



Kids Tech Academy

Family Manual

STEAM
Science Technology Engineering Art Math

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(5437)

Welcome to Kids Tech Academy!

Dear Parents,

We are a Science, Technology, Engineering, Art, and Mathematics (STEAM)-focused, innovative, research-based technology integration model for early childhood learning. Our school prepares students to succeed in a 21st century, globally competitive society. We provide developmentally appropriate learning experiences based on the pace and learning style of each student and actively engage the student by developing individualized learning plans which are based upon student interests, progress, and mastery.



STEAM instructional programs integrate technology and use digital tools to support and enhance teaching and learning. We also use learning opportunities to have students observe, classify, compare and contrast, and problem solve. For example, when children state that they came to school in a cloud, the teacher will take the opportunity to teach about fog. Bugs, rain, gardens, butterflies, blocks, etc. all become “teachable moments” for learning about the universe around us and its principles.

This handbook contains important information that you may refer to. Once you have read the information, please complete, sign, and return the Handbook Agreement Form for our records. By signing, you acknowledge that you have read the policies and procedures. Note: The Parent and Family Manual may be amended by Kids Tech Academy and its agents as necessary. For additional information, please feel free to contact me at (678) 661-5437 or ana@kidstechacademy.com.

We are glad that you have chosen Kids Tech Academy for your child’s education. We appreciate your commitment and confidence in our ability to educate and care for your children. We have an open door policy and are happy to have you stop in, observe your child’s classroom, and participate in our program.

We look forward to serving your family.

Sincerely,

Ana H. Ramodiya
Executive Director

"The truly gifted educators are those who care for their students and show them the “awesomeness” of the world around them—and then go the extra mile to help them find their unique and purposeful place in it."
-Anonymous

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Mission Statement

Kids Tech Academy exists to prepare children to confidently embrace their bright futures. We use innovative technology and teaching methods to promote the optimal development of the whole child (heart, mind, and body). *Science, technology, engineering, arts, and mathematics* concepts are integrated throughout our stimulating curriculum.

Vision Statement

Our goal is to provide accessible, affordable, high-quality early education that encourages discovery learning and nurtures the child's sense of wonder. We will:

- Stimulate child development and student achievement in real-world learning through exploration and introduction to foundational *science, technology, engineering, arts, and mathematics* (STEAM) experiences that
- Provide a teaching and learning environment in which content and skills of science, technology, engineering, art, and mathematics (STEAM) are integrated using the Georgia Early Learning and Development Standards and Georgia Performance Standards
- Incorporate the design thinking process, a strategy for integrating problem solving into classrooms, schools, and the workplace
- Provide STEAM programming in a variety of settings, along with extended learning opportunities for optimal development of the whole child in every domain (social, emotional, cognitive, language, physical, and creative) and
- Begin introduction to role-models in STEAM careers and fields



Curriculum

Kids Tech Academy students experience a stimulating learning environment created by passionate and knowledgeable early educators and administrators. Our multi-sensory curriculum is practical, enjoyable, and promotes effortless learning. We combine technology with learning activities in math, science, language, music, and art thereby enhancing student learning capacity and capabilities. Our program maximizes development of 21st century skills (critical thinking, collaboration, communication, and creativity) in lifelong learners.

Infants and Toddlers
Preschool

High Scope® and Leap Frog™
SMART™ Technology and Leap into School!©
A Beka Book Phonics and Reading
LEGO® Mindstorms® and Let's Move!
Discovery™ Education Young Scientist

School Age

Services

Kids Tech Academy provides stimulating and engaging early care and learning services for children six weeks-twelve years of age.

Extended Care (before and after school), Summer Enrichment, and Spring Break Camp

Extracurricular Programs



Ballet Classes
Chess Scholars Club
Soccer
Basketball
Swimming
Gymnastics
Art
Music-Keyboarding Classes
Foreign Language
And more...

Operating Hours

Kids Tech Academy is open 6:30 a.m. – 7:00 p.m. Monday through Friday, July through June with the exception of the following federal holidays. If a holiday falls on Saturday it will be observed the previous Friday. If the holiday falls on a Sunday it will be observed on the upcoming Monday.

Martin Luther King Day
Memorial Day
Labor Day
July 4th
New Year's Day

Columbus Day
The day after Thanksgiving
Thanksgiving
Christmas Eve
Christmas Day





Infant Daily Schedule

Tiny Builders I (6 weeks to 6 months)

6:30-8:30	Staff members greet children and parents and assists with storage of personal belongings. Babies are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
8:30-9:00	Breakfast, diapering, and clean up procedures
9:00-9:15	S.T.E.A.M circle time - developmental activities and experiences (sensory, small motor, music, and language)
9:15-9:30	Introduction to sign language and multi-cultural languages and phonics
9:30-10:15	Large motor/indoor or outdoor play time (weather permitting)
10:15-10:30	Tummy Time help engaged and strengthen the muscles
10:30-11:00	Floor play with Teacher
11:00-12:00	Lunch, diapering and clean up to prepare for nap
12:00-2:30	Story time and naps (as needed)
2:30-3:00	Snack, diaper changing & feedings
3:00-3:30	Daily review of S.T.E.A.M Circle Time, sign language and multi-cultural languages and phonics
3:30- 4:00	Large motor/outdoor play time
4:00-4:15	Check and change as needed
4:15-4:30	Tummy Time help engaged and strengthen the muscles
4:30-5:30	Music and movement- developmental activities and experiences
5:30-6:00	Story time
6:00-6:15	Check and change diapers
6:15-7:00	Departures

S.T.E.A.M Based Learning

Mondays: Science –babies will learn about science through age appropriate activities

Tuesdays: Technology- babies will be introduced to various music and games through ipad learning

Wednesday: Engineering- babies will be encouraged to build and construct

Thursday: Art- babies will participate in art activities that will be displayed in the classroom

Friday: Math- babies will participate in counting and sorting activities



Infant II Daily Schedule

Little Builders II (6 months to 12 months)

6:30-8:30	Staff members greet children and parents and assists with storage of personal belongings. Babies are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
8:30-9:00	Breakfast, diapering, wash hands and clean up procedures
9:00-9:15	S.T.E.A.M circle time - developmental activities and experiences (sensory, small motor)
9:15-9:30	Introduction to sign language and multi-cultural languages and phonics
9:30-10:15	Large motor/indoor or outdoor play time (weather permitting)
10:15-10:30	Developmental Milestones to help engage and strengthen the muscles (sitting up, standing up, aiding in walking)
10:30-11:00	Floor play with Teacher
11:00-12:00	Lunch, diapering, wash hands and clean up to prepare for nap
12:00-2:30	Story time and naps (as needed)
2:30-3:00	Snack, diaper changing wash hands & feedings
3:00-3:30	Daily review of S.T.E.A.M Circle Time, sign language and multi-cultural languages and phonics
3:30- 4:00	Large motor/outdoor play time
4:00-4:15	Check and change as needed
4:15-4:30	Developmental Milestones to help engage and strengthen the muscles (sitting up, standing up, aiding in walking)
4:30-5:30	Music and movement- developmental activities and experiences
5:30-6:00	Story time
6:00-6:15	Check and change diapers wash hands
6:15-7:00	Departures

S.T.E.A.M Based Learning

Mondays: Science –babies will learn about science through age appropriate activities

Tuesdays: Technology- babies will be introduced to various music and games through iPad learning

Wednesday: Engineering- babies will be encouraged to build and construct

Thursday: Art- babies will participate in art activities that will be displayed in the classroom

Friday: Math- babies will participate in counting and sorting activities



Toddler Ones Daily Schedule

Discovers (13months - 24months)

