

## ADMISSIONS AGREEMENT

Amazing Achievers Academy reserves the right to change, adjust, or cancel any part of these policies if we think necessary to do so. In that case, the parents, or guardians will receive a copy of the new or changed policies at least two weeks before they go into effect.

I have read, understand, and agree to comply with all procedures, policies and conditions set forth in the handbook and child enrollment packet presented by Amazing Achievers Academy.

<b>Parent's Name:</b>	
<b>Today's Date:</b>	
<b>Parent's Signature:</b>	
<b>Student's Name:</b>	
<b>Director's Signature</b>	



## Amazing Achievers Academy, LLC

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Phone: 954-544-2561 | License No. C17BO0796

[www.amazingachieversacademy.com](http://www.amazingachieversacademy.com)

# Parent Handbook

(Revised September 2023)

Welcome to Amazing Achievers Academy. The information contained in this Parent Handbook will introduce you to the philosophy and organization of our school. It will serve as a quick reference to the daily operating policies and procedures that we adhere to. Our school was created to meet the needs for safe high-quality childcare for the children of this community.

We look forward to partnering with you to provide a solid foundation for your amazing child to ensure successful growth and development. We will be happy to answer any questions you may have. Amazing Achievers Academy is an equal opportunity employer and provider.

**OUR MISSION**

We believe that our role as a school is to educate and support students and their families as we help to cultivate the love of learning in each student.

**OUR VISION**

Our vision is to provide exceptional childcare by providing consistent caregiving in an atmosphere where children can discover something new every day. It is our promise to provide a safe environment that gives our students opportunities to explore, create and communicate with other children and adults. Amazing Achievers Academy’s program is designated to include both planned and child led activities in response to children’s interests.

**HOURS OF OPERATION**

The Center is open from 6:00a.m. to 6:00p.m. Monday through Friday.

Amazing Achievers Academy will be closed on federal holidays and other festivities, furthermore, there is **not tuition reduction for the following holidays** listed. For example: If your child comes to school for **2 (two)** days in the week and is out for any reason the other **3 days** you will still be charge the **FULL TUITION**.

Amazing Achievers Academy will be closed during the following major holidays.

◆ Juneteen Day	◆ New Year’s Eve (if it is during the week)
◆ Independence Day	◆ New Year’s Day
◆ Labor Day	◆ Martin Luther King Jr.
◆ Thanksgiving Day	◆ President’s Day
◆ Day after Thanksgiving	◆ Good Friday
◆ Christmas Eve (If it is during the week)	◆ Memorial Day
◆ Christmas Day	◆ Veterans Day

## **PRESCHOOL PROGRAMS**

### **Toddler 1**

The toddler 1 program is designated to meet the individual needs of each child and to provide them with educational experiences that are meaningful. In our toddler one classroom, we provide a creative and stimulating program, which encourages visual, language, gross motor and fine motor experiences to enhance learning through their own natural curiosity and need for discovery.

### **Toddler 2**

The toddler two classrooms are designated to provide stimulating experiences for the children where they can learn and create something new. Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative areas where children can discover and explore. Our teachers offer tenderness, warmth, and patience so essential to this young age.

### **Preschool and Pre-Kindergarten Programs**

Our Preschool and Pre-Kindergarten programs prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence. Our preschool curriculum is designated to actively engage each child in developmentally age-appropriate activities including literacy, mathematics, science, social studies, arts, technology, and Spanish Language.

## **Kindergarten**

Amazing Achievers Academy will be announcing our Kindergarten program soon and registration information will be given on a timely manner.

## **NEW STUDENT ORIENTATION**

Fostering a strong home school connection is very important to Amazing Achievers Academy. We invite families to come and tour facilities with students before enrollment. We offer all families an Amazing DAY. During this time the director will go over our program philosophies and school routines and procedures. Once a family decides to register, they will have to complete the registration packet and include the child's most recent physical, immunization records, and birth certificate.

## **OPEN DOORS POLICY**

It is very important for Amazing Achievers Academy to foster a partnership between the school and the home. As a team both the parents and our school are very important to the development of each of our students. We encourage families to visit our school at any time to continue to strengthen this partnership. Unfortunately, the school cannot let the parents enter to the facility classrooms following Protocols in prevention of Covid- 19.

