



PARENT HANDBOOK

We would like to thank you for joining the Ivy Prep family . We look forward to serving you. We hope that this year will be a very prosperous year. We look forward to your 100% participation with the students. Our school motto is Excellence Begins Early!

POLICIES & PROCEDURES

AGE GROUPS

We will service children ages 4 months - 12 years ars of age.

HOURS OF OPERATION

The hours of operation will be yearly January-December of current calendar year from 7:30am-5:30 p.m(8:00am -5:00pm nursery) and 8:30am-4:30pm for summer camp Monday-Friday

ALL CHILDREN MUST BE AT SCHOOL NO LATER THAN 9:30 AM. INSTRUCTION STARTS AT 9:00 A.M. STUDENTS WHO REPORT AFTER THIS TIME WILL NOT BE PERMITTED WITHOUT A DOCTOR'S EXCUSE. NO EXCEPTIONS. NO CHILDREN WILL BE PERMITTED AFTER 11:00 am WITH OR WITHOUT A DOCTOR'S EXCUSE.

HOLIDAY/SCHOOL CLOSING

We will possibly be closed for the following holidays **(full tuition is expected)**:

- Dr. Martin Luther King Jr. B-Day
- Labor Day (Day of)
- Columbus Day (Day of)
- Memorial Day (Day of)
- Independence Day (Dates TBA)
- President Day (Day of)
- Spring Break (Dates TBA)
- Thanksgiving (Day before and Day After)
- Christmas (Dates TBA)
- New Years (Dates TBA)
- Summer Break (Dates TBA)

If weather conditions or other emergencies require closing of the center, delayed start, or early dismissal of school all parents should be aware of the center closing prior to the next morning. All parents should know that we are closed when Shaler school district schools are closed for severe weather.

ADMISSION REQUIREMENTS

All children must be between the ages of 4 months -12 years for admission to Ivy Prep . All parents will be required to pay a \$100.00 registration fee and the first invoice due , before first day unless otherwise notified by center director. Parents are responsible for supplying all immunization records (or affidavit against immunizations) for their child within 30 days of enrollment. Parents are also responsible for supplying all information needed to complete the child's enrollment file.

COVID WAIVER

Any student entering facility with a temperature over 100.0 F will be asked to leave the facility and may not return until 24 hours after last temperature reading under 99 degrees

TRANSPORTATION

No transportation will be provided unless a signed transportation agreement is on file, and times designated by [Insert Your Childcare Center's Name Here] are agreed upon by the parent.

CHANGE OF CLOTHES/UNIFORMS

We are a uniformed school, all students aged 1-5 are required to wear Monday-Friday. Uniform consists of: Orange and Navy-Blue solid tops ONLY and any uniform color bottom, Denim is allowed if necessary. All children must have a change of clothes on site. Children without a change of clothes on the premises will not be allowed entry. No open toe or open heeled shoes allowed (ex: crocs, sandals, flip-flops etc..). NO BEADS ALLOWED students aged 2 and under. Children entering with a wet/soil diaper on arrival parent is responsible for 1st change.

FEES

All fees are due the registration fees and current tuition must be submitted before childcare can begin. The parent is still responsible for the payment of fees whether the child is present in the facility. The parents must still pay for childcare on holidays, and center planned vacation days. In the event a child is sick, takes a vacation or etc. **We will not hold any slots without compensation from either #* 0! & the parent.** There will be a 3% increase yearly on tuition. The fee rates for Childcare Division are as follows:

INFANT-12 MONTHS: \$1650 monthly /\$825 semi -monthly
1 Year- 24 MONTHS: \$1600 monthly /\$800 semi -monthly
2 YEARS -3 YEARS: \$1545 monthly /\$775 semi- monthly
Pre school -Pre k:\$1500 monthly/\$750 semi -monthly
BEFORE /AFTERSCHOOL: \$600 monthly semi -monthly
ONE TIME REGISTRATION FEE DUE YEARLY OF: \$100 (includes 2 school shirts)

PLEASE NOTE THAT IF WE OBSERVE YOUR CHILD TO HAVE SEVERE BEHAVIOR ISSUES OR REQUIRE CARE WE ARE NOT ABLE TO PROVIDE IT WITHIN THE FIRST TWO WEEKS OF ENROLLMENT, WE WILL DISCONTINUE CARE AND CHARGE FOR THAT WEEK. ALL CHILDREN ARE ADMITTED UNDER A 2-WEEK OBSERVATION PERIOD TO ENSURE THE CENTER IS A GOOD MATCH FOR THE CHILD

LATE FEES

All children should be picked up no later than 5:30 PM. there is \$1 per minute late fee charge for each child picked up after 5:45 P.M, a 15 -minute grace period will be given on first occurrence only, any student picked up more than 15 minutes late 3 times or more in one quarter enrollment will result in discontinued enrollment. There is a \$2 minute per child late fee charged assessed on Fridays. Parents, please make arrangements to ensure that children will be picked up in a timely manner.