6:30-8:30	Staff members greet children and parents and assists with storage of personal belongings. Babies are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
8:30-9:00	Breakfast, diapering, wash hands and clean up procedures
9:00-9:15	S.T.E.A.M circle time - developmental activities and experiences (sensory, small motor)
9:15-9:30	Sign language and multi-cultural languages and phonics
9:30-10:00	Large motor/indoor or outdoor play time (weather permitting)
10:00-10:30	Toddlers are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
10:30-11:00	Diapering, wash hands and clean up to prepare for Lunch
11:00-11:30	Lunch clean up to prepare for nap
11:30-12:00	Story time
12:00-2:15	Quiet play and naps (as needed)
2:15-2:30	Diaper changing, wash hands prepare for snack
2:30-3:00	Snack
3:00-3:30	Daily review of S.T.E.A.M Circle Time, sign language and multi-cultural languages and phonics
3:30- 4:00	Large motor/indoor or outdoor play time (weather permitting)
4:00-4:15	Check and change as needed
4:15-5:30	Toddlers are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
5:30-5:45	Story time
5:45-6:00	Music and movement- developmental activities and experiences
6:00-6:15	Check, change diapers and wash hands
6:15-7:00	Departures

S.T.E.A.M Based Learning

Mondays: Science –toddlers will learn about science through age appropriate activities

Tuesdays: Technology- toddlers will be introduced to various music and games through ipad learning

Wednesday: Engineering- toddlers will be encouraged to build and construct

Thursday: Art- toddlers will participate in art activities that will be displayed in the classroom

Friday: Math- toddlers will participate in counting and sorting activities



Two Year Olds Daily Schedule

Artists (25 months – 36 months)

6:30-8:30	Staff members greet children and parents and assists with storage of personal belongings. twos are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) potty training time and pull-ups checked/changed
8:30-9:00	Breakfast, potty training break, hand washing and clean up procedures
9:00-9:15	S.T.E.A.M circle time - developmental activities and experiences (sensory, small motor and letter and number recognition)
9:15-9:45	Introduction to journal writing, sign language and multi-cultural languages and phonics (potty training break)
9:45-10:30	Large motor/indoor or outdoor play time (weather permitting)
10:30-11:00	Twos are provided opportunities for free play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
11:00-11:30	Potty training, hand washing and clean up to prepare for Lunch
11:00-11:30	Lunch & clean up to prepare for nap
11:30-11:45	Story time (Potty training and hand washing)
12:00-2:15	Quiet play and naps (as needed)
2:15-2:30	Potty training, wash hands and prepare for snack
2:30-3:00	Snack
3:00-3:30	Daily review of S.T.E.A.M Circle Time, sign language and multi-cultural languages and phonics
3:30- 4:00	Large motor/indoor or outdoor play time (weather permitting)
4:00-4:15	Potty training, hand washing
4:15-5:30	Twos are provided opportunities for free play in learning centers (reading, listening, dramatic play, art, manipulative play, music) and diapering as needed.
5:30-5:45	Music and movement- developmental activities and experiences
5:45-6:00	Story time
6:00-6:15	Potty training and hand washing
6:15-7:00	Departures

S.T.E.A.M Based Learning

Mondays: Science –two year olds will learn about science through age appropriate activities

Tuesdays: Technology- two year olds will be introduced to various music and games through iPad learning

Wednesday: Engineering- two year olds will be encouraged to build and construct

Thursday: Art- two year olds will participate in art activities that will be displayed in the classroom

Friday: Math- two year olds will participate in counting and sorting activities



Three and Four Year Old Class Daily Schedule

Creators 3 years
Inventors 4 years

6:30-8:30	Staff members greet children and parents and assists with storage of personal belongings. Children are provided opportunities for play in learning centers (reading, listening, dramatic play, art, manipulative play, music) potty breaks
8:30-9:00	Breakfast and children are instructed on proper hand washing techniques and clean up procedures
9:00-9:45	S.T.E.A.M circle time - developmental activities and experiences (sensory, small motor and letter and number recognition)
9:45-10:00	Journal writing, sign language and multi-cultural languages and phonics
9:45-10:30	Large motor/indoor gym time or outdoor play time (weather permitting)
10:30-11:15	Free play in learning centers (reading, listening, dramatic play, art, manipulative play, music)
11:15-11:30	Bathroom break, hand washing and clean up to prepare for Lunch
11:00-11:30	Lunch & clean up to prepare for nap
11:30-11:45	Story time
12:00-2:15	Naps and quiet play
2:15-2:30	Bathroom break, wash hands and prepare for snack
2:30-3:00	Snack
3:00-3:30	Daily review of S.T.E.A.M Circle Time, sign language and multi-cultural languages and phonics
3:30- 4:00	Large motor/indoor or outdoor play time (weather permitting)
4:00-4:15	Bathroom break, wash hands
4:15-5:30	Free play in learning centers (reading, listening, dramatic play, art, manipulative play, music)
5:30-5:45	Music and movement- developmental activities and experiences
5:45-6:00	Story time
6:00-6:15	Bathroom break, wash hands
6:15-7:00	Departures

***Please see lesson plan for daily instructional guides and learning goals based on individual ages**

S.T.E.A.M Based Learning

Mondays: Science- experiments will be conducted to explore various animals' minerals and nature
Tuesdays: Technology- hands on learning though iPads and promethean boards
Wednesday: Engineering-students are encouraged to build and construct various projects
Thursday: Art- Weekly activities that will be displayed in the classroom
Friday: Math- students will be introduced to all the basic functions of math including addition & subtraction



Extended Care Daily Schedule

Scientists (5years - 8 years)

Astronauts (9 years - 12 years)

6:30-6:45	Children are greeted warmly and assisted in storing personal belongings. Opportunities to rest quietly or play in free choice learning centers.
6:45-7:10	Breakfast and cleanup
7:10-7:15	Gather belongings and load school buses.
2:45-3:00	Store personal belongings and restroom break
3:00-3:15	Afterschool snack and cleanup
3:15-4:15	EXTRACURRICULAR ACTIVITIES (Dance, Basketball, Cooking, Chess, Lego Robotics etc.) /students not enrolled in classes will be allowed to experience the game room after they their finish homework
4:15-5:00	Homework help, tutorial, guest speakers, group rap sessions, computer lab time/ students done will be allowed to visit the game room
5:00-6:00	Outdoor play (weather permitting)
6:00-6:15	Free choice play. Reading and Storytelling time, Listening centers.
6:15-7:00	Dismissal

EXTRACURRICULAR ACTIVITIES SCHEDULE

3:15-4:15

Mondays: Lego Robotics

Tuesdays: Chess

Wednesday: Dance

Thursday: Basketball/Soccer

Friday: Art Activity



School Age Full-Day & Summer Camp Schedule

Scientists 5-8 years

Astronauts 9-12 years

6:30-8:30	Children are greeted warmly and assisted in storing personal belongings. Opportunities to rest quietly or play in free choice learning areas.
8:30-9:00	Breakfast
9:00-9:30	Morning Huddle: Songs, Digital storytelling, Calendar skills and Journal writing
9:30-10:00	S.T.E.A.M Activity Language Arts-Integrated art and language activities (spelling, poetry, reading)
10:00-11:00	Outdoor play & Gym time (weather permitting) or inside gross motor activities
11:00-11:30	Math Fun-Integrated numbers, music and computer rotation
11:30-12:00	Lunch, restroom breaks & clean up procedures
12:00-12:30	Reading & Foreign Language exploration
12:30-2:30	Rest period. Students nap or listen to soft music, play quietly with iPads, puzzles, or read books
2:30-3:00	Afternoon snack and cleanup
3:00-3:30	Technology Time
3:30- 4:00	Math Fun-Integrated numbers & Foreign Language
4:00-5:00	Center Free Play
5:00-6:00	Reading /Writing/ Art
6:00-7:00	Dismissal

EXTRACURRICULAR ACTIVITIES SCHEDULE

9:00-10:30 Summer 3:15-4:15 School Year

Mondays: S.T.E.A.M activity in rotation of science, technology, engineering, art and math

Tuesdays: Chess- state level instructors will be invited in to coach students

Wednesday: Field Trips (Summer) OR Lego Robotics (School Year)

Thursday: Lego Robotics (Summer) OR Dance (School Year)

Friday: Swim Day (Summer) OR Basketball/Soccer (School Year)

Administration and Staff

Kids Tech Academy has a Director, an Assistant Director, and instructional staff members who work collaboratively to provide the services aforementioned.

