at any time throughout the year. However, we ask that parents refrain from discussing concerns in the presence of the child or during instructional time. Parents are also encouraged to visit anytime their child is in the care of our center. Please understand that during these unannounced classroom visits, parents are welcomed to participate in lessons or just observe, but conferences cannot be held at this time. Parents will receive daily and/or weekly communication concerning their child and day-to day happenings.

Parents are encouraged at ANY TIME to come and visit their child or volunteer within the center, our office doors are locked but you can be buzzed in and check in with front office before going to class. Parents are free to pick up there at any time during normal business hours.

Smoke and Drug Free Environment

Our center is a smoke and drug free environment for the safety and health of our children and staff. No one is permitted to smoke or use tobacco products on the premises this includes vaping as well. Having or using drugs or alcohol is prohibited, if any parent seems to look like they are intoxicated or under the influence of any drugs or alcohol ORCA will not release the child to the parent other alternatives will need to be made by the listed person on emergency contact or wait for the arrival of the Police Department and the Department of Children and Families.

ORCA Important Information (“You should know”)

Nap/Rest Time:

All children will be given the opportunity for an afternoon nap between the hours of 12:00 pm – 2:45 pm. Each child will be provided a mat to rest upon, parents providing 2 blankets for the child’s daily use.

Infants (6 week – 12 months) are provided with individual cribs for napping. Linen will be changed to ensure proper sanitation.

Emergencies:

The center shall use proper and reasonable care as outlined in each classroom for the following: severe weather, tornado, fire, gas leak, bomb threat, intruder alert, or other physical plant problems. Fire and storm drills will take place monthly. The center will be evacuated according to the procedures outlined in the Emergency Plans. Parents will be notified as soon as reasonably possible. These plans are developed and posted for evacuation purposes in the classroom and the reception area of the center.

Medication Procedure

No medication can be administered without a Medication Authorization Form being fully completed. Do not send medicine to the center by a child or placing it in their book bags. All prescribed medication must be in its original child proof container and labeled with the following information:

Child’s first and last name marked clearly;

Name of the health professional that prescribed or recommended the medication;

Date prescription was filled, if prescription medicine;

Expiration date;

Specific instructions for giving, storing, and disposing of medication

Medication will be administered for two weeks only. A new form must be submitted every

Monday if medication is needed beyond the first week. Medication will be administered by designated personnel.

In case of adverse medical reaction, parents will be notified immediately and the specific reaction

will be recorded. If parents are unavailable emergency contact numbers will be called. If the situation is critical, 911 will be called.

NOTE: If possible, we encourage parents to ask their doctor to prescribe medicines that can be given in 12 hour intervals. The parents can then administer the medicine at home prior to the child arriving at the center. However, if the child must receive medication at the center, parents should request that the pharmacist divide the medication so that a portion can be left at the center.

Emergency Medical Care:

In case of an emergency, unless notated in writing, your child will be transported to:

Arnold Palmer Hospital for Children

92 W. Miller St.

Orlando, FL 32806, Florida, United States

Staff/Child Ratio:

Toddlers (15-23 Months) 1:4/6 staff/child ratio

Toddlers-Two's (24 Months-35 Months) 1:6 staff/child

Toddlers are assigned a primary caregiver to meet their individual needs. Planning is based on themes of interest to toddlers and the results of the individual child's developmental assessments. A stimulating environment, indoors and outdoors, allows toddlers to safely explore and experiment as they development large and small muscles, language and thinking skills.

Pre-school (3 years) (4 years) staff/child ratio 1:7/8

Pre-Kindergarten-(4 years) -(5 Years)-1: 9/10

Afterschool (5-12 Years) 1:12 staff/ child ratio

Each child is assigned a primary caregiver to create weekly lessons plans based on topics of interest to preschoolers and the results of their individual developmental assessments. An enriched environment including music, language, math, science, art, woodworking, water play, dramatic play and field trips promote our philosophy that children learn by doing.