DISCIPLINE/BEHAVIOR ISSUES

We are committed to providing quality classroom management. Under no circumstances shall any physical discipline take place. Discipline shall include the taking away of privileges or when necessary quiet time. (i.e., reading a book, or another calming quiet activity. All children will be supervised during necessary quiet time) Staff shall use positive methods in guiding children back on task, shall encourage appropriate Behavior, and set clear limits and rules that children can understand. Staff shall match their expectations with the children's developing abilities and capabilities.

Staff shall praise the children's accomplishments as well as their attempts at tasks. Staff shall use positive, firm limit setting in situations where a child's safety is at stake. Staff shall assist children by redirecting them from inappropriate actions to activities that are more favorable. Staff shall not hit children or engage in any form of corporal punishment. Children shall not be subjected to cruel or severe punishment, humiliation, or verbal abuse. Children shall not be deprived of meals or snacks as a form of discipline. Children shall not be punished for soiling, wetting, or not using the toilet.

Severe Behavior Issues can and will result in immediate termination of service depending on the severity. Any behavior issues that have been identified OR communicated to the parent on at least 1 occasion will result in a two week notice for the child to find another center. Children enrolled will be under a 2-week probationary period to ensure this is the correct childcare facility for them.

Appropriate, respectful, and tasteful behavior is expected from all parents, guardians, and anyone dropping off the child, picking up the child, or attending any school functions. Inappropriate behavior by adults can and will result in non-enrollment as well.

MEDICAL EMERGENCIES

In the event of a medical emergency the child shall be immediately taken to the medical facility indicated on the medical authorization form. If no facility is indicated, or if it is a life-or-death situation then the child will be transported to the nearest medical facility. Each child shall have a prior medical authorization file on site. The child will be transported to the medical facility by AMBULANCE.

RELIGIOUS ACTIVITIES

At this time the center has no center sponsored or religious cultural activities, apart from Christian music being played throughout the day. However, we are open to suggestions.

ADMINISTERING MEDICATION

Only emergency medication (e.g., asthma pump, EpiPen, insulin) will be administered. For emergency medication to be administered each parent will need to complete a medication authorization form in its entirety. Parents will be contacted via phone call immediately if an adverse reaction to a medication occurs with their child. If any medication is needed, parent will have to administer to their student.

ACCESS TO AREAS

All parents have permission to access all center areas used by the child. Please sign in with a staff member if you wish to access any of these areas.

PARENT/CHILD/STAFF RELATIONSHIPS

All staff are under a strict Non Disclosure/Non Compete agreement with the [Insert Your Childcare Center's Name Here] Organization. At no time does [Insert Your Childcare Center's Name Here] allow the following between staff and parents:

1. At no time is babysitting or nannying allowed during times of school closings, employee off times, or any other times that the staff member is employed or contracted by the organization. This is a violation of the Employee code of conduct and grounds for immediate termination for the employee, and dismissal from the organization for the child and parent.

We do not condone nor tolerate gossiping or fraternizing of any kind between staff and parents. Discussing salaries, center issues, and the personal and professional issues/information of any staff member or parent is PROHIBITED.

WE STRONGLY DISCOURAGE THE DEVELOPMENT OF PERSONAL RELATIONSHIPS AMONGST STAFF MEMBERS AND PARENTS, AND HOLD ALL STAFF MEMBERS AND PARENTS OF ENROLLED CHILDREN TO THE STANDARD OF KEEPING THE INTERACTIONS STRICTLY PROFESSIONAL BY ADHERING TO THE ABOVE AT ALL TIMES.

INJURYS AND SICKNESS NOTIFICATIONS

In the event a child is injured at home, or a communicable disease is present it is the parent's responsibility to notify the center immediately. In the event a child is injured while at school or a communicable disease is present in the school it is the centers responsibility to immediately notify the parent or legal guardian. This will take place by a phone call from the director as well as a newsletter being sent home with each child (in event of a communicable disease. If the child has a communicable disease, they must be authorized to come back to school and must have a physician note present. The child will not be allowed to re-enter the facility without prior authorization from their physician. No child with diarrhea, pink eye, ringworms, fever (101 degrees or higher), or sore throat shall be permitted into the facility. If this occurs while in the facility a parent will be notified to come and sign the child out of school. They will be placed in the office away from children until a parent is able to pick them up.