Staff

Our administrative team and board of directors hire well-qualified staff to work with the children. Each classroom has a full-time staff member who holds, at a minimum, a Child Development Associate Credential or a Bachelor of Science degree in Early Childhood as well as experience in early childhood education. **All full-time and part-time staff satisfy the Georgia Department of Early Care and Learning: Bright from the Start annual 10-hour training requirement. Each staff member has passed the required criminal background check. All staff complete a minimum of twelve hours of in-service training each year in addition to our monthly staff training sessions.** Kids Tech Academy facilitates continuous professional development opportunities for the staff.

Additional qualified assistants support our regular staff and come to us through the local colleges and technical schools. Students may visit the classrooms to complete their course-required observations. These students observe and may interact with the children, but are not caregivers counted towards the student-teacher ratios. If there is a change in staff, we will always inform you about the change in personnel and ask for your support during the transition period.

Admission Procedures: Registration, Tuition, and Fees

Admission Procedures

Kids Tech Academy admits children ages 6 weeks to 12 years of age. Kids Tech Academy and all its agencies do not discriminate based on race, gender, religion, or ethnic background. Parents/guardians need to complete a registration form that includes information on: family background, emergency contacts, health issues, statement of fees, attendance policies, behavior management, and provide parental releases for photography, videotaping, and field trip participation. All registration forms must be kept current; if you move, change emails, change telephone or cell phone numbers, please contact the office at once. Our school year runs from August to June with closings based on the calendar for Fayette County Public School's calendar.

In order to be considered for enrollment the following forms must be submitted:

- Enrollment Form
- Vehicle Emergency Medical Authorization Form
- Authorization to Dispense External Preparations Form
- Signature Page from Parent Handbook
- Copy of Birth Certificate
- Immunization Form
- Copy of Parent(s)/Guardian(s) ID
- Medication Authorization Form (if applicable)
- Food Allergy Action Plan (if applicable)
- Special Care Plan for Asthma (if applicable)
- Special Care Plan for Diabetes (if applicable)



We will make all of the necessary forms available to you and help you with any questions. **Please thoroughly review the handbook and forms before signing the family agreement.** A parent / guardian planning to withdraw their child from Kids Tech Academy must notify the director in writing and provide ten days' notice.

Registration Fee

A school year registration fee is required for each child at the time of registration and/or enrollment renewal. This is non-refundable fee and is not part of the tuition fees. This fee will be due at the child's registration anniversary each year.

Tuition Fees

Tuition fees are set by Kids Tech Academy, and we constantly strive to assure modest rates. Taken into account are low student-teacher ratios that ensure high quality learning; as suggested by NAEYC.

Tuition Rates

Dependent upon child's ages and participating activities, please see the family agreement attached to your enrollment packet and/ or tuition rate sheet.

Payment of weekly rates apply year-round including teacher planning days, legal holidays and any student absences (including illness).

Payment Schedule

1. Tuition payment is due before service is rendered. Payment is due each Friday prior to the starting week. Late payments will incur a penalty fee of \$25.00, per week, to be applied to all accounts where tuition is not paid on/ before the due date with an additional \$5.00 a day late fee each day following non-payment.

2. It must be understood that in order to hold a child's slot payment must be made regardless to attendance. ****Tuition is based upon contract not attendance.**

Payment Methods

You may pay by cash, money order, cashier's check, credit and debit at the office or by credit or debit card through our website at www.kidstechacademy.org.

Accounts that become in the arrears by 2 weeks are subject to suspension from the program and are subject to termination. Accounts that have been terminated for non-payment are subject to a new registration fee. Children that have been suspended or terminated for non-payment will not be allowed to return to the center until FULL payment and ALL late fees have been paid and the account brought up to date.

Receipts are distributed upon receipt of payment, please speak with management if you do not receive a receipt. Year-end statements for income tax purposes can be provided by Kids Tech Academy at the beginning of the year.

Parents receiving subsidies are required to pay the difference between their tuition rate and the subsidy. For example, if your tuition rate is \$150 per week and your subsidy pays for \$100 per week, you are responsible for the \$50 difference per week. No tuition credit will be given for absences (even due to illness) or vacations. Any adjustments necessary due to *extended* closure of school due to natural disasters will be dealt with as necessary.

Late Pick Up and Fees

In case of late pickup, the parent must call the school at (678) 907-4184, **NO LATER THAN 6:00P.M.** The phone call allows the Director and/or classroom teacher to reassure your child that she/he has not been abandoned. A late fee of \$2.00 per minute after 7:00 p.m. will be assessed to your account. After 7:15pm there will be a \$5.00 per minute late fee. These fees are non-negotiable and must be paid before your child is allowed to return to the center. Please be advised that calling and informing the center that you will be

late **does not** excuse you from the late fees. Chronic lateness may result in your child being dismissed from the program. **This policy will be strictly enforced.**

If your child has not been picked up within one hour of closing time, the proper authorities will be called which may include: Fayette County Police and/or the Department of Children and Families.

Attendance: Arrival and Dismissal Procedures

Arrival Procedures

All children must be escorted into the center and signed in on a daily basis. Arrival is the time for parents, children, and staff to start the day off by greeting one another, sharing information, and settling in. Family members, parents, guardians, or relatives must be listed on the emergency contact forms to be considered pre-approved for drop-off and pick-up. Children should arrive by 8:30 a.m. in order to take advantage of the entire morning program. In order to facilitate the transition at arrival, please encourage your child to: say good morning, wash his /her hands upon entering the class, leave toys and/or inappropriate books in your car and have a great day.

Parking

Parents may park in the designated parking spaces. Please **do not block the emergency pass** through fire lane or park in front of the building.

Dismissal Procedures

All children must be signed out on a daily basis. Departure from the center is a time for reconnecting, sharing information, and gathering items to go home. Please call ahead if you are going to be late (see “Late Pick Up and Fees” section). Only those people listed on your emergency contact form may pick up your child. Written permission for an exception will be permitted if the *parent* sends a handwritten note or fax to (678) 907-4184. You must also call to inform us that the fax was sent. Please let these people know that **we will ask them for a photo I.D.** Please check your emergency contact form to make sure it is complete and updated. Remember that the person picking up your child must be at least 18 years of age in order to sign him/her out.

