

PREMIER LEARNING ACADEMY PARENT HANDBOOK

Premier Learning Academy welcomes you and your family!! Thank you for selecting our Academy as the right choice for your student/s. We feel it is our responsibility to make your experience here a positive one. Premier Learning Academy is a Christian based Preschool. Along with our daily education, we will also be reading Bible stories, singing Bible songs, and praying at meal times. This does not mean we will we assert our beliefs onto anyone.

If at any time you have questions or are not satisfied please let any staff member know immediately so corrective action can be taken. We feel open communication is key to a successful relationship between family and school.

Student Information/Hours of Operation

Age Groups – 2 years through 10 years of age

2 year olds must be in the process of potty training and we will partner with the parents to make this a positive and successful experience.

Premier Learning Academy is open during the hours of 6:30 am to 6:30 pm which includes but not limited to the following:

- Full Time Preschool & Childcare
- Part Time Preschool & Childcare (any 5 hours per day)
- Full Time Preschool Mon. through Friday
- Part Time Preschool M / W / Fri.
- Daily
- Hourly

This facility is regulated by the Arizona Department of Health Services, 150 North 18th Ave. Suite 400, Phoenix, AZ 85007, 602-364-2539. Premier Learning Academy is covered by Burns and Wilcox Center, 14631 North Scottsdale Road, Scottsdale, AZ 85254. Inspection reports are available upon request.

Suspected Child Abuse/Neglect

All staff members of Premier Learning Academy are mandated reporters of suspected child abuse and neglect. Reports of child abuse and neglect are given orally and in writing to Child Protective Services or to a local law enforcement agency as prescribed in A.R.S. 13-3620. The licensee or staff member shall notify the Department of the suspected or alleged child abuse or neglect by any means available within 24 hours of

the required report. Written documentation will be kept on file at PLA for the mandatory 12 months.

Calendar

We have developed a 'Year At A Glance' calendar for each parent so you will be able to plan vacations and your work schedule around our closures. The calendar will be in each packet for your convenience and extras will always be available.

Meal Times

At Premier Learning Academy we feel nutrition is a very important part of your child's health. We serve breakfast at 7:30 until 8:15 am, lunch at 11:15 until 12:00pm and snack will be served from 2:15 until 3:00. Menus are posted on the parent bulletin board and sent home in the monthly newsletter. Additional copies of menus are available upon request.

Food Allergies

If your child has any documented food allergies the facility will need a statement from your child's physician. Additionally, if your child has religious preferences please notify staff immediately so we can work collaboratively with you to meet your individual needs.

Celebrations

Birthdays are very special, they only come around once a year. We would love to make your student's birthday a special one. If it is planned ahead of time with the teacher, you can plan a birthday party for your student right here at Premier Learning Academy. You will be allowed to come to the room ahead of time, decorate and you may bring in stored bought goodies if you wish.

If you would prefer to have their birthday party on a weeknight or the weekend, you may rent a space from our facility in order to put on a birthday party yourselves.

Learning Labs and Activities

Learning Labs that are included in our day to day activity are: Circle Time, Reading, Phonics, Math and Pre-Math, Writing, Science, History, Computers, Arts and Crafts, Music, Spanish, Sign Language, Language Arts, Dramatic Play, and Gym.

Checking in and Out Procedures

It is Licensing Regulation that each student will be signed in and out of our Academy. This procedure aids in our monthly Fire Drills so we will have an accurate count of each student that is with us at the time of each Fire Drill. Failure to sign your student in and out on a regular basis could result in dismissal of our Academy for your student's safety.

School Drop off and Pick up Procedures

If your student is enrolled strictly in our Premier Learning Academy, we ask out of respect for your teacher's time, that your student be dropped off no earlier than 7:55 am and picked up no later than 3:10 pm. Teachers are constantly preparing morning and afternoon for your student's classroom successes so time is limited.

Transportation/Field Trips

Currently Premier Learning Academy does not provide transportation for any student enrolled. Additionally, all field trips will be scheduled at the center. All changes will be posted and parents will be notified.

Authorization to Pick Up A Student

Only individuals on the Emergency Paperwork are authorized to pick up your student. In the event that someone other than who is on your form is to pick up your student, a 'Pick Up Authorization Form' must be filled out and in the office. Please let said individual know ahead of time that identification will be required and we will make a copy of their driver's license.

Emergency Procedures

We will conduct Fire Drills monthly. Maps will be posted in each classroom detailing our procedures. All classes will proceed to their designated areas and remain in line until the **ALL CLEAR** signal is given to all teachers. Teachers will take role call of their students as soon as they have reached their designated areas and again when returning to their classrooms. **IN THE EVENT THERE IS A FIRE**, parents will be notified as soon as possible to pick up their student.

In the event there **IS SERIOUS INJURY OR ACCIDENT:**

911 Will be called immediately. The injured student will remain with a staff member until the rescue crew arrives. Parents will be notified as soon as 911 is called and the injured student is safely situated.

If rescue crew arrives before the parents, a staff member will accompany the student to the hospital until the parents do arrive.

All staff members are First Aid and CPR certified.

School closures due to an emergency - should we need to close due to weather conditions or otherwise emergency conditions, we will notify parents by 7:00 am that morning. Parents may also call the Academy for information.

Minor Injuries: soap and water will be administered to all superficial wounds and a bandage will be applied for protection. An accident report will be placed in the student's message center for the parent to sign. There will be two reports, one to signed to be placed in the student's file and one copy for the parent to take home.

Parking Safety

For the student's safety, please do not stop and park in front of the school. Each parent must park in the designated parking spaces. Please drive slowly and safely through the parking lot and observe the speed limits.

