

Academy Too

80 Main St. Troy, MD 63379

Where the Adventure Begins



www.academytoo.com

636-462-3000

Parent Handbook

2019

Just Playing

When I am building in the block room, Please don't say I'm "Just Playing." For, you see, I'm learning as I play,

About balance and shapes. Who knows, I may be an architect someday.

When I am getting all dressed up, Setting the table, caring for the babies, Don't get the idea I'm "Just Playing."

For, you see, I'm learning as I play. I'm expressing myself and being creative.

I may be an artist or an inventor someday. When you see me sitting in a chair "Reading" to an imaginary audience,

Please don't laugh and think I'm "Just Playing." For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, Or packing my pockets with choice things I find,

Don't pass it off as "Just Play." For, you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, Please don't feel that time is wasted in "Play."

For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in business some day.

When you see me cooking or tasting foods, Please don't think that because I enjoy it, it is "Just Play."

For, you see, I'm learning as I play. I'm learning to follow directions and see differences. I may be a cook someday.

When you see me learning to skip, hop, run, and move my body, Please don't say I'm "Just Playing."

For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today, And I say, I "Just played."

Please don't misunderstand me.

For, you see, I'm learning as I play.

I'm learning to enjoy and be successful at my work,

I'm preparing for tomorrow.

Today, I am a child and my work is play.

Anita Wadley

Welcome

"It takes a community to raise a child"

You and your family are welcome to join us in our daily activities. If you would like to participate in any activities or share your talents and/or job information with us, we would enjoy and WELCOME your help.

We believe in play with a purpose and hands on learning practices. We believe in teaching our children about God to create a learning environment that promotes morals and values. Everything we do helps our learning. We will have guest visitors who will be from all aspects of our community that will come in to teach us. Our children have jobs just like our parents, it's a lot to learn and absorb; they are sponges taking it all in.

From time to time we will have parent informational meetings. If you have a parenting question you would like help with, please let us know. We will help find the research and get you as much information as possible.

MISSION STATEMENT

We want to have Teachers, Parents and Children working in a cooperative creative learning environment that promotes healthy, happy individuals. We will provide a trained staff that will be knowledgeable in techniques of working with adults and children. Coordinate plans and strategies that emphasize parent involvement throughout the center. To create a two-way communication, enhance learning at home and at school, providing mutual support and making joint decisions. We want to create the best environment for children. We want to provide positive, loving, nurturing environment for children and a place that their parents feel comfortable in leaving their child. Play with a purpose and creative hands on learning experience.

I am the Owner, Brenda Saxe. I had an in-home Licensed Childcare for 14 years while my children grew up. I then went back to school and started working in Marketing and for Lincoln County Jewelry—Randy's Jewelry. When my grandchildren started coming and they were having difficulty with quality care, we as a family decided to once again go into childcare only in a Center setting. I wanted to make sure that my grandchildren are well taken care of. We opened a small center for four years then purchased and remodeled the center here in 2006. I was the Director for 10 years.

The current Director, Monica Sigmund, started out as a parent here. She worked as a counselor for a Women's Correctional Institute for 6 years prior to coming to work here. She has been employed with us for the past 4 years as a teacher. Monica has a Bachelor's Degree in Psychology from Southeast Missouri State. She is married with 2 children. Monica has some great ideas and is excited to help us refocus on our MoveSmart play and Conscious Discipline trainings.

We know that we can't change the past, however we know that the future is what you make of it. We pray for a blessed 2019 for all our staff and families.

Thank You for choosing

Academy too!

We are glad to have you with us. In this handbook, is an attempt to answer most of your questions. If you have any other questions, please feel free to ask us. Policy can be changed to fit individual needs at Directors discretion.

Academy Too Phone and Fax	636-462-3000
Owner Brenda Saxe	636-489-8786
Director Monica Sigmund	636-544-0643

Goals

- Make each child feel important and loved
- Respond to each child's cues and clues
- Accept each child for who she/he is, but expect success
- Promote strong values
- Use Conscious Discipline-teaching, where we learn to use our words, and to respond to our friends and everything around us with a meaningful purpose. Learn to control our outburst and recognize anger and frustration for what it is and not taking it out on anyone else.
- Provide routines and rituals to make life predictable yet keep each day creatively active
- Play with a purpose- The Adventure starts here!
- Use constructive hands on learning tools
- Bring community, families and teachers together to further each child's education
- Make available classes for teachers and parents alike to learn more about taking care of our children
- Teachers and staff that are participating in daily activities and engaged in PLAY
- Limiting screen time to special occasions for education or physical activity with Director Approval and other electronics will be limited to allow the children to create their own play without the use of electronic stimulus. Motivating physical movement and activity. If screen time is approved, it shall be limited to less than 30 minutes a week.