Transportation Verification

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who receives drop off and/or facilitates pick up. The time and full signature, **NO INITIALS ALLOWED**, must be written on the attendance sheet. Georgia Child Passenger Restraint Law requires children under 4’9” tall and eight years old to ride in a child safety seat. The driver is held responsible for compliance with the law. Violators of Georgia Child Passenger Restraint Law will be liable to the penalty and fees. They may also be reported to the Department of Child and Family Services for negligence. **Please do not leave any child in the car while you run in to the class to sign your Kids Tech Academy child in.** Besides being against the law, it is also dangerous. Our children are very curious and have been watching you drive for a while and may want to try it out if they are left on their own even for a short time. Transportation to and from our program is the responsibility of the parent. Field trip transportation is arranged by our staff and will be provided to and from the after school site by bus. The vehicle will have a licensed driver. The staff will maintain a roster of children to be transported and check attendance before loading the vehicle, upon arrival, upon unloading, entry and exit of field trip locations. We will maintain a record of all transportation (e.g. location, times, directions, etc.), a copy of your child’s emergency medical information (special care plans, medication, authorizations, etc.), and an annual vehicle inspection form on the vehicle. All staff members have evidence of First Aid and CPR training.

Attendance/Absences

Regular attendance is a requirement of tuition subsidy programs. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in school.

NON-ATTENDANCE POLICY

Regular tuition/fees will be charged for absences. This policy has been adopted because costs for staff and programs remain the same when children are absent.

VACATION POLICY

No fees will be charged for absences if the office has been notified within two weeks prior or after the absence and vacation credits are available. If no vacation credits are available, families must pay full tuition for the days they are not in attendance. The office appreciates notification in advance if at all possible to assist with billing, classroom and meal planning.

ABSENCE POLICY

If your child will be absent, notify the Center by phone 678-661-5437 or e-mail info@kidstechacademy.org as soon as possible. A note signed by the parent may also be left in the office notifying us of an absence. It is the parent's responsibility to notify the office. Staff are not expected to convey messages about absences to the office. **For aftercare parents: If such call is not received and we arrive at the school and your child is not there a \$25 service fee will be assessed to your account.**

Please note: It is a State requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state Pre-K program allows a center to dismiss a child who does not follow these rules.

Birthdays

Birthdays are special times to celebrate. Please speak with your child's teacher regarding birthday celebration guidelines specific to his / her classroom. If you do not celebrate birthdays, please inform the Director and your child's teacher. **Outside foods are not allowed this includes goodie bags filled with food items during the holidays and birthdays. All allergies and food omissions must have a statement from a doctor and a copy of the form will be placed in the child's file and in the kitchen.**

The following are alternative ways to celebrate special occasions.

Non-Food Ideas

- A puzzle/book/educational toy to be used in the classroom
- Cultural toys/outfits for the classroom
- Stickers
- Toothbrushes
- Notebooks, pencils, crayons, markers, and/or erasers

Non-Food, No-Cost Activities

- Plant/teach art and/or craft activities
- Share one or two cultural activities
- Volunteer for a day



Please be considerate of all children's feelings when a birthday is to be celebrated outside of school. If the entire class is not invited, distribution of the invitations is up to the family. The teachers will happily distribute invitations if the entire class is invited.

Child Abuse and Neglect

Staff members are required by law to report any suspected cases of child abuse or neglect. Please see the brochure from the Department of Children and Families for more information.

Communication: Home-School Connection

A strong home-school connection ensures that the child will benefit greatly from their school experiences. We support families by providing information and support that connects the home and school so that your child can develop his/her fullest potential. There are many ways a parent may become involved at our school.

Parent-Teacher Communication

-  Bulletin boards in front of each classroom
-  Activity documentation within the classrooms
-  Parent-Teacher conferences*
-  Newsletters
-  Informal arrival and dismissal sharing

*School wide parent conferences are scheduled twice per year; in November and in April. Please see your child's teacher to schedule individual dates and times. For more ways to connect home and school, please see the section under Parent Involvement.



Cultural Sensitivity Policy

Kids Tech Academy is committed to diversity and cultural sensitivity. We do not discriminate based on race, gender, religion, or ethnic origin. Many cultural events are incorporated in our program, such as the celebration of birthdays and holidays. Families who do not participate in these celebrations at home and wish their children to be excused from such celebrations need only to speak to the Director of the program. We will honor the wishes of each family with sensitivity and diligence.

Culture and family traditions are a part of our regular learning experiences. Families are invited to share their culture and traditions, especially foods and recipes that are enjoyed at home and at family celebrations. We will adopt these ideas into our curriculum and routines.

We admit students without regard to race, culture, ethnicity, sex, national origin, ancestry, special health needs, developmental or behavioral concerns, or disabilities. The curriculum reflects respect for different cultures, without stereotyping of any culture. Program staff members try to communicate in the language best understood by the family. If that language is not spoken English or the family does not understand written English, the program will find a trusted adult who uses the family's language to translate for the family or provide translated materials. In addition, the program will suggest ways for family members to communicate with program staff when the program does not have a translator available. For example, the program may help the family to identify a bilingual person in the family's community who can write out the family's communication in English and translate notes that the program writes in English for the family. Staff members will provide opportunities for the child to learn English.

Discipline Policy

We believe that children learn by doing. Conscious discipline (using natural consequences), redirection, time away, and positive guidance regarding appropriate behavior, are our methods of teaching children self-control and self-discipline. At Kids Tech Academy, discipline does not take the form of a punishment. Children encounter situations in their everyday environment that require them to problem-solve. We provide a safe environment in which your child can have a safe outlet to handle these situations in a positive and productive way. We arrange quarterly visits by an early childhood mental health consultant or intervention specialist to observe teacher/caregiver interactions with our students and advise staff members about approaches to manage challenging behaviors. This program explicitly prohibits corporal punishment, psychological abuse, humiliation, abusive language, physical restraints, restriction of access to large-motor physical activities, and withdrawal or forcing of food and other basic needs. Before they are hired, all teachers/caregivers sign an agreement to implement the facility's discipline policies that includes the consequence for staff members who do not follow the discipline policies. If a child's behavior is unresponsive to the usually effective discipline measures described previously, the program will seek help from a qualified early childhood mental health consultant or as a last result, terminate enrollment.

Dress*

Children three and older are encouraged to wear uniforms. Girls and boys are permitted to wear red, white, or blue polo shirts and khaki or navy blue pants, skirts or jumpers. **Please dress your child in safe, close-toed shoes such as tennis shoes or sneakers for safety.** Footwear must be the equivalent of gym shoes that are not slippery, will not twist or come off the feet while running, and stay firmly on the feet while climbing, jumping, skipping, and crawling. Footwear is not permitted that provides insufficient support for or limits active play, such as shoes with heels, flip-flops, loose boots, or dress shoes. Several stores carry school uniforms at reasonable prices (Target, Wal-Mart, or JCPenney). Shirts with logos can be purchased from Land's End at 1500 Cumberland Mall SE Atlanta GA, 30339 or Buckhead Uniforms at 6311 Roswell Rd NE, Atlanta GA 30328.

Children participate in "messy" activities as part of our hands-on curriculum, they **will** get dirty. Please do not send them in clothes reserved for special occasions. In addition, all children need an extra set of labeled clothing left at school. Please place this set of clothing in a plastic bag labeled with the child's name on the outside for those students potty training or transitioning.



Lost clothing is a problem most of us cannot afford. Help us and help yourself by clearly marking your child's name on jackets, sweaters and changes of clothing.

Small hair ornaments are not recommended for infants and toddlers, as they can fall out and pose as a choking hazard. In cases where children are old enough to wear beads in their hair, please make sure that the beads are secure and will not fall out.

Emergencies

Closing

In case of an emergency closing during the school day, the director shall notify parents by email or telephone. Parents are asked to pick-up their children within one hour of being notified. The school follows the Fayette County Department of Education schedules and directives, therefore, if Fayette County announces on its website, over the radio or television news broadcast that it will close due to weather emergency or other conditions, we will also close. We urge each family to have a plan for emergency closing during school hours. Please make sure that our office has your current emergency contact information.