ORCA anticipate no such incidents, but as a precaution we have instituted the following procedures: As soon as we realize that a child in my care is missing from the center, we will secure the other children and immediately go into a center "lockdown "and begin a search of the immediate area.

- After two minutes: we will expand the search area.
- Get as many people involved as I can in the search.
- After ten minutes: I will call the police and inform them of the child's name, age, weight, height, clothing and footwear and record the file number that the police will give me.
- Then we will call the parents to inform of what has happened, what is being done, and that I will call them back in a few minutes to update them.
- When the child is found we will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible.
- As a follow-up: we would assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, we would further educate the children in my care about the importance of staying together.

O.R.C.A. Weekly Tuition Rates

**There is a \$60.00 registration fee due upon enrollment per child!!!

Full time Rates:

Toddlers \$140.00

Two yr. old's \$135.00

3's, 4's, 5's yr. old's, & VPK fulltime \$120.00

VPK wraparound \$90.00

After schoolers \$100.00 full time

\$70.00 before & after school

\$60.00 before or after school

Summer Camp \$130.00 including field trips

Part time rate \$90.00(school readiness)



Drop In (0-8hrs)

Toddlers – 2 yr. old's \$45.00

3's, 4's and 5, s \$35.00

Afterschool Age or Drop-In \$25.00

For daily rate management must **preapprove (2)** selected weekdays only!!!

*Pre-schoolers hours of operation are weekdays (Mon.-Fri.) 6:00am-6:30pm

* Toddlers Classroom close @ 6:00pm

Registration Fee: \$60.00 per child (annually)

Late Pick up Fee: \$2.00 per minute per child **after 6:00pm (Toddlers. -young 2's) /

after 6:30pm (older 2's-Afterschoolers)

NSF(CHECKS)-\$35.00 per child

Teen Parent: \$40.00

Late Payment Fees: **\$10.00 day one, \$5.00 every additional day** until payment is received

2-week tuition accounts must pay 1 week ahead

All fees are due at time of enrollment

Payment Options:

10% Sibling discounts

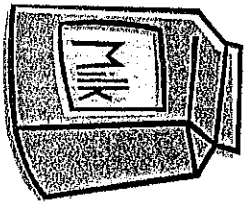
Cash (exact amount) **Over the phone (407-855-0080)**

On-line (Oakridge Children's Academy.com) Customer I.D. # is your child's name

Money Orders Checks



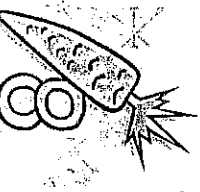
Effective 08/01/2019



Food

“Oak Ridge Children’s Academy Provides the Best Food Program”

Oak Ridge Children’s Academy is proud to be part of the U.S.D.A food program. We also proud to announce that we are participating in Nemours—Taking Steps to Healthy Success Program. We believe childcare facilities can be a role model for families using their services. As part of this program we promote the use of nutritional and tasty food during our regular mealtimes. We try to reach children before they begin to make their own eating decisions and help them establish good eating habits.



The meals and snacks provided at our center include a variety of items from each major food group. We serve many fresh fruits and vegetables including three snacks a day that our children have grown to love. We also offer a variety of whole wheat pastas, breads, and fresh meats such as ground turkey, chicken, and fish. No breaded or fried items will be offered at our center. Special care has been taken to include Vitamin A and Iron at least three times a week and Vitamin C everyday.

We serve breakfast, lunch, morning and afternoon snack. Monthly menus are posted in the office and dining room bulletin boards. Breakfast is served from 6:30a.m-8:30a.m and morning snacks are served starting at 9:30a.m.

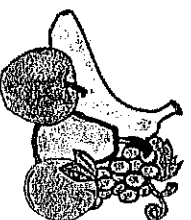
ORCA serves whole milk for toddlers at one year and skim milk for children two and older.