**Academy Too
AGREEMENT**

This agreement summarizes the services to be provided and the fees, which will be charged for these services. By signing this agreement, the parent(s) indicates their understanding of, and agreement with the caregiver's policies.

The following agreement is made between:

Parent(s) Name(s) _____

Address: _____

Home phone: _____ email _____

Father's social Security #

Mother's Social Security#

**ACADEMY TOO
80 MAIN ST
TROY, MO 63379
636-462-3000**

For the care of: _____

Childcare will be provided at Academy Too West. It is agreed that the child care will be provided from _____ am to _____ pm for the following days of the week _____.

The weekly fee for the child care is \$_____, due and payable on the **first day of attendance of the week or each MONDAY of the week**. The full fee is due and payable whether the child attends care on the agreed day or not. (Due to illness for example)

Overtime fees will be charged at a rate of \$5.00 per 15 minutes, and are due and payable upon arrival, on the day of overtime. The caregiver and parents agree to provide one week notice if this agreement is to be terminated. Deposit of one week will be held until your child's last week of care, **the deposit is non-refundable.**

POLICIES

REGISTRATION

The following forms must be completed and received by the Academy before care can begin.

1. **Physical** (30 days from enrollment) - health report **shot record** at enrollment
2. CACFP paperwork
3. Registration - enrollment forms
4. Child care agreement
5. Activity Authorization
6. Enrollment contract
7. Financial Agreement
8. Copy of Drivers License for all who will pick up-make model of current vehicles
9. Website/email agreement for pictures

Hours of operation

Opening time for the Academy Too West is 5:30am and pick up time is no later than 6:00pm unless prior arrangements have been made. **If you are late picking up your child, you will be charged a late pick-up fee of \$5.00 every 15 minutes past closing time. This is to be paid to the staff member who had to stay late, in cash. SIGN YOUR CHILD IN AND OUT EACH DAY!** You must initial by time in/out each day. The state will be providing us with new electronic sign in/out equipment. This will help them in tracking how many children are here and if our staff ratio is correct. We will not be able to sign in/out for you. If you do not sign in/out we will have to charge you for the STATE portion of your childcare. Every child enrolled has STATE portion payment through the CACFP Food Program. Childcare is provided for each child for a total of **9 hours** unless arrangements are made with the Director.

PAYMENTS

	Full Time M-F	PT Daily	
Infant -not potty trained	\$175	\$41	
Potty Trained	\$145	\$34	
School age w/ bus transportation	B&A \$75	Before \$35	After \$45

Payment is due on the first day of the week that care will begin. A multi child discount will be given. \$5.00 off the oldest child and you will have the option of paying in cash, check or credit **If however, a payment is not made on the due date, you will be charged a \$5.00 per day late fee, unless prior arrangements are made.** If a check is returned you will be assessed a \$25.00 fee. If you have two checks returned you will have to make all payments in cash. **If the child does not attend for two weeks with no contact, enrollment will be terminated.**

We do accept STATE AID CONTRACTS.

Meals

Academy provides breakfast, am snack, lunch and pm snack. The meals are nutritious well-balanced meals. You should be aware of the meal times to ensure that your child is present to eat. We are participating in the Government CACFP Food Program. Everyone qualifies and all of our menus are regulated to ensure a balanced meal plan.

Breakfast	7:00-8:30	AM Snack	10:30-10:45
Lunch shifts	12:00-1:00	PM Snack	3:00-3:15

If your child is dropped off after breakfast, it is your responsibility to feed your child. If your child arrives between 5:30am and 6:30am you may send a snack or breakfast item (no Candy, or chips please) with them to eat. Please keep in mind this is just to hold them over until breakfast, all children will be fed that request breakfast. We serve meals to more than one child. If your child does not like what is being served, we will not substitute. SUBSTITUTES will only be given if a Doctor be able to eat, we always substitute for what they are able to eat, please ask for a menu if you need one. We do serve a variation of different meals. If you have questions, please documented allergy is given. The menus may show meals that infants/toddlers may not ask. **MAKE SURE WE ARE AWARE OF ANY FOOD ALLERGIES YOU CHILD MAY HAVE.**

Holidays

The following days are PAID HOLIDAYS for the Academy. On these days the Academy will be CLOSED, substitute care will not be provided. Any Holidays we are Closed are PAID HOLIDAYS.