Fire Drills

The director conducts fire drills once a month at different times during the day to make sure that we are prepared in case of a fire. The Director will immediately notify you by email or telephone in the event of any emergency. Please see the emergency procedures posted on the parent bulletin board.

Lockdowns

In case of a lockdown, our first responsibility is the safety of the children. We will not release children to anyone without proper identification. Please register family or friends with Kids Tech Academy's emergency system so that you are informed of procedures.

Family Expectations

It is inappropriate for any child, family member or guardian, to be physically violent, verbally abusive, or engage in disruptive behavior toward another child, parent/ guardian, relative of an enrolled child, or personnel. This policy includes sexual harassment. For the protection of the children and personnel, such conduct will not be tolerated and any person engaged in such behavior will be immediately removed from the premises by either an administrator or local law enforcement. Inappropriate or disruptive behavior, by child, parent, guardian, or relative of an enrolled child may be the basis for termination of the child's enrollment. Please note that employees are prohibited from "babysitting" after hours. Employees which do so are subject to employment termination.

Donations-Ways You Can Help

Donations are gladly accepted. If you would like to make a donation, please see the classroom teacher or Director and a "wish list" of recommended items will be provided to you. All large donations should be given to the Director. She will assign the donations to the appropriate classrooms.

In addition, we can always use: "gently" used toys, books, buttons, greeting cards, purses, ribbons, calendars, tiles, dramatic play props, spools, phones, jewelry, dress-up costumes, collage materials, and paper/ plastic recyclables.

Many employers offer matching gifts for your generous contributions. We are also affiliated with several "give back" programs whereby the school earns up to 5% of your purchases at Office Depot and Kroger stores.

Health and Safety Policy

Health Care Documents: Immunizations / Physicals

Our school only accepts children into our program with a current physical examination and an up-to-date immunization certificate. Documentation of performance and findings of a checkup that includes all preventive health services, including oral health services, that the child needs according to current recommendations of the American Academy of Pediatrics. Documentation must be signed and dated by the child's physician, licensed pediatric or family nurse practitioner, or family practice physician. The information on the submitted form must be updated, initialed, and dated at each subsequent age-appropriate health assessment, or a new form must be completed, signed, and dated. Information generated by a health care professional's electronic medical record system is acceptable as long as it provides the required information. (No child is allowed to attend if the physical or immunizations forms are outdated. **It is the responsibility of the parent to ensure that their child's health records are current and accurate.** Parents may submit a notarized statement if an exemption for religious reasons is requested. If upon review of a child's health record it is determined that a nationally recommended preventive health service (e.g., vision, hearing, dental examination, immunization) has not been performed enrollment will be suspended until the physical exam is conducted or the immunization record and/or care plan is updated.

Accidents

All accidents, no matter how small, are reported by the teachers or Director to the parent on the appropriate form immediately. The parent will immediately be called by the Director in the event of any serious accidents/ injuries and for all accidents/ injuries above the neck. Parents will be asked to sign the form, return it, and the form will be kept on file. In case of severe emergency, the administration will call “911” and then the parent(s).

Parents /guardians are responsible for and expected to share any accidents and injuries that occur off the pre-school premises so that when the child comes to school with bruises or injuries we are knowledgeable about the situation.

Biting

Biting is a typical phase of development for children between the ages of 15- 36 months and is one way to express feelings and relieve tension. When a child is bitten, we respond by following normal accident procedures. Our teachers work with the child to help him/ her understand that biting is not acceptable behavior. However, in cases of repeated occurrences, the Director will work with the family to develop a behavior modification plan.

Reasons for and strategies for addressing biting:

- **Teething:** When teeth are coming through, applying pressure to the gums is comforting, and infants will use anything available to bite. Obviously, if this is a likely cause, then a teething ring or objects to bite will lessen the infant's need to bite other people.
- **Excitement and over-stimulation:** When some very young children are very excited, even happily so, they may behave in an out-of-control fashion.
- **Impulsiveness and lack of self-control:** Infants sometimes bite because there is something there to bite. This biting is not intentional in any way, but just a way of exploring the world.
- **Curiosity:** Young infants and toddlers learn about emotion (shock, fear, amusement, and the like) through exploring. Often they act out in order to observe responses. This behavior is repeated if the reaction is entertaining. Caregivers use redirection to avert this type of behavior.
- **Frustration:** Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before they have the capability to express frustration through using their words.

Our staff members are trained to do the following to try to minimize the biting behavior:

- Let the child know in words and manner that biting is unacceptable. Adults' most stern manner and words should be reserved for acts such as biting.
- Provide caring attention to both the biter and the victim.
- Examine the context in which the biting occurred and look for patterns. Was it crowded? Too few toys? Too little to do? Too much waiting? Is the biting child getting the attention and care he/she deserves at all times? Did someone or something provoke the child?
- Change the environment, routines, or activities if necessary.
- Work with the biting child on resolving teething pressure, interpersonal conflict, or frustration in a more appropriate manner, including using words if the child is capable.
- Observe a child who is a short-term chronic biter to get an idea about when he or she is likely to bite. Some children, for example, may bite not when they are angry or frustrated, but when they are very excited.
- Identify children likely to be bitten and make special efforts to reduce their chance of becoming victims.
- Don't casually attribute willfulness or maliciousness. Infants explore anything that interests them with the mouth, and that includes other bodies. They have more sensors in the mouth than their fingertips.

- If biting continues, continue to observe the group closely. Apply additional resources as necessary to shadow the child.

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What can parents do?

Removing significant stressors on the child at home, such as a too demanding a schedule or difficult transitions, which will make it easier for a child to handle times of stress that do arise. If the child bites other children in your presence, take the same steps suggested above for teachers, immediately after the biting occurs and look for ways to adapt the environment to prevent biting in the future. If the child is biting at the child care center, there is very little you can do other than keep in close communication with the child's teachers. Fortunately, biting is a developmental stage that passes.

What if your child is bitten?

There's not much worse than seeing a bite mark on your child, and worse, infant and toddler bites are often on the face. All of our parental primal instincts as our child's protector come into play. It is natural to be upset. But try and keep in mind that it is a consequence of the group situation and not really the fault of the child, the family, or the program. Your child might as easily have been the biter. Keep communication lines open with the teacher.

Curriculum

Developmental goals are based upon the Georgia Early Learning and Development Standards (GELDS) across the Essential Domains of School Readiness and the Georgia Performance Standards. The domains are as follows:

Social and Emotional Development. The standards for Social and Emotional development involve behaviors that reflect children's emotional growth and their growing ability to successfully navigate their social worlds through interactions with teachers and peers. These standards include a focus on children's developing abilities to regulate attention, emotions, and behavior, and to establish positive relationships with familiar adults and with peers. Research indicates that early skills of social competence and self-regulation are foundational to children's long-term academic and social success (National Research Council, 2008). Curriculum topics or strands in the social and emotional domain are *Self* and *Relationships*.

Physical Well-Being and Motor Development Physical Well-Being and Motor Development standards address motor skills and health practices that are essential for children's overall development. These skills include the ability to use large and small muscles to produce movements, to touch, grasp and manipulate objects, and to engage in physical activity. These standards also describe the development of health practices that become part of children's daily routines and healthy habits such as nutrition and self-help. These skills and behaviors play an important role in children's physical well-being and set children on a path leading toward a healthy lifestyle. Healthy children are more likely to attend school, to be physically active, and to learn more effectively (Bluemenshine and others, 2008). The two strands in this domain are *Motor Development* and *Physical Well-Being*.