## **COMMUNICATING WITH FAMILIES**

In addition to conferences, there are many ways you knowledgeable about what is happening in your child's classroom:

- ◆ Daily or weekly bulletins (1 or 2 Years old)
- ◆ Monthly Newsletters
- ◆ Telephone calls
- ◆ Emails and texts Updates
- ◆ Daily Communication Sheets
- ◆ Family Fun Activities
- ◆ Journals/Take home Folders
- ◆ Social Media: Facebook and Instagram (amazing.aacademy)

## **FAMILY INVOLVEMENT**

Families are welcome to participate in school activities and school events cooperating with school and sharing their culture as well as participating in school field trips (out of campus).

Ways to get involved:

- ◆ Making things for the program
- ◆ Sharing their culture
- ◆ Sharing a talent or a job
- ◆ Participating in class activities or field trips

We request that all parents schedule at least two conferences per year to check in on student progress.

## **NON-DISCRIMINATION POLICY & AMERICAN WITH DISABILITY ACT**

It is our policy at Amazing Achievers Academy to provide all children with equal access and opportunity for admission without regard to their race, religious creed, nationality, disabilities, and or medical condition or any other special needs.

## **AUTHORIZATION TO RELEASE A CHILD**

A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only though notification in writing from the child's parent. Proper I.D. must be given before the child is released.

## **EMERGENCY CONTACTS**

Your emergency contacts listed on your emergency card will be contacted in the event that you are unable to be reached.

Please adhere to the following policies:

At least three (3) contacts must be listed with complete address and phone numbers.

Your contacts should know that they have been listed on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

## **SIGNING IN AND OUT**

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. Please, sign at the same time your child is received at our center. Children have to be dropped off inside the school (at the lobby). Minors will not be allowed to sign the school signing sheet parents/Guardian adult have to do so. There is the sign in and out book by the office door. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye **at the school's lobby.**

## **DISCIPLINE POLICY**

Children who are having difficulty for any reason will be offered the following:

- ◆ Re-direction
- ◆ Positive reinforcement
- ◆ Parent conferences

We have rigorous daily activities to keep students engaged in their learning. In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will be taken up to the office to sit with an administrator where he/she can gain talk with the director and given a cooling of period. The child will always be left in an area where he/she is in full view of, and can be supervised and supported by a staff member. Before the student returns to their group there will be a conversation between the child and a staff member will take place to guide the child back toward appropriate group behavior. A method of discipline which frighten, demean, or humiliates a child is strictly prohibited.

Unfortunately, there are reasons we have to expel a child from our program. We want you to know that we will do everything possible to work with the family before expulsion of the child is necessary. Prior to most expulsions, a parent will be called and an incident report will be sent home indicating the nature of the problem. The center will make every effort to work with the parent to correct the problem. If behavior does not improve, and center finds that they can no longer accommodate the child, the child will be expelled.

## **Immediate Cause for a Family to be Dismissed from the Program.**

- ◆ The child is at risk of causing serious injury to other children or him/herself.
- ◆ Parent threatens physical or intimidating actions towards staff members or other parents.
- ◆ Parent exhibits verbal abuse to staff or other parents.
- ◆ Failure to pay/habitual lateness in payments.
- ◆ Failure to complete required forms including the child's immunization records.
- ◆ Habitual tardiness when dropping off or picking up your child.
- ◆ Failure of Child to adjust after a reasonable amount of time.
- ◆ Uncontrollable tantrums/angry outbursts.
- ◆ Ongoing physical or verbal abuse to staff or other children.
- ◆ Excessive biting.

## **LATE PICK-UP POLICY**

When a child is picked up after 6:00PM the following fees are due at the time of pick up. After 6:00PM \$3.00 per minute will be assessed to the student account. If you are going to be late please call so proper arrangements can be made.

## HEALTH POLICIES

The risk of transmission of agents that cause infectious diseases is increased when children are gathered into groups for any reason. Therefore, we CAN NOT allow students to attend school if they have a fever, diarrhea, vomiting, and signs of ringworm, pinkeye, chicken pox, head lice, mouth sores, or anything else that is contagious. If your child has these symptoms, you will be asked to pick the student up immediately. If parent/Guardian cannot be reached, we will make all efforts to contact other emergency contacts listed on student registration cards.