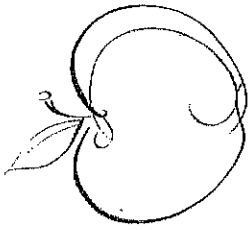
Group	Time
Toddler's	BK 7:30 am
	SK 9:30 am
	LC 11:00am
Two's	SK 2:00 pm
	BK 7:30 am
	SK 9:00 am
Three's/Fours'	LC 10:45am
	SK 2:00 pm
	BK 6:30 am - 8:30 am
VPK A/B	SK 9:15 am
	LC 11:30am
	SK 2:45 pm
Afterschooler's	BK 6:30 am - 8:30 am
	SK 9:25 am - 9:35 am
	LC 11:45am
VAN #1	SK 3:00 pm
	BK 6:30 am - 7:30 am
	SK 3:15 pm - 2:25 pm
VAN #2	SK 3:30 pm - 3:40 pm

Children will be encouraged to serve themselves (Family style dining) in order to develop proper eye-hand coordination and decision-making skills. Food will not be used as a punishment or as a reward to control behavior. Parents are welcome to have lunch with their child at any time.

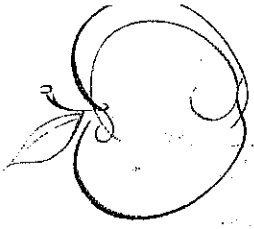
O.R.C.A. Does not allow any outside foods into the facility, if your child has any allergies, or celebrating a special occasion please inform office staff so arrangements can be made.

Please help us be consistent with our food program. ***Only in the case of special diets, or allergies will alternative foods be permitted. Should your child arrive after his/her dining time, it will be the parent's responsibility to feed the child prior to bringing them to the center.





Parent Involvement Corner



Parent teacher conferences are offered twice a year. In the VPK & Preschool program we have 3 parent meetings/conferences that are given to help the parents understand how their child's developmental learning is evolving. The following items are discussed:

- ✦ How the child is doing in class
- ✦ The teacher may discuss any concerns he/she may have such as speech, vision, behavior etc.
- ✦ Parents also have the opportunity to discuss any concerns they may have.

Parent Involvement:

Parents are encouraged to spend a day in their child's classroom. You may come in and read stories to the children, sing children's music, help during the day with art projects, snacks, or just have lunch with your child.

Open House is held between in August. Parents are notified three weeks in advance. During open house your child's teacher will show your child what they will be doing during the remainder of the year. This gets to know your child's teacher and her expectations.

We encourage family time together. Throughout the year we have several celebrations:

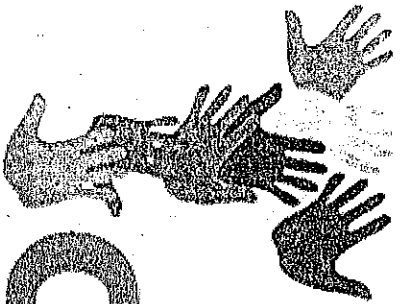
Thanksgiving dinner- all parents, family, and friends are welcome to come and join us for dinner and see your children perform through music fun.

Christmas Luncheon- Santa visits your child and brings gifts to all the children. Parents can come and eat lunch with your child.

Mother's and Father's Day- Children spend a week working hard in preparing gifts for mom and dad. We prepare a special lunch in which Mom and Dad are invited to eat with their child

We welcome parents to volunteer. These are guidelines that are required for any parent to volunteer:

- ✦ Any volunteer must sign an affidavit
- ✦ Wear comfortable clothing
- ✦ No open toe shoes, preferably sneakers
- ✦ No smoking on the premises
- ✦ Children need to hear positive words (foul language is prohibited)
- ✦ Eating with children is permitted only at Breakfast, Snack, Lunch, and the food needs to be the same as the children.