Pesticides

48 hours prior to any pesticide application occurs on PLA premises written information will be made available containing the following: brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; date and time of pesticide application; pesticide label and material safety data sheet; name and phone number of the pesticide business licensee and the name of the licensed applicator.

Sick Policy

Please do not send your student to school if your student has the following symptoms:

- Temperature of 100 degrees or higher
- Vomiting or severe diarrhea
- A rash of any unknown origin
- Discharge of eyes or ears
- Severe sore throat

Should your student become ill at school, he or she will be isolated within sight and hearing of a staff member and every effort will be made to keep him or her comfortable until the parent or authorized persons pick them up. The student should be picked up within one hour of notification. Your student may return 24 hours after he or she is symptom free. If your child has a communicable disease, he or she must remain home until they are no longer contagious or released from a doctor with a doctor's note accompanying the student when returning to school. Any contagious illnesses reported in the school will be posted. Medications will not be administered during preschool hours.

Medication Policy and Procedures

Prior to administration of any medication, the following requirements must be met:

1. Parent/legal guardian authorization to administer medication must be on file giving name of medication, time, duration, child's name, parent/guardian signature and date.

2. For all prescription medications, written authorization from a health care provider must be received. The authorization must indicate name of medication, dosage, time and dates to be given, possible side effects, and provider's signature.

3. All medication must be in the originally labeled container:

- Pharmacy label must be attached to prescribed medication.
- Staff/parent should label over the counter medications with child's name.

4. Medication must be received directly from parent/guardian. All medications will be counted upon receipt and recorded on the medication recording form.

5. Over the counter or non prescription medication can be given without a physician statement. Examples include: antihistamines, non aspirin, non narcotic cough suppressants, decongestants, anti itching ointments/lotions, diaper ointments/powders, sunscreen for children over six months.

All unused prescription and nonprescription medications shall be returned to parent when the medication prescription date has expired or the medication is no longer being administered.

Absences

If your student is to be absent for any reason, please notify the office as soon as possible.

Communication

Communication is very important between parent and the Academy. Various forms of communication will be used. Examples are: Class Letters, Notices, Accident Reports, Parent Conferences, Monthly Newsletter, etc. Your child will have a designated

Message Center box labeled with your student's name. Message Centers are located in our Lobby along with our Parent Communication Board. Parent conferences will be conducted on a regular basis so that we may work together to reach your student's goals. Please see calendar for conference dates. Make sure your message center is checked daily so you do not miss out on any important information.

Parent Involvement

Parents are a vital part of their child's overall success and the success of the Academy. We have an open door policy whereby you may visit your child's classroom at any time. We also encourage parents to volunteer or become involved in the following ways:

At Home:

- Supporting my child's learning at home; strengthening the connection between home and school
- Preparing materials at home (e.g., collecting items, sewing, making/drawing posters, cutting things out, etc.)
- Calling or e-mailing others about events, activities

At PLA Academy:

- Helping in the classroom
- Sharing my special skills, interests, or occupation (e.g., cooking, science, carpentry, music)
What would you like to share? _____
- Sharing a family tradition (food, music, dance, clothing)
- Helping with reading activities
- Assisting on field trips
- Helping with parent newsletter (or assist in the office, i.e., computer projects)
- Performing simple repairs or building projects for the classroom (e.g., toys, equipment, computers)
- Helping plan family activities (field trips, monthly gatherings, etc.)
- Helping with fundraising for the classroom/program

Discipline Policy

We believe discipline should be handled on an individual basis. Each student is unique in their own way and has their own understanding of each situation. We believe in redirecting, teaching the students how to problem solve and make the right

choices when presented with options. At Premier Learning Academy our goal is to 'bring them up in the way they should go ' and change their hearts and attitudes and to look at every situation as a learning and positive experience. Each day will be a new day and we start again.

If at any time your student's behavior is beyond the scope of our qualifications, we will give you a two week notice so that you may find a more appropriate school for your student.

Clothing

As stated in our curriculum, children can get messy at times. Please bring your student to school in clothes where they can participate in any event. Every student is required to maintain an additional set of clothes on site, labeled with their individual name.

Enrollment Procedures

To be enrolled in Premier Learning Academy, each student must be accompanied with a completed Enrollment Packet, Contracts signed, Immunization Records either completed by parents or faxed from your doctor, registration fee and their first week of tuition. We reserve the right to deny enrollment to any individual.

Tuition

All tuition payments must be in advance. You have several options on when tuitions can be paid as long as payment is received in advance. Options are as follows:

- Monday at the beginning of the week
- Monday at the beginning of every two weeks
- First day of the month due no later than the 5th

When paying monthly, if payment is not received by the fifth of the month a \$15.00 late fee will be assessed to your account and the student will not be allowed to return until your account is up to date. A two weeks written notice is required if you must disenroll your student for any reason. Our school will be closed for certain holidays according to our calendar and fees will not be reduced for these holidays. If there is a disenrollment and you have given us a two weeks written notice, we will be glad to refund any prepaid amount you have given us. If there is not a written two notice given, we will not be obligated to give a refund.

If you have not prepaid and you still do not give a written two weeks notice, your account will be accessed the two weeks tuition and must be paid upon your departure.

NSF Fees

We know that NSF checks do occur and it is not our objective to create an uncomfortable interaction. However, our bank charges for returned checks therefore we assess a charge to your account of \$25.00. Payment of the check and the check charge must be paid immediately upon discovery of returned funds. If your checks are returned on a regular basis, another payment option will be required.

Vacation Policy

Every family at Premier Learning Academy is entitled to a free 'week' of vacation time off site after they have been enrolled for 6 months. A two week written notice is required indicating you will be using your vacation time and your child will not be in class at the Academy. A two week notice allows the teacher to prepare lesson plans and provide curriculum your family can take with you. This provides a home link so your student will be on track with the class when they return.