### Re-Admittance to the school after illness.

- ✦ Fever: No child will be allowed to enter school if he/she was dismissed on the previous day with a fever event. Parent have to visit the pediatrician and bring the doctor's note, without exceptions.
- ✦ Covid-19: Parents with children with positive tests, must report it to school and the family can not return to the school until new Covid-19 test is negative.
- ✦ Chicken Pox: All spots must be completely dried up with no open sores and doctors note.
- ✦ Head Lice: All nits/eggs must be removed from the child's hair before the child will be admitted.
- ✦ Pinkeye: No drainage from eye and doctors note.
- ✦ Ringworm: sores completely dried up and doctors' notes.

No child will be admitted back to school under any circumstances after having a contagious illness without proper Medical Certificate. To be cleared by a pediatrician for group care, we need:

- ✦ The child to be seen by a doctor.

- ✦ A note from the doctor starting:
  - (a) A diagnosis
  - (b) That the child is not contagious
  - (c) The date that the child may return to group care

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

## HEALTH LAW REQUIREMENTS

State law requires a complete physical examination for each student. It must be within 30 days prior to enrollment if the child is over 6 months old.

An updated physical examination is required yearly, on the expiration date of the current physical. Your child will be excluded if their physical has expired until an updated physical has been submitted. Documentation of immunization is required from the child's physician, including regular updates.

## MEDICATION POLICY

Amazing Achievers Academy staff are not authorized to provide any kind of medication. If your child needs medication you must bring it from home in its original container. Medication will only be administered with signed parental consent form. All medication must be noted with child's name and exact amount that the physician has prescribed to be administered. All medication is kept locked away.

## IF YOUR CHILD BECOMES ILL AT THE SCHOOL

If your child becomes ill while at the school, we will call you; if you cannot be reached your emergency will be notified and asked to pick up your child. Please ensure that emergency

contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us if any of your contacts changes.

### **IN CASE OF INJURY**

Basic first aid will be performed. In the event of serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the Hospital Emergency Room, unless the parents have designated a different emergency plan.

### **CLOTHING-UNIFORM POLICY**

Children learn by playing; thus, they need to be comfortable. We ask that children be dressed in complete selected uniform clothes suitable for the many art, playground, and climbing activities. The school colors are Jade polo shirts with khaki bottoms. Parents should buy the uniforms and Nap Sacks from Amazing Achievers Academy. Two full sets of extra clothes should be kept at the school. Shoes need to be appropriate for indoor /outdoor play. Sneakers or rubbers-soled shoes are required for safe play. Unappropriated foot wear your child would not be able to participate in any outdoor play.

### **CHECKLIST: WHAT YOUR CHILD WILL NEED**

Individual cubbies will be available for each child so that personal items can be left at the school. **Please label all belongings**

#### ♦ TODDLER 1

Disposable diapers and wipes (5 changes per day)  
Two sets of change of clothes  
Nap Sack. Weekly as needed

#### ♦TODDLER 2

Disposable diapers and wipes (5 changes per day)  
Two sets of change of clothes including shoes/play clothes for outside  
Nap Sack. Weekly as needed

#### ♦PRESCHOOLERS

Two sets of change of clothes  
Nap Sack. Weekly as needed **PERSONAL BELONGINGS**

### **PERSONAL BELONGINGS**

A book to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Toys from home are not permitted in the center. Videotapes brought from home are not allowed. When curriculum themes relate, the school will provide these videos.

### **NEGOTIATING DIFFERENCES**

When a parent has a concern about some aspect of our childcare program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of all the children and staff as priority. Amazing Achievers Academy is always open to suggestions and feedback to improve the way we serve our families.

### **CHID ABUSE AND NEGLECT POLICY**

All staff at Amazing Achievers Academy are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal

punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Florida Department of Children and Families.

- ◆ Report online at <https://reportabuse.dcf.state.fl.us/>
- ◆ Call 1-800-962-2873
- ◆ Florida Relay 711 or TTY 800-453-5145
- ◆ Fax your report to 800-914-0004
- ◆ If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

### **STAFF HIRED BY PARENTS**

We strongly discourage our employees from making independent childcare arrangements with families at the school. However, in the event that you enter into an agreement with an Amazing Achievers Academy employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as private citizen and not as Amazing Achievers Academy employee.

