A logo of a toy

Description automatically generated

Aunt Barbara’s at King Academy

Parent Handbook

At Aunt Barbara’s at King Academy, we are committed to providing a nurturing, inclusive, and academically focused environment for our children and families. As members of this team, each staff member plays an essential role in upholding these standards. The following expectations and code of conduct outline our shared responsibilities to maintain professionalism, respect, and excellence in our work.

Table of Contents

[I. Introduction 3](#_Toc189458072)

[II. Enrollment 5](#_Toc189458073)

[III. Financial Policies 6](#_Toc189458074)

[IV. General Information 8](#_Toc189458075)

[V. Parent Communication, Participation and Rights 11](#_Toc189458076)

[VI. Health Care Policies & Procedure 13](#_Toc189458077)

[Aunt Barbara’s at King Academy Communiqué 18](#_Toc189458078)

# Introduction

Aunt Barbara’s at King Academy

101 W. 48th St Ste 11-12 Jacksonville, FL 32208

Phone: (904) 915 – KING (5464)

[info@KingAcademyJax.org](mailto:info@KingAcademyJax.org)

Equal Opportunity Provider

Any child is eligible to be enrolled. A health form completed by the child’s physician must be on file before the child can be admitted. This health form should be renewed annually. It should include all the immunizations recommended by the state of Florida. The academy does not discriminate based on race, national origin, color, religion, sex, or disability. Applications for enrollment are accepted without regard to disability, race, religion, sex, or national origin.

Open Door Policy

The academy has an “open door” policy, which simply means you are welcome at any time as long your presence does not affect other children placed in our care. Additionally, an area has been provided for breastfeeding mothers to nurse their child/children.

 Philosophy and Mission Statement

Our mission is to provide high-quality, inclusive early childhood education that supports each child’s growth across academic, physical, and creative domains. We are committed to fostering a love of learning activities, development monitoring, and partnering with parents. We strive to build a community where children, their families, and our staff thrive.

**K – Knowledge**   
We are committed to fostering a love for learning, ensuring that children develop strong foundational skills that will guide them through their educational journey.

**I – Inclusion**   
We embrace diversity and create a nurturing environment where every child, family, and staff member feel valued, respected, and supported.

**N – Nurturing**   
We believe in cultivating a caring atmosphere where children can grow holistically—emotionally, socially, and academically—allowing them to reach their full potential.

**G – Growth**   
We are dedicated to the growth of our children, families, and staff by providing opportunities for continuous learning, development, and success.

Staff Expectation

Aunt Barbara’s at King Academy hereafter referred to as the academy, is a family-owned and operated child development facility. Our standards for care have been established above the minimum state guidelines. At the academy, we strive to maintain a diversified well-trained staff. All staff must complete the state-required early childhood training course **before** working in the center. In addition, the staff includes members with college degrees and CDA (Child Development Associate) Credentials. Our staff members are CPR certified and meet or exceed the licensing standards required by DCF (Department of Children and Families).

Hours of Operation

5:00 am – 9:00 pm Monday – Friday

5:00 am – 8:00 pm Saturday - Sunday

Holiday Closures

New Year’s Day

Dr. Martin Luther King, Jr. Day

President’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran’s Day

Thanksgiving Day

Friday after Thanksgiving Day

Week of Christmas

New Year’s Eve

Please see the calendar of events for closures.

# Enrollment

Process

Parents interested in enrolling their children should call the Center Director and arrange a visit. There is a $50.00 nonrefundable application fee to cover record keeping costs and to maintain the application if there is a waitlist.

Registration and Enrollment Forms

For the safety of your child and to comply with state regulations registration and enrollment forms must be filled out completely before a child stays at the center. New phone numbers, addresses, etc., must be updated as often as there are changes. The following items must be submitted at the time of enrollment: DOH School Entry Health, Certification of Immunization, Aunt Barbara’s at King Academy Enrollment Form, School Readiness and/or VPK Certificates, and DCF Forms.

Capacity

The center may enroll up to a maximum of 88 children per day.