Toddlers

Our toddlers are cared for in an isolated area away from older children for their protection. **DCF rules are very strict.**

They require us to have only parents, and teachers within the area in which the infants/toddlers are being cared for. Our health standards are high; therefore, the parents are called immediately when a child has diarrhea, vomiting, or a fever. **Also, we will not accept children that show any green/yellow nasals discharge.** Tables, and toys are sanitized after each use. Infants are assigned to a crib, and we sanitize linens, toys and beds daily.

We realize that this is the most vital time in your child's life so we have a staff that will love and nurture your child in your absence, which is our priority!

Our toddler development program begins with eye contact, hand/eye coordination, music, motor skills and language development along with a lot of love and understanding.

Each day you will receive a daily report with feedings, napping, and diapering times all recorded.

Please be sure to bring daily all your child's needs such as:



Diapers, wipes (5 to 6 per day), formula, bottles, water, change of clothing, such as (pacifiers, blankets, or a special toy)

*** We try to avoid the use of Bottles in the Toddler Room; instead you can provide a sippy cup for your child. ***

The labeling of all your child's belongings with their name or initials is very important; please help us with this task.

*******Please be considerate, it is VERY important that you bring your child to the center, with a clean and fresh diaper every day.** A clean child promotes good health, comfort and prevents diaper rash or skin diseases. Please be considerate with your child and others that arrive before you.

Potty-training

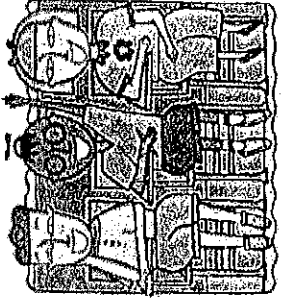
When your child shows signs of readiness for using the toilet, our staff will be happy to assist you. Potty training can be considered when your child can walk to the toilet, undress, use the toilet, wipe and Pull-Up his or her own pants. We believe it should be a positive experience for your child. We would like to work in cooperation with you to make this as pleasant and stress free as possible.

We realize that you lead busy lives and may be in a hurry; however, **the extra 10 or 15 minutes** you take in preparing your child for his/her day is an investment in their self-esteem and the guarantee of a great relationship.

Before/After school Program

We provide before and after school transportation to the following schools:

Lancaster	Palmetto
Pinecastle	Shingle Creek
Sadler	Winegard
Millenia	Oakridge Headstart



Our afterschool program offers table games, arts & crafts, dramatic play, cooking, creative language, exploring, music, computers, and special interest areas. The children are divided into two groups: ages 5-7 and 8-12. This enables us to provide an age-appropriate environment, as well as promoting fair play.

A nutritious snack is served daily, and all children are encouraged to complete homework assignments.

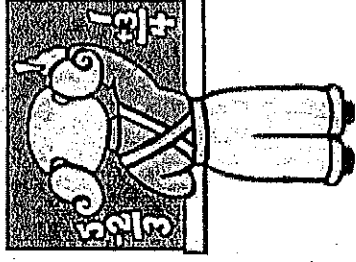
During school holidays and summer vacation our program is geared mainly towards FUN!! When planning these activities we use input and ideas directly from our students insuring an exciting summer program for all.



In order to provide your children with safe and hassle-free trips on our vans, all of our riders need to be aware of our safety rules. Your full cooperation and support will be needed and we ask that you go over these rules with your children. We, in turn, will also discuss these rules at the center. They are as follows:

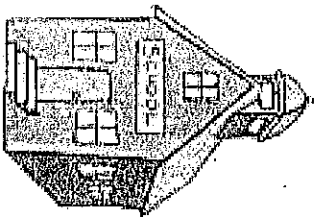
1. All seat belts **MUST** be fastened.
2. All personal/school items should be placed under the seats.
3. All Children should sit quietly, using inside voices. Hands should always be in their laps.
4. Our vans **ALWAYS** stop at railroad crossings. While crossing a railroad track, we are required to listen for the train whistles and we can accomplish this **ONLY** if all the children are completely silent.
5. Food is not permitted on the van. Snack is served upon arrival at the center.