Approaches Toward Learning. Approaches Toward Learning centers on the foundational behaviors, dispositions, and attitudes that children bring to social interactions and learning experiences. It includes children's initiative and curiosity, and their motivation to participate in new and varied experiences and challenges. These behaviors are fundamental to children's ability to take advantage of learning opportunities, and to set, plan, and achieve goals for themselves. This domain also includes children's level of attention, engagement, and persistence as they do a variety of tasks. These factors are consistent predictors of academic success (Duncan et al., 2007). Finally, children's creativity, innovative thinking and flexibility of thought allow them to think about or use materials in unconventional ways, and to

express thoughts, ideas and feelings in a variety of media. The standards in the domain Approaches Toward Learning are organized in the following strands: *Initiative; Engagement and Persistence; and Creativity.*

Language and Literacy. The standards for language and literacy reflect knowledge and skills fundamental to children’s learning of language, reading and writing. Young children’s language competencies pertain to their growing abilities to communicate effectively with adults and peers, to express themselves through language, and to use growing vocabularies and increasingly sophisticated language structures. Early literacy skills include children’s developing concepts of print, comprehension of age-appropriate text, phonological awareness, and letter recognition. Research has identified early skills of language and literacy as important predictors for children’s school readiness, and their later capacity to learn academic knowledge (National Early Literacy Panel, 2008). The Language and Literacy domain consists of the following strands: *Listening and Speaking, Reading and Writing.*

Cognition and General Knowledge. This domain includes those cognitive processes that enable all other learning to take place, as well as children’s knowledge of the social and physical world. This domain is organized into the strand, *Cognitive Skills* and those concepts and skills in **sub-domains**, *Mathematics, Social Studies* and *Science.*

Cognitive Skills. This strand refers to the underlying cognitive mechanisms, skills and processes that support learning and reasoning across domains, including the development of memory, symbolic thought, reasoning and problem-solving.

Children in the infant and toddler classrooms follow a daily schedule which is posted. Teachers plan developmentally appropriate experiences daily, focusing on the individual and differentiated needs of the children, and work with the children individually as well as in small and large groups. We place great emphasis on routines and self-help skills.

Science, Technology, Engineering, Arts, and Mathematics

A primary advantage we have over our competitors is our highly qualified caring staff and our science, technology, engineering, arts, and mathematics curricula. Young children need multiple and varied opportunities to engage in exploration and discovery (NAEYC 2013). At an early age, all children have the capacity and propensity to observe, explore, and discover the world around them (NRC 2012). These are basic abilities for science and technology learning that can and should be encouraged and supported among children in the earliest years of their lives. The National Science Teachers Association (NSTA) affirms that learning science, technology, engineering, and mathematics practices in the early years can foster children’s curiosity and enjoyment in exploring the world around them and lay the foundation for a progression of learning in K–12 settings and throughout their entire lives.

Infant and Toddler Care

Primary Care

Each child will be assigned a primary caregiver who is responsible for the child’s well-being in the classroom and charting the child’s progress; for communicating information and concerns to parents; and for that child’s well-being in the classroom. Work schedules of all staff will be posted and arrangements for conferences should be made with the lead teacher. Whenever possible, multi-sensory learning experiences will be enhanced with technology.

Toilet Training

We are more than happy to encourage potty training as long as the child is ready (usually between the ages of two and three years old). The process needs to begin at home for approximately two weeks with success before it can be successfully implemented at the center. Toilet learning occurs when the child shows readiness for using the toilet and the family is ready to support the child's involvement in doing so. Readiness indicators include desire to perform self-body care, ability to remain dry for at least 2 hours at a time, communication skills to understand and express concepts related to toileting, ability to get onto and sit with minimal assistance on a toilet adapted for the child's size or appropriately sized, and awareness of the sensations associated with releasing urine and stool. Parents will be responsible for supplying pull-ups and wipes. **Children will be allowed to come to the center in cotton training pants/underwear after the child has been accident free for two consecutive weeks, in pull-ups. Communication between the parent and the caregiver is imperative during the transition from diapers to toilet.**

Diapers

Parents are required to provide an ample supply of diapers and wipes. The preschool does not store any EXTRA diapering items. It is also the parent's responsibility to check periodically to determine the need to replenish these items. Each child has his/her own clear labeled diaper bin, either in infant/young toddler or older toddler/preschool room, depending on the age of children. Diapers are checked frequently and changed every 2 hours, or more often if required. Diapers containing feces are changed immediately. The diaper changing table is cleaned and disinfected immediately between each diaper change and hand washing of child care provider and child is performed after every diaper change.

This facility allows use of disposable absorbent diapers that prevent spills of feces or urine. Exceptions require documentation by the child's health care professional of the medical reason for using cloth diapers. If cloth diapers are used, they must meet the following criteria: the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine, or the cloth diaper is adherent to a waterproof cover. No soiled clothing has its contents dumped or is rinsed at the child care facility. Disposable diapers are placed in a hands-free, plastic-lined, lidded container. Soiled cloth items are completely contained in a non-permeable, sealed plastic bag before being moved from the location where the child is being changed. Soiled cloth diapers may be stored in a labeled container with a tight-fitting lid provided by an accredited commercial diaper service. Otherwise they are placed in a sealed plastic bag for removal from the facility by an individual child's family. At no time are dishes, bottles, lunch boxes, or any other articles involved with food or beverages placed within a diapering or toileting area; nor are any surfaces outside the diapering or toileting area ever in contact with any object that could be contaminated by soiled diapers or soiled underclothing.

Food/Meals

Current research shows that children need a variety of nutrient-dense foods that include protein, carbohydrates, oils, vitamins, and minerals, with an amount of calories that prevents hunger, fosters healthy growth, and prevents obesity. Children learn to self-feed and develop lifelong healthful habits by being introduced to developmentally appropriate solids and observing eating modeled by others. We serve the following meals: breakfast, lunch and a pm snacks in according to the United States Department of Agriculture's food program guidelines. Please complete and submit the infant and/or toddler feeding plan as applicable. At one year of age, children are introduced to new foods and follow our regular facility menu, including whole milk, unless medical restrictions are noted by a physician. Meals are provided with portion size as outlined by the childcare licensing agency and USDA. Mothers who are breast-feeding are encouraged to come during meal times. Please speak to the Director for more information. Written care

plans are needed for children with food allergies and/or lactose intolerance.

Pre-School Program

We implement the *Leap into School! Curriculum* in the pre-school classrooms. The *LIS Curriculum* is based on the principles of active learning and key experiences. Our pre-school children are given opportunities to challenge themselves and advance their learning through art, science, technology, music, literacy, blocks, sand and water, math, logic, language, and physical activities. We provide "hands-on" meaningful experiences that enrich the learning process. Children develop critical thinking skills by direct manipulation of the environment that surrounds them. As adults, we facilitate learning to enable the children to continue moving towards learning success. The children and teachers partner in the learning process. The teacher records and documents daily observations and conduct assessments in order to plan for your child's interests and needs. In addition, we incorporate the Georgia Early Learning and Development Standards (GELDS) of learning in order to align ourselves with Common Core and Georgia Department of Education (GDOE) Performance Standards. Our curriculum meets the state requirements of early learning standards. Our Science, Technology, Engineering, Arts, and Mathematics (STEAM) curriculum engages learners in meaningful, hands-on, experiential, inquiry-based activities that teach them about the world!