### **MEALS**

Breakfast is served only between 7:30 A.M. and 8:30 A.M. children arriving later should already have eaten at home. Nutritious snacks are provided daily for all students. Parents must inform the center with a written request of any special dietary requirements, including food allergies. Candy and chewing gum are not permitted in the school. The menu rotates on a monthly basis. You will receive a copy of the scheduled

meals as requested. Please notify us of any allergies immediately.

### **REST TIME PROVISIONS**

Parents are responsible for providing and laundering weekly blankets and cot sheets. The Nap Sack needs to be taken home every Friday to be laundered and returned the following Monday. Rest time will be beginning at 12:00P.M. and end at 2:30P.M. No child is forced to take a nap; however, all students will lie down on their own mat during rest time.

#### **What to provide:**

- ◆ Two set of changing clothes will stay at school
- ◆ Book bags/tote-labeled with child's name
- ◆ Diapers/pull ups-labeled with child name
- ◆ Nap sack with blanket/cot sheet.

#### **What not to bring to school:**

- ◆ Toys
- ◆ Beads on children hair
- ◆ Jewelry of any kind
- ◆ Big thick blankets, comforters, bed sheets, etc. (only Nap Sack purchase from the school will be permitted).

### **CELEBRATIONS POLICY**

A Child's birthday is a big deal to that child. We want to celebrate every child. Please schedule with the school office the day and time you would like to bring cupcakes for the celebration. We recommend the parents to bring birthday staff between 3:00P.M. and 4:00P.M. All food for must be store bought.



## **FINANCIAL POLICIES**

Registration Fee: Annual registration fee of \$130.00 is payable upon enrollment of your child and is non-refundable. Annual registration will be charged at the end of each year. (Depending day of registration). Due day for all students is MONDAY, JUNE 12th 2023

Tuition is payable weekly the Friday of the preceding week. Therefore, if your payment is not received by Monday BEFORE 12:00M, you will be charged a \$25.00 late fee. In addition to the late fee, you will be charged with \$2.00 each day the payment remains unpaid. Money orders, cash, debit cards, and Zelle, are all acceptable forms of payment.

If the school is closed on Friday, you will require paying on the last day your child attends. There will be no refunds for days missed while the child is enrolled. Failure to make payments will result in automatic withdrawal and your child will not be admitted in.

## **CANCELLATION**

A minimum two weeks' notice in writing is required for cancellation without financial penalty. Parent/Guardian is responsible for any legal fees in attempt to collect a debit.

**CREDITS & ABSENCES:** No credit on tuition is given for a scheduled holiday, hurricanes, illness or family vacations because a spot has been saved for your child that cannot be filled on a short-term basis.

## **WITHDRAWAL POLICY**

In a situation where a student's conduct is harmful to themselves and to others dismissal from the school will be a consideration. Listed below are reasons for a student's withdrawal:

- ◆ Child's misconduct
- ◆ Not updating the Immunization Record and Good Health Certificate before expires.
- ◆ Excessive payment in arrears
- ◆ Inappropriate behavior of parents towards staff and children
- ◆ Non-compliance of school rules and regulations
- ◆ Falsification of documents

It is our mission to work together with each family so no student has to be withdrawn.

## **PHYSICAL EDUCATION POLICY**

Physical activities are essential for growing children. Here at Amazing Achievers Academy, the children spend 45 minutes in the morning outside doing large motor activities. In the afternoon we do indoor activities for another 45 minutes that consists of music and movement and yoga activities. Please ensure that students adhere to the school's dress code and where closed toed shoes daily for indoor and/or outdoor activities. On rainy days students will play indoor games that promote socialization, teamwork, and physical fitness.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, Amazing Achievers Academy will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the school's administration to make the decision to close earlier or open later

due to natural disasters. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees. Families will be notified of the decision to close in the following ways:

◆ Email	◆ Text message
◆ Phone call	◆ Social Media (Facebook and Instagram)

child from group to group to show the progress in cognitive, language, physical, social and emotional areas of development.

### **EMERGENCY PROCEDURES**

In the event that the children would be safer remaining indoors, we would shelter them inside the interior walls of the school. If our building is not considered to be a safe place for the children, we would relocate to the designated space in the back of school. Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers.

### **ASSESSMENT POLICY AND CHILD PROGRESS**

All age groups are assessed formally and informally to ensure that all students are meeting their learning goals. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children's actual performance. Our center uses a variety of methods such as observations, checklists, rating scales, and individually administered tests to chart student progress. All our assessments are kept in the child's portfolio, which follow the