6. Children are **NOT** permitted to open windows or doors or touch the controls on the van. Please collect all your belongings prior to exiting the van.
7. Behavior and Discipline Policy-our goal is to teach children to manage their own behavior. In the event that a child is not cooperating continuously they will be given several warnings, 1st-Verbal, 2nd-Written, 3rd-Suspension.



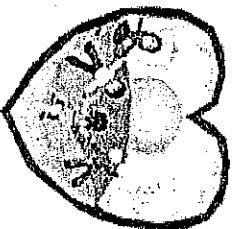
If for any reason your child will not be riding the van home from school, PLEASE call us and let us know. When we have to wait at school to see where a child is, it makes our arrival at other schools unacceptable. Failure to call us could also result in warnings and also suspension from the van.

Pre-School Program



Our preschool program is designed to build successful learners, thus enabling them to live productive lives as adults. It is our goal to help children develop the following skills:

- Independence, learning to do things on their own problem solving, and to make good choices.
- Cooperation; learning to get along, and work with others.
- Self-Discipline/Self Control; learning to take responsibility for their own actions, measuring the consequences, thus being able to manage their own behavior
- Knowledge of the human body; learning good hygiene, nutrition, and health.
- Self esteem; learning to feel good about themselves and their relationship to the world.
- Anti-bias; learning to avoid stereotypes. Knowing that anyone can be anything in life regardless of sex, race, religion, culture or any physical disability.

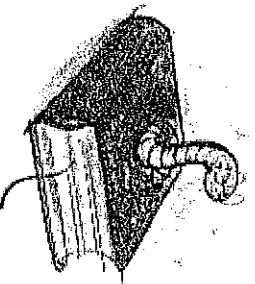


It is also our goal to help our children with their growth and development in the following areas:

- Creative Expression
- Language- written and spoken
- Music & Movements
- Reading Readiness
- Science

Playtime is a very important part of our program.

This interaction allows the children to develop their self-concept as well as their social and emotional growth. We know that preschoolers are naturally inquisitive, creative, and playful. Our environment is structured to accommodate and nurture these attributes in our children. Preschool teachers develop literacy by continually exposing children to oral and written language, and by building on prior knowledge and experiences. Teachers will use a variety of fun, engaging strategies in the classroom to develop these skills before entering the Elementary School. To help us succeed in our commitment, we ask your cooperation and involvement with the following policies and procedures:

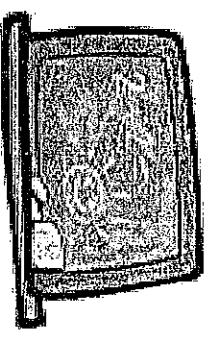


Daily Schedule

Our daily schedules will include age appropriate activities for all hours of operation from the center's opening to closing. Schedules will include a balance of quiet and active periods, free choice and teacher directed activities, large and small muscles activities, language experiences, arts and crafts, dramatic play, rhythm and music, nature and science experiences.

Our program will expose children to a wide variety of activities each year. Activities will include

- the following:
- Creative Activities: Self-expression using paints, clay, crayons, paper sculpture, and other crafts.
- Social Living: Planning, working, and playing in an organized experience so that desirable habits and attitudes, independence and responsibility are established.
- Language Experience: Enjoying stories, verse, conversation and dramatization.
- Music Experience: Responding rhythmically to songs, singing and listening to various types of music.
- Physical Education: Health and safety, learning good health habits, acquiring an intelligent understanding of safety rules and activities designed to contribute to muscular development and cooperation.
- Learning Activities: Learning experiences are individualized as well as planned for the entire group, and small group activities. An appropriate program of development skills and concepts is designed.
- Wonder, exploration and discovery will be provided.