10-PAID HOLIDAYS-2019

New Years January 1	Good Friday April 19
Memorial Day May 27	Independence Day July 4th
Labor Day September 2	Thanksgiving break November 28 & 29
Christmas break December 23, 24, 25	

You will be notified in advance if dates for holidays change due to when the holiday falls.

ABSENCES

If your child is absent for any reason, you must call and inform the Academy. You will need to pay whether your child attends if they are absent on a normal day in which your child attends Academy Too.

Illnesses

If your child is **contagiously sick, according to state regulations**, you will not be able to bring your child to the Academy. Please find alternative childcare arrangements. When your child is no longer contagious and is healthy enough to play with other children he/she will be allowed to return. This helps protect the health and well being of all the children at the Academy, enabling us to provide the best possible environment for all the children. If your child becomes ill at the Academy we will call you to arrange for pick up. **Your child must be symptom free for 24 hours before returning to Academy Too if they were sent home with a fever, diarrhea or vomiting.**

These are common symptoms that a child has a contagious condition:

- Active uncontrolled sneezing or hard coughing
- Colored discharge from the nose or eyes
- Sore throat (with fever, swollen glands or rash)
- Discharge from ears or eyes
- Vomiting (two or more times in a 24-hour period)
- Diarrhea (two or more times in a 24-hour period or watery stools)
- Fever (temperature of 100 degrees Fahrenheit or more by mouth, 99 degrees F under the arm)
- An eye infection
- Rash (especially with a fever or rash)
- Lice/nit free

If your child has a Dr. note that they can return make sure the Director receives it. If your child needs medication of any kind, or breathing treatments you will be required to fill out a medical form before we can administer medications and only as prescribed. If your child needs tylenol or any other over the counter medication it will need a Dr. note stating what the medication is, how long they should take it and the proper dosage.

We will strive to keep the Academy clean and toys will be cleaned on a regular basis to help us keep the spread of germs. We will also inform you of anyone being sick, so you may take precautions. Hand washing and germ-x are a must after all restroom use, nose blowing, diaper changing, and before we eat. We urge you to help teach your child the same things.

IF YOUR CHILD IS SICK WE NEED TO KNOW! THERE ARE WITH SEVERAL OTHER CHILDREN AND ADULTS THAT MAY OR MAY NOT CONTRACT THE SAME THING! WE UNDERSTAND CONFIDENTIALITY HOWEVER WE NEED TO MAKE SURE EVERYONE IS SAFE AND CONTINUE TO BE HEALTHY.

Business Policies

The following rules pertain to Academy Too business policies. These policies are non-negotiable and are legally binding. Both parents initials are required where lines appear.

Enrollment

1. Deposit of one week must be made at time of enrollment, or to hold any openings. This deposit is refunded only in the form of the last week of childcare.
 2. All forms must be completely filled out and returned before beginning of childcare.
 3. The client understands that medicine forms must be filled out before any medication will be administered. All non-prescription drugs must have a
 4. **Doctor's note** that indicates dosage, including Tylenol, any over the counter medicines. _____ ***FDA has issued a warning as of May 2011 that Benzocaine medication such as orajel can cause a rare but serious blood disorder and do not recommend it any longer for children under 2.**
 5. A one week notice must be given if parent decides to terminate their contract. The deposit will be applied to the last week of care. However, no refund of money will be given if you did not follow this action.
 6. The parent understands the Academy is responsible for informing parents of any accidents that occur during the day. Accident forms are filled out, signed and filed in child's history folder. If you would like to be notified immediately for any incident big or small that would happen please circle YES or NO and provide us with the best contact # where you can be reached easily _____.
- *Know that we will always contact for anything serious.

Payments

1. No position will be reserved without a deposit fee being paid.
2. The Academy will not accept post-dated checks for childcare.
3. Checks must be dated for the day services begin. You can pay monthly, bi-weekly, or weekly by cash, check or credit card. Please let us know upon enrollment which method you would prefer and your payment schedule.
4. Return checks will be assessed fees payable in cash or money order for:
 - a) The full amount of the check
 - b) A \$25.00 service fee my bank charges me
 - c) Any additional fees incurred as a result
5. Nonpayment will result in late fees. Payment is due the first day of the week your child is in care. If for any reason you leave a balance that you do not pay you will be responsible for any attorney, court, and or collection fees that may be because of your nonpayment.

Hours of Operation

1. The price for full time tuition includes 9 hours a day, five days a week. Anything over 9-hour day or 45 hours week will be charged an additional \$5.00 per every 5 minutes increment. This determination can be altered if you have circumstances that your work is not within a half hour of the center. Please speak to the director about this. _____
2. Parents will be charged for the full week whether the child comes one day or all five. Predetermined holidays that fall during the week will be paid even though the center is unavailable for care. _____
3. The following days are pre-determined paid holidays: New Year's Day, Good Friday, Fourth of July, Memorial Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day. With the exception for holidays falling on Saturday or Sunday the before or after day will be taken as holiday. We use the New Year's Eve holiday as a substitute for an added day at Christmas break. A total of 10 PAID holidays.