School-Age Program

We provide supervised before- and after-school and vacation time care and enrichment programs for school-aged children. The curriculum includes academics, physical activity, healthful nutrition, recreation, completion of schoolwork, tutoring, the building of social relationships, and use of community resources, all of which are coordinated with school and home life. The goal of this program is to equip students to excel academically, especially in science, technology, engineering, the arts, and math. Activities include free choice learning experiences, at least 60 minutes of indoor and outdoor physical activity, time and settings for schoolwork and recreation alone or in a group, field trips to community facilities, relationships with understanding and comforting adults, and rest. Regular communications occur at least weekly among the children's schoolteachers, parents/legal guardians, and child care program staff members. Students in our local elementary schools may enroll for after school care when enrolling or re-enrolling for school, provided space remains available. This service is offered on a first-come, first-serve basis because of state regulations on space. After school care begins at 2:45 p.m. for all students. **Students who are not picked up by 7:00 p.m. will have an additional charge at \$1.00 per minute per child. Fees are determined according to the clock in the main lobby and must be paid immediately.**



Parental Involvement

Parent Teacher Student Association (PTSA)

Our parents are very involved, and we are all partners when it comes to your children! They help organize fund-raisers, field trips, amazing initiatives, and meet on a regular basis. They will communicate dates and times for you to become involved. Please join!

Parent Orientation/ Open House

The staff will hold a Parent Orientation/Open House at the beginning of the school year. This is an opportunity to learn about the policies of the school, meet your child's teacher, and visit the classroom for a "model" day.

Parent Visits

Parent visits to the center during the school hours are welcome and encouraged. There are also many opportunities during the year for parent help in projects and as chaperones on field trips. Parents may plan classroom visits with the teachers or you may visit any time you wish (see "Open Door Policy").

Parent-Child Resource Library

We encourage each child to take a book home each evening to read at home with the family. Help your child select an age-appropriate book, check the book out, and take the time to read at home and discuss. Please return the book within two weeks so that others can also enjoy it. If you have any books that you would like to donate to the library, please leave them with the Director. We appreciate your contributions!

Extracurricular Kaleidoscope of Activities

Enrichment

Our school takes advantage of the many local cultural and technology programs offered. We offer enrichment classes for students during the year. The classes are held once a week and include areas such as creative movement, sports, art, dance, LEGO™ robotics, cooking, and piano. These classes are in addition to our regular pre-school and school age programming and, as such, an additional fee is charged for participation. Classes are limited in size and age groups.

Field Trips

Our program of activities includes visits to special places within the community. We take special precautions to insure safety. We will notify you in advance of planned field trips and will require your written permission for your child to attend. Field trips are treated as enrichment programs and the cost for the entrance fees and transportation costs are above and beyond the tuition fees and must be paid prior to the child attending the field trip.

Parent chaperones are always welcome. Chaperones must be 21 years or older and are utilized on a first-come-first-serve basis. At times, parent chaperones that participate in field trips will be asked to pay for their own admission, and may be asked to drive their own vehicle to the place of visit. Only children who are enrolled at the time of the field trip are eligible to participate.

Teachers/caregivers keep toddlers and preschool-aged children together through use of a travel rope (a knotted rope stretched between 2 teachers/caregivers to which children hold on while they walk), by having an adult hold each child's hand, or by another means that keeps the children physically connected to an adult at all times. A designated adult supervises the children at the front of each group, and another adult supervises children at the back of each group.

Language and Culture

Language and Culture

The families come from diverse backgrounds and speak different languages. At the Pre-School we will be sensitive to these linguistic and cultural needs. We encourage children developing their home language skills and the acquisition of a second language. Basic Spanish and French instruction is offered throughout the year. Students learn common greetings, numbers, colors, months, and more.

Medication and Illness Policies

Medication

Written consent is required for all medication (e.g. over the counter, prescriptions, creams, injections, and the like). All prescriptions must be in original containers labeled with the child's name. Your child will be watched closely once medication is given, to see if any noticeable adverse reactions are happening. Should any adverse reactions be noticed, you will be notified immediately to come and pick up your child. All non-prescription medications must be in the original containers bearing the original label, child's name and age, expiration date and directions for dosages. Please drop off and pick up any medication with the director. The medication will be given according to the times on the prescription.

Kids Tech Academy staff will not administer medication to a child longer than ten days, unless there is written authorization from your physician. Authorizations to Dispense Medication must be updated every ten days. In addition, we will administer emergency care to any child who has asthma or allergies and needs to be treated with an inhaler or antihistamine in accordance with the instructions provided by the child's doctor. We will review our policies annually in order to assure that it meets the requirements of the Americans With Disabilities Act of 1990, 42 U.S.C. §§ 12181-89 and its implementing regulation, 28 C.F.R. pt. 36.

Illness and Injury Policy

Please do not send your child to school ill. We operate under Georgia Childcare Licensing regulations that do not allow actively sick children to be in the classroom. The staff is trained in First Aid/ CPR and recognizes the signs of communicable disease and other illness. If the child needs to be sent home because of illness, the Director will call the parent and the child must be picked up within the hour. The school has only limited facilities to make your ill child comfortable and we must guard the health of others in the pre-school. When the parent cannot be reached, the person listed as an emergency contact by the parent will be called. The child will be released to that person. Re-admittance to the program is allowed after 24 hours of normal temperature (below 99 degrees), and/or no other signs of illness for 24 hours, or by a doctor's signed statement.

A written statement of good health from a doctor will be required to return to the school when:

1. A child has contagious symptoms (e.g. vomiting, diarrhea, fever, rash or others listed on the National Board of Health's Communicable Disease chart).
2. A child has a diagnosed communicable disease (strep, head lice, pink eye, impetigo, etc.). We do not require a statement when a child has had chicken pox, but we will do a visual check to make sure all the pox are dried.
3. A child has undergone surgery or has been hospitalized.

Children returning with signs of illness or disease will be refused admittance. If a child is well enough to come to school, it is expected that s/he will participate in all activities. In the event of a medical emergency the director will immediately call 9-1-1 and notify parents. Staff members will initiate life-saving techniques as appropriate. We will remove other children from the area and the director will call the parent(s) as applicable. Your child will be transported by emergency medical services to Piedmont Fayette Hospital 1265 Highway 54 Fayetteville GA 30214, (770) 719-7001. After the crisis, the staff will complete an incident report and turn it into the director. The director will inform Bright from the Start within 24 hours of incident.

Notification of Communicable Diseases

Parents are responsible for notifying the Director of the center IMMEDIATELY upon learning that their child has a communicable disease. Parents of every child enrolled will be notified of communicable diseases that occur in within 24 hours. The Fayette County Health Department will be notified within 48 hours of any suspected outbreak of noticeable communicable disease.

Outdoor Play

Children play outdoors except when weather or air quality poses a significant health risk, defined as a wind chill factor at or below -15°F and a heat index at or above 90°F or poor air quality (e.g., an ozone alert) per the National Weather Service. Scheduled outdoor play activities and times may be shortened when conditions approach these limits. Precipitation (rain or snow) does not preclude outdoor play unless a child's inner clothing becomes wet. A special needs care plan or doctor's statement is required to make an accommodation for special needs. We also believe in the need for fresh air and outdoor play. When it is too cold (below -15°F) or too hot above 98°F) outdoors, we take a brisk walk outside, play in shaded areas, or provide alternate indoor activities.

Sunscreen and Sun Injury

Outdoor areas provide protection from the sun with shade and protection from wind with vegetation or wind-reducing fencing. Children use sunscreen and dress for the weather and sun exposure. Parents are urged to apply sunscreen on their children before they come to school. If a child does receive a sun injury, we will follow the Illness Policy. If sunscreen or insect repellent are sent to school, parents must complete and Authorization to Dispense External Preparations form before the staff can apply it. As appropriate for the weather, families must provide outdoor clothing that keeps their child dry and comfortable such as a raincoat, warm coat, boots, snow pants, mittens, and hats for cold weather or days when precipitation is expected. For sunny days, children must have lightweight clothing that is sun protective, including long-sleeved shirts and hats.