Individual Needs of Children ORCA's goal is to provide an environment that is conducive for learning and encourages curiosity, exploration, problem solving, and self-*

expression as well as assist children with developing a positive self-image. Staff provides individual attention to each child by:

Assigning each child, a Primary Caregiver
Responding promptly to the child's distress
signals and need for comfort

Make certain your child arrives "on time". (VPK students need to arrive by 8:30am) We only accept children before 9:30am. The only exception to this will be doctor appointments. We will only accept late students with a note from the doctor's office. These late arrivals must have prior approval through the office. Your child's teacher is not authorized to approve late arrivals. Traffic is not excused.

- VPK students are to attend 540 hours of class during the school year. If their absences exceed three weeks during the school year, the child will be removed from the program.
- Unless it is designated "show and tell" day, please do not allow your child to bring toys with them to school.
- Field Trips and special events are also a very integral part of your child's learning experience. It's very important that you make every effort to have your child attend these activities on time.
- From time-to-time your child's teacher will send home flyers or notes informing you of upcoming special activities or items your child needs to bring with him/her to participate in a craft session. Please read over all materials sent home with your child.

Playing and talking with a child at their eye level
Providing and assisting the child with personal care in a manner appropriate to the child's
age level, i.e., providing the child privacy in dressing, diapering, and toileting functions
as the age of the child dictates
Encouraging children to express their personal feelings and emotions in constructive ways

Providing each child with a cubby for their personal belongings
Observing children throughout the day, as they participate in indoor and outdoor activities, routines, and transitions
Performing a daily health check to note if there are any signs of illness or injury
Paying close attention to children's health and wellness throughout the day
Providing a nutritious breakfast, lunch, and snack daily

Implementing infant feeding plan as directed by parents
Classroom activities are planned to enable both group participation and individual choice.

Children are encouraged to initiate activities and to explore different ways to accomplish tasks.
Staff encourages children to recognize their own self-worth, as well as, the worth of other children.

Development Assessments

Parents are viewed as the child's first teacher and as a partner in the education process. Children are assessed based on the age appropriate skill levels of each child.

Assessment is based on typical child skills in the area of physical, cognitive, language, and social. The information is

used to identify the skill levels of each child upon entering the program and to track progress throughout the year.

Classroom activities are planned to meet the individual needs of each child. Daily lesson plans,

developed weekly, address the needs identified through the ongoing assessment, daily teacher observation, and parent input.

Arrangements are made, in partnership with parents, when the assessment indicates a need for

further testing or evaluation. Our goal is for each child to meet their developmental objectives and to receive immediate interventions when goals are not met.

Discipline

No physical punishment is ever used here at Oak Ridge Children's Academy. Our view is that there is no such thing as a bad child. We teach children that it is their behavior that is unacceptable, not them. We also know that it does not take much to destroy a child's self esteem; therefore we are very careful in this area. Our goal is to teach children to manage their own behavior. This is why the only forms of discipline we use are Redirection and Positive Reinforcement. We do not punish children with food or toileting. When children exhibit acceptable behavior it is rewarded with positive words of praise. This reinforces a child's good feelings about his/her behavior. When a child is exhibiting unacceptable behavior he/she is redirected to another activity or asked to stop and think about what it is that he/she is doing, thus enabling that child to work on self-control.

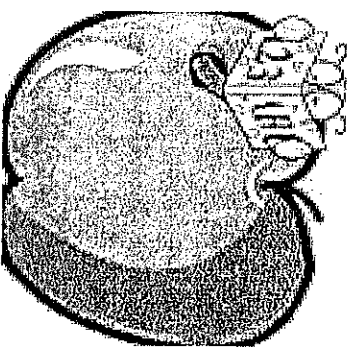
In the event that a child is not cooperating continuously they may have to take a short period of time away from the group. This time is not punishment, but rather an opportunity for the child to calm down in a different setting, and remember what behavior is required. When they have decided that they are ready they may rejoin the group. In more severe cases a parent may be asked to come in for a parent/teacher conference to discuss ways to encourage their child to behave in an acceptable manner.