First Day Orientation

We request that a parent visit with their child in the classroom prior to the child’s actual start date. An enrollment application must be completed by a parent prior to your child’s first day. During the first few weeks your child will be adjusting to a new place and many new faces. The staff is trained to deal with children experiencing difficult situations. A quick parental exit will assist the teacher in calming a child. Parents are welcome to call and check on their children.

Tuition Fee Charges

Childcare fees are based on enrollment and the space that we are reserving for your child, not solely upon attendance. To maintain a reserved space, weekly tuition must be paid during the absence of your child due to illness, holidays, vacation, or any other reason.

Digital Communication Consent

Aunt Barbara’s at King Academy publishes a variety of information about our centers via the web and other digital communication platforms. From time to time, we may wish to include your child’s work and/or photo on our website, bulletin boards, fliers, or in our graduation video or other forms of communication. Photos will only be used generically no names, identifying marks, physical marks, physical characteristics, clothing, or articles bearing the student’s name or any other means by which a student can be identified will be photographed. No other personal information about the student will be published on the website, bulletin boards, newsletter, fliers, or other forms of communication. We may also videotape and use portions of the video for educational purposes.

# Financial Policies

Registration Fees

A registration fee in the amount of $50.00 is due upon acceptance of your application. Registration and re-registration fees are non-refundable. Registration fees include the cost of T-shirts, nametags, child assessment enrollment, and student accident insurance.

Supply Fees

A monthly supply fee in the amount of $5.00 is due the first Friday of the month to offset the center’s cost to provide Kleenex, wipes, and sanitizing spray.

Tuition Policy

Friday — Tuition fees due for the upcoming week of care.

Monday — A $20 late fee will be charged if payment is not received before 6:30 pm

*If tuition, including any late fees, is not paid****before the close of business****on Monday, your child will not be allowed to continue care.*

Tuesday — Your child will be dis-enrolled, and their seat will be available to newly enrolled students until payment is received.

Weekly tuition amounts are based on time reserved for your child and not on the time a child spends at the center. **There are no reductions or adjustments in the weekly tuition rate should a child not attend the center**. We reserve the right to release any personal information for unpaid accounts to a collection agency.

Late Pick-up Fees

Children who are picked up late and remain at the center after 9:00 pm will be subject to the following late pick-up fees:

* Picking up your child after 9:00 pm (Monday - Friday)/ 8:00 pm (Saturday - Sunday) is subject to a $10 fee every 15 minutes after closing.
* We require that you sign the **Late Pick-up Statement** confirming the pick-up time; late fees will be calculated, and the total late fee **must be paid the next business morning** when you drop off your child. We cannot make exceptions to this policy.

A late pick-up fee of $10 will be charged for every 15 minutes (or portion thereof) after closing, for the first two late pick-ups. On the third occurrence, your child will be suspended for the remainder of the week. **Continued late pick-ups may result in the disenrollment of your child from our program.**

Potty Training Support Program

We have a **Potty-Training Support Program** to assist our families better. This program will include the services of a dedicated potty-training interventionist who will work closely with non-potty-trained children to guide them through this essential developmental stage. To help cover the costs of this program, there will be an additional **$15 weekly fee** for families with children who are not yet potty trained. This fee will enable us to hire specialized staff and provide the resources necessary to ensure each child transitions smoothly.

# General Information

Daily Sign-in/out

A daily sign-in/out kiosk is located on a desk and the computer cart in the foyer. The time your child arrives and departs along with your signature should be entered on your child’s sheet. If a VPK or School Readiness parent does not sign in or out per the requirements, then they will be held responsible for days to reimburse Aunt Barbara’s at King Academy. VPK Only students will be charged per the non-instructional guideline in the VPK Only Contract. A doctor’s note is required for return for absences over three days.