Nap and Rest Time

The daily program includes a quiet rest time as part of the children's daily schedule. Some children may need sleep; others only rest. We try to accommodate each child's rest needs. We want your child to feel comfortable during rest time. The school provides a crib or cot sheet for rest time. Infants younger than 12 months are placed on their backs for every sleep time unless the child's health care professional completes a signed-and-dated statement that the child requires a different sleep position. Infants always sleep in a crib on a firm surface. The crib must meet current standards of the US Consumer Product Safety Commission (CPSC) and ASTM for infant sleep equipment. Infants who fall asleep outside a crib are put in their cribs on their backs to continue sleeping. Except for a fitted sheet to cover the mattress and a pacifier, no other items are in an occupied crib with an infant, and nothing is attached to the crib or within reach of the child. Wedges, infant positioners, and blankets may not be used unless prescribed by the child's health care professional with a written note.

Nutrition: Food Policies

The center serves breakfast, lunch, and two snacks. Daily menus provide a healthy and well-balanced diet. Portions and balances are in accordance with the USDA and CCFP (Child Care Food Program) requirements. Children from 1 to 2 years are served whole milk. Substitutions can only be made with a doctor's note.

1. Substitutions will be made for food that your physician confirms *in writing* are harmful to your child (allergies, cholesterol, etc.).
2. Religious requirements will be honored, as we are able.
3. Other meal substitutions must be healthy and/ or in line with our food program menu. **Fast foods are not allowed in the academy at any time.**



CACFP meals requirements established by the United States Department of Agriculture:

Breakfast-Milk, Fruit or Vegetable, Grains or bread

Lunch-Milk, Meat or meat alternate, Grains or bread, (two different servings of) Fruit or vegetable
Snacks (Two of the four groups)-Milk, Meat or meat alternate, Grains or bread, Fruit or vegetables

Please do not bring fast food or candy with your child to school unless prior approval has been given. In the event your child's diet must be modified for health, cultural or religious purpose parents must provide all meals which meet USDA meal pattern requirements.

Please **use a permanent black marker** to label all food containers with the child's name and the current date (month and date should be sufficient), then place all food containers in a zip-loc type plastic bag. Please label the plastic bag with the child's name only.

Mealtimes are on a set schedule in accordance with CCFP guidelines. **Special diets, including nutrient concentrates and supplements, may be served only upon written instruction from the child's physician.** No exceptions or substitutions will be made for children who simply do not care for an item. Each child will receive every item on the menu to encourage, teach, and model the consumption of a balanced meal. Food is never used to punish or to bribe, nor will a child be forced to eat every item presented.

Eating together is a social learning experience. Children and teachers eat together; teachers eat the same meal in order to demonstrate and role model appropriate eating behavior and manners, proper conversation techniques, and trying new and different foods in a family-style dining experience.

Open Door Policy

Parents are always welcome and encouraged to visit our classrooms at any time. Open-door policy visits are an opportunity for parents to participate and observe their child's behavior. However, if you wish to discuss your child's progress, please make arrangements with your child's teacher to schedule a parent-teacher conference.

Personal Belongings

Each child has a cubby with his/her name on it. This is a special place for each child's jackets, extra clothes, blankets, and most treasured art projects. Please check your child's cubby each day and take home items such as important communication from teachers or administrators, clothes for laundering, and art work for display at home.

Toys from home create many problems in educational settings. For the safety of the children, the following are prohibited: electronic devices, jewelry, guns, swords, gum, candy, action figures, and money. ***Please leave personal belongings at home or in the car.*** Jewelry such as necklaces and hoop earrings can pose a threat to the safety of the children. We suggest that these items are saved for special occasions. Please do not allow your child to bring these items unless special permission has been given (e.g. show and tell, exhibits, and so forth). All banned items will be confiscated and returned to the parent. Our program **takes no responsibility for valuable items brought or worn to school.**

Disenrollment or Termination of Services

Our school reserves the right to revoke the enrollment of a child(ren) for any of the following reasons:

- Non-payment or excessive late payment of tuition fees
- Violation of the rules and regulations of the pre-school as outlined in this Parent Handbook and Agreement
- Physical and/or verbal abuse of staff or children by parent, child, guardian, or family member

Transitions

Transitioning from one classroom to another can be both an exciting and stressful time for young children as well as their families. We take measures to ensure that each child's transition is an enjoyable experience by taking into consideration his or her chronological age, overall development, and teacher recommendations. Please see your child's teacher for transition guidelines specific to your child's age group and individual needs. Typically students are promoted each fall unless there is a need to remain with a group for the child's best interests (e.g. until potty trained or verbal).

Transportation

Kids Tech Academy requires all students to provide permission to travel to and from our local area schools. No child will be allowed on our bus without written documentation. This document is always kept on the bus. Information must be updated each time insurance or other important information changes. Only children registered for before and after services will be allowed to be transported to and from school. It is the parent/guardians responsibility to inform the center their student did not attend school that day or was check out early. A \$25.00 fee will be assessed to those accounts that do not provide adequate transportation information to Kids Tech Academy.

Security

The Director and teachers are always on alert for unusual issues. These include: strangers on the property, unidentified packages, marks or bruises on children, etc. We report each of these to the proper authorities so that they can be addressed appropriately. Facility entrances are observed by a staff member and maintained locked from the outside but easily opened from the inside by school-aged children or adults. An alarm is activated when a door is opened from the inside other than the monitored entrance/exit door so that no one can leave the building unnoticed. The security system includes an alarm if anyone gains entrance without being recognized by the administration. The administration and support staff are the only ones authorized to operate the security system and monitor entrances to the building and the doors from the reception area into child care areas. Please do not prop doors or provide access to unauthorized individuals. Pets are not allowed on the property.

Water and Sand Play Policy

Periodically the classrooms are equipped with covered sand and water tables on wheels. This allows the tables to be used indoors or out. Tables are kept in the classrooms. Teachers provide close supervision to maintain good hygiene practices. Fresh water is used for each session of water play for a group of children and drained when the activity is complete. When swimming, wading, or other gross motor play activities in water are part of the program, each infant or toddler has 1:1 supervision with a teacher/caregiver having a hand on the infant or toddler at all times during the activity. For preschool-aged children, the required child:staff ratio during water activities for preschoolers is 4:1, and for school-aged children, 6:1. Clean sand is used and replaced frequently. Sand is securely covered when not in use.

Exceptional Students- Individuality

Each child is a unique individual who will be loved and treasured for who they are by the teachers and other personnel. We recognize that each child has talent, intelligence, and is capable of learning. We strive to create the best learning environment and provide for the needs of each child. Toward this goal, our curriculum varies from child to child as it is structured to meet his/her individual and differentiated needs. Your child may report that s/he is doing something different than his/her classmates. This may be true based on what each child needs in order to progress satisfactorily. We support inclusion of children with special needs and will make every effort to meet the needs of families with children with special needs.

Yearbook

Each teacher will compile numerous photographs of your child and his interactions with his/her peers and teachers during activities and field trips throughout the year. All of these educational experiences can be placed in a CD full of memories! School pictures are taken each winter for the annual yearbook. Picture packages and yearbooks may be purchased at that time.

Zero Tolerance

We have a zero tolerance for: mistreatment of children in any form; alcohol, drug, and smoking of any kind on the premises; weapons, guns, or dangerous supplies brought to the school. All chemicals are locked in secure cabinets or stored out of reach of the children.