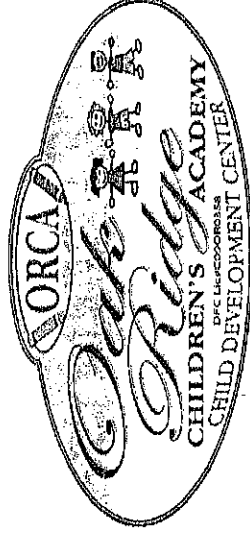
Violence of any kind will not be tolerated. If your child for any reason shows signs of violence or "over aggressiveness" towards others, (**Step #1**) a warning letter will be presented to the parent. It is the parent's responsibility, not only to their child, but for the safety of others, to address the situation with the child and make certain that they understand your and our position in this

matter. Should your child be reprimanded again for similar circumstances, (**Step #2**) your child will be suspended for a period of time to be determined by the Executive Director, in line with the offense. Upon completion of the suspension the child will not be allowed to return until a one-on-one meeting with either the Executive director or a designated administrative staff member meets with the parent and the child. In that meeting, the parent should come prepared to discuss what has been done to alleviate the situation during the suspension time and a plan of action for continued appropriate behavior.

We are dedicated to making learning a positive and fun experience. In this environment severe behavior problems rarely arise. However, in the event a child exhausts all our resources, we will be left with no other recourse but to discharge the child. (See attached Expulsion Policy)

Center Properties- If your child maliciously breaks or damages any equipment in our center, you are responsible for replacing any of those items at your expense.





EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent(s) exhibit verbal abuse to staff in front of enrolled children.
- Verbal abuse to staff
- Violence towards another parent
- Physical, or verbal perceived violence towards another parent

Schedule of Expulsion:

- A. Verbal Warning
- B. Written Warning
- C. Expulsion (Termination of childcare services)

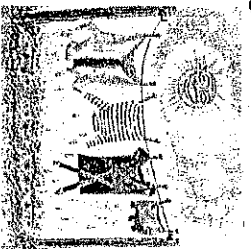
PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual delinquent payments.
- Failure to complete required forms including the child's physical & immunization records.
- Habitual tardiness when picking up your child.
-

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust his/her environment within 1 month of enrollment date.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Destruction of center property
- Physical abuse to staff...biting, punching, kicking, etc...
- Verbal Abuse to staff or other children (profanity)

Clothing and Hygiene



Children are encouraged to wear play clothes and closed toe shoes are mandatory for safety and insurance reasons. If you bring your child with open toe shoes (i.e., sandals, flip-flops, etc) they will be sent home. Also, no shoes that have wheels on the bottom will be permitted (i.e. heelys). Daily activities include active and messy play and children should feel comfortable during these activities and not have to worry about keeping clothes spotless.

Any coats, sweaters, etc., should be labeled with your child's full name. All preschoolers need to bring a back pack (duly identifiable) with a change of clothing every day. Important: children do have accidents. If your child has an accident and we do not have an extra set of clothing for him/her, and you will be notified immediately so you can bring us the needed clothing. Please bear in mind that this type of situation is embarrassing to the child, and by Health Department standards, the unsanitary conditions are not permissible. So, if possible, please provide a change of clothing in your child's belongings.

Your child needs to attend clean every day; a clean child promotes good health, comfort, and prevents skin diseases. If your child is still in diapers, make sure, he or she arrive with a fresh disposable diaper. Also, all girls should wear or bring a pair of shorts to wear under their skirt. Hair beads are not allowed in children's hair/braids ages 0 – 6 yrs. while at ORCA. Younger children may place beads in their mouth, nose or ear, this could lead to serious damage to the child or other children.

"HELP YOUR CHILDREN PROJECT A GOOD IMAGE!"