Clothing and Supplies

1. Children's belongings must have their name written on it somewhere.
2. Please send your children in appropriate clothing for the weather. We will go outside for play unless the temperature is below 32 degrees.
3. Pillows and blankets or sheets will be provided and washed weekly by the Academy. You may bring any favorite sleep item for nap time.
4. Summer time water play is unscheduled. Please bring and leave water play clothing for your child and take it home weekly or more if needed to wash. A change of clothes in case of accident.
5. A change of clothing in case of accident, please make sure as the seasons change we check to see if the extra clothing items are weather appropriate.
6. We have extra clothes for the children in case of emergency-but cannot always provide or guarantee proper fit or gender. We will however try to help if no clothes have been left or if we are out of clothes from home. Please wash and return them as soon as possible so other children in need may have the opportunity to use them.
7. We do play outside in all kinds of weather. Please send us in clothing that we can play in without worry.
8. **NO FLIP FLOPS or OPEN TOE SHOES** for the playground.

Discipline Procedures

1. In case of disciplinary measures, the Academy uses Conscious Discipline first, and if necessary, the child will be taken to the office. We work on Conscious Discipline techniques to teach the children to use their words. Food and physical activity will never be denied as a source of punishment.
2. If the child has a disciplinary problem, parents will be notified, so we can take a course of action together to rectify the problem. Charting and journals are used in repeated problem areas to help determine solutions. Parent Workshops are available upon request. We have these workshops available to our Foster parents through the State Division of Family Services and for all our parents. You can request to sign up to be included in time/date announcement of workshop.
3. An incident/accident form will be filled out for you, **please sign and leave the copy you signed for our records.** You can take the other copy for your records. Some parents want to be notified by phone upon each incident while others are not able to take those calls. If you would like to be notified of **ALL INCIDENTS** big or small please circle YES or NO and provide us with the best contact # where you can be reached easily _____*Please know that we will always contact you for anything serious.

Miscellaneous

1. Parents are responsible for diapers, wipes and special needs foods or formula. We supply baby food, regular menu foods and Advantage Baby Formula.
2. Parents will call before schedules time of arrival if they are late or not coming that day. _____
3. Parents will pick their child/children up at the door and will walk their child to the car. No child will be released to a honking horn. A sign in and out policy will be followed. New state regulations will use an electronic sign in/out device we will give everyone notice when this takes place.
4. Only designated persons will be allowed to pick up your child. If there is someone that you wish to pick up your child that is not on the list you must call in advance and that person must show a valid photo I.D. a copy of their I.D. will be kept in your child's file.
5. During inclement weather, we will provide adequate space for the children to still have physical activity throughout their day including but not limited to bringing outside play equipment indoors. Please make sure they have COATS and appropriate weather clothing. Lightweight jackets are not sufficient for Winter play.
6. We will report all serious injuries, cuts scrapes and all on an incident/accident report. The children can only play on designated play grounds where the equipment is age appropriate. Academy Too LLC will not be responsible for accidents that occur during normal play.
7. Since we use hands on learning our children will not be kept sedentary for more than 30 min. at a time, excluding nap and meal time.

By signing this form, you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract. The policy and handbook are designed to help and will be changed as needed with two weeks written notice.

Father/Guardian Signature _____ date _____

Mother/Guardian Signature _____ date _____

Academy Director Signature _____ date _____

TERMINATION

The Academy reserves the right to terminate this agreement at any time for any sufficient reasons, including but not limited to late payments, and discipline. The Academy staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements. In cases of nonpayment, you will be accessed all necessary legal fees, and/or collection fees.

I hope that these policies will help make childcare an easier, happier time for all of us. By signing this agreement, you are stating that you have read and agree to all policies contained herein. Thank you for allowing us to care for your child.

Academy Director Date _____

Parent/Guardian Date _____

Parent/Guardian Date _____

If I or any staff of the Academy assumes that there is any kind of child abuse committed on any child in care, and if we perceive or think that anything questionable is present as far as abuse or neglect is concerned, we will immediately contact the Police Department as well as the Children's Protective Services. We are a mandated reporter by law and licensing rules. By signing this you agree that it is in the best interest of your child(ren).

Father/Guardian _____

Mother/Guardian _____

Academy Director _____