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EVACUATIONS AND SEVERE WEATHER WHILE AT SCHOOL (EMERGENCY PLANS HAVE BEEN DEVELOPED AND ARE POSTED FOR PARENT VIEWING)

IN THE EVENT OF STRUCTURAL DAMAGE OR BOMB THREATS:

1. Sound the alarm
2. Call for help from another class or management if you are alone and need help.
3. Make sure all the doors are unlocked

4. Move children to the nearest lighted exit sign (in the rear or side door), if blocked due to flames exit out of the side or front doors or vice versa.
5. 1 or more teachers will assist the students in the front of the line and 1 or more teachers will assist the back of the line to walk uniformly down the sidewalk to parking lot .
6. Take a face to name attendance and account for every child.
7. The director or assistant director will notify and prepare a statement to address the parents and incoming calls.
8. In the event of a loss of electricity, children should be kept calm until power is restored or parents called.
9. All staff members should have a flashlight and fresh batteries for power outage.
10. In the event of loss water, management will provide that for you.
11. In the event of loss heat in very cold weather, children should be allowed to wear jackets or wrap up in blankets until the building is warm or parents called. In the event of loss of cooling windows will be opened to allow cool air to enter the classrooms. There are windows located in each classroom.

IN THE EVENT OF SEVERE WEATHER

1. Turn on the radio or television to listen to the news to inform you of the weather.
2. Stop all activity
3. Take shelter immediately
4. Director will alert teachers to be prepared
5. Move all the children to the back of the building. Have children sit with their heads between their legs and cover their heads with both arms. Always stay away from any windows.
6. All teachers will move toddlers/preschoolers into the bathroom with mats covering their heads.
7. All teachers need an attendance roster.

8. Take a face to name attendance and account for every child.
9. The director will continue to monitor the weather channel.
10. Remain in your designated area until local authority issues the "all clear" signal. 11. The director will alert the staff as to when the weather improves, and they can return to class and proceed with daily activities.
11. Teachers take roll call in their classroom.

LUNCH/MEALS

Breakfast, Lunch, Dinner and 1 snack will be served during the school day. Meals will be served and prepared inside the facility. NO OUTSIDE FOOD OR SNACKS, except for approved Birthday Parties. Parents ARE NOT allowed to attend any school birthday parties per school policy.

TRAVEL AUTHORIZATION

No child will be permitted to leave the facility on a field trip without a completed permission slip with their parent's signature, as well as a completed travel authorization form. The travel authorization form must be completed at the time of enrollment and will be used in conjunction with the permission slip for the ability for child to go on all field trips.

TODDLER CARE/DIAPERING

or all diapered children it is the responsibility of the parent to provide diapers, wipes, and all necessities associated with your child's diapering needs. Diapering will occur twice per hour, or however often needed based on child's frequency of soiled diapers. WE DO NOT POTTY TRAIN, we do, however, implement the level of training you provide at home for your child, to ensure we are not undoing any efforts being put into place outside of school hours. All potty-trained children are on a bathroom schedule which can be located in your child's classroom. Diapers without side opening are ARE NOT allowed, must snap, and unsnap without child needing to be fully undressed

ACCESS TO AREAS

All parents Need Permission to access center areas used by the child. Please sign in with a staff member if you wish to access any of these areas.

NECESSARY ITEMS

It is the parent's choice as to whether they will provide grooming or other accessories such as combs and toothbrushes. Sheets and covers for each child's mat/sleeping station will be provided by the parent. All children are required to have a change of clothing. Shoes are a requirement for entry into the facility. NO EXCEPTIONS

POSTED NOTICES

All information to include the license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather and fire, and statement for visitors will be available to parents always. No parent will be denied access to this information.

OBLIGATION TO REPORT

It is the obligation of Ivy Prep to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. It is also the obligation of the facility to report any suspected case of notifiable communicable disease to the local county health department.

WE DO NOT DISCRIMINATE AGAINST ANY CHILD, PARENT, EMPLOYEE, OR VISITOR REGARDLESS OF AGE, RACE, COLOR, ETHNICITY, OR RELIGIOUS BACKGROUND.

PARENT NAME (PRINTED) **DATE**

PARENT SIGNATURE **DATE**

DIRECTOR'S SIGNATURE

RATE SHEET MONTHLY

infant– 12 MONTHS:	\$1650
1 YEARS – 24 months :	\$1600
2 YEARS:	\$1545
Pre school / Pre -k:	\$1500

ONE TIME REGISTRATION FEE: \$100.00