DROP-OFF AND PICK-UP PROCEDURE

Our Center hours are from 6:00 a.m. to 6:30 p.m., Monday through Friday. Our center vans will leave promptly at 7:30a.m. to take your child to their school. If your child is not dropped off at the center by 7:30a.m. and miss the van you will be responsible for taking your child to their school. **(VPK students must not be dropped off later than 8:30 a.m.)** The only exception to this rule will be if your child has an appointment and you have prior approval from our office. **Any child arriving after 9:30a.m. will not be accepted.** (Due to classroom activities and schedules).

**Please be aware that our
center is a No Cell Zone.**

1. Park your vehicle in the designated parking areas **ONLY**.
2. **You must get out of your vehicle and bring your child or children inside the center.** (Take precaution crossing parking lot and never let your child cross by themselves)
3. Sign your child in.
4. Walk your child to their classroom and make teacher aware of their presence.

**(Do not for any reason leave child unattended in cars,
front door, office, or dining room area)**

Tuition

Payments are pre-paid on a weekly basis. Due on Friday the preceding week care. If payment is not received by Tuesday, there will be a \$10.00 late fee added on Wednesday and each additional day thereafter a \$5.00 penalty fee including Saturdays and Sundays will apply until received by management. If your tuition for the week is not paid your child will not be accepted. Any closed counts that still reflect a balance are subject to legal fees, court costs, and court must be paid current to receive end of year tax statement.

Weekly tuition is based on a yearly rate. We allow only 2 weeks a year for vacation time. During these 2 weeks there will be no fee for holding your child's space in their classroom. However, in keeping with DCF guidelines regarding staff/child ratios we are staffed according to our enrollment. Therefore, once you have used your 2 weeks, regardless of how many days your child is in attendance, even on holidays, you will still need to pay for a full week of service. In order to use your vacation weeks a two-week notice must be given to the office prior to your absence.

If for any reason you need to remove your child from our facility a 2-week written notice is required, otherwise we will automatically add the 2 weeks to your account. This policy applies for School Funded Readiness students and Non-school funded readiness students. If your child is 4C funded and you have requested your two weeks prior to withdrawing and 4c terminates your contract before the end of the notice you will be responsible for the regular student tuition. If your child is registered as a full time or part-time student, this is the rate you will be charged. Once you enroll as full-time you cannot switch to part-time unless you give us a 2-week notice and re-enroll as a part-time. The same policy applies to part-time students as well. The difference is that we do not guarantee your space when part-time. Full time students will be charged their weekly tuition regardless of how many days in attendance.

Full tuition is due regardless of attendance. If your child is absent for one or more days during the week due to illness, vacation, or public-school closings, full tuition is still required. If the center is closed due to weather conditions, full tuition is still due.

Registration and tuition fees are non-refundable. Tuition fees are quoted on the Fee Scale for services rendered. However, we reserve the right to change prices as deemed necessary with proper notification.

The penalty of NSF (Non-sufficient Funds) is \$35.00 plus any late fee accumulated. After two NSF no more checks will be accepted. Only cash or money order will be accepted.

Late Pickups: A late fee of \$2.00 per every minute per child after 6:30 pm

Baby rooms closes at 6:00pm Mon.-Fri. *same \$2.00 per minute late fee applies



ORCA 2019-2020 HOLIDAY CLOSURES

Friday, April 19th, 2019-Good Friday

Monday, May 27th, 2019-Memorial Day

Thursday, July 4th, 2019-Independence Day

Monday, September 2nd, 2019-Labor Day

Thursday, November 28th, 2019-Thanksgiving Day

Friday, November 29th, 2019-Thanksgiving Day After

Tuesday, December 24th, 2019-Christmas Eve

Wednesday, December 25th, 2019-Christmas

Tuesday, December 31st, 2019-New Year's Eve

Wednesday, January 1st, 2020-New Year's Day

Monday, January 20th, 2020- Martin Luther King Day

Monday, February 17th, 2020-President's Day

Friday, April 10th, 2020-Good Friday

Monday, May 25th, 2020- Memorial Day

Payments will not be adjusted even though the center is closed for the holidays!!!!!!