Late Arrival

**All children should arrive in their class by 10:00 am** to ensure that your child gets the most out of their school day. **We do not allow drop-off between 10:00 am and 1:30 pm.**

VPK students must be dropped off before the start of their class. Please review the VPK Contract and VPK Attendance Policy. Per the Early Learning Coalition guidelines, VPK students are not authorized to enter the VPK class once the class has begun. If your child has a medical appointment, a physician’s note must accompany their return to school. Please give us a courtesy call so we are advised.

Vacation or Occasional Absences

**No refunds shall be made for sick days or absences.** Refunds, credits, or make-up days cannot be granted. If your child has been ill for over two days, please call so we can advise you. Our teachers must know if a child will be absent for over two days.

**Children with a School Readiness Certificate or who participate in the Early Learning Coalition (ELC) VPK program must provide a note from their doctor if absent more than three days per month.**School Readiness administrators will *not*accept handwritten notes from parents. **A physician’s note is required.**

Families in the full-time program are entitled to two weeks of vacation. The two-week vacation consists of two separate periods of five consecutive weekdays. The two-week vacation is valid each calendar year (January 1 through December 31). Twelve (12) consecutive weeks of enrollment must have occurred before using the two-week vacation time. So, you will not be charged, **we require a two-week notice before the vacation time.**

Childcare fees are based on enrollment and the space we reserve for your child, not solely upon attendance. **To maintain a reserved space, weekly tuition must be paid during your child's absence due to illness, holidays, vacation, or other reasons**. Families in the full-time program are entitled to two weeks of non-billable vacation.

Babysitting

Negotiations regarding babysitting between staff and parents do not involve Aunt Barbara’s at King Academy. Hours, fees, and transportation are an agreement between the parent and the individual babysitting. This person must be on the child(ren)’s authorized pick-up list if they will be bringing the child home from school.

Birthday Parties

Parents may bring in a bakery or commercially prepared party food and drink to celebrate their child’s birthday (no chocolate please). Notify the staff at least two days ahead. We will be glad to distribute invitations for parties outside the center. However, we will not give out addresses.

Behavior Management Policy

At Aunt Barbara's at King Academy, our goal is to maintain a safe and orderly environment in which your child can learn. Therefore, we place a great emphasis on encouraging appropriate behavior in children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. To ensure the safety of all participants and staff, Aunt Barbara’s at King Academy will implement a positive discipline program.

|  |  |
| --- | --- |
| WE DO | WE DO NOT |
| Communicate with children on their level.  Talk with children in a calm quiet manner.  Praise children for positive behavior.  Apply rules consistently.  Set up the classroom environment to prevent problems.  Provide alternatives and redirect children to the acceptable activity.  Give children opportunities to make choices and solve problems.  Help children talk out problems and think of solutions.  Listen to children and respect the children’s needs, desires and feelings.  Use storybooks and discussions to work through common conflicts. | Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force on the body as a disciplinary measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)  Use any strategy that hurts, shames, or belittles a child.  Use any strategy that threatens, intimidates, or forces a child.  Use food or physical activity as a form of reward or punishment.  Shame or punish a child if a bathroom accident occurs.  Embarrass any child in front of others.  Leave any child alone, unattended, or without supervision. |

Biting Policy

Young children need lots of practice in learning the fine art of interacting and communicating with their friends and families in a positive way. They need positive guidance and understanding from parents and teachers. When children gain maturity and experience, and become preschoolers (3+ years old), they are expected to have developed appropriate ways of expressing themselves and interacting with their peers rather than biting.

Biting is a natural developmental stage for some children. It is usually a temporary condition that is most common between 13 and 36 months of age. Young children bite others for many different reasons. A child might be teething, or overly tired and/or frustrated. He/she might be experimenting or trying to get the attention of the teacher or his peers. Some young children have undeveloped verbal skills and are naturally impulsive. Sometimes, biting occurs for no

apparent reason.

The following steps will be taken if a biting incident occurs at our center:

• Staff will monitor biter's behavior very closely to proactively deter biting.

• Staff will stay calm and will not overreact.

• Staff will remove the biter from the situation to redirect the biter's attention.

• The bitten child will be comforted.

• The wound of the bitten child will be assessed and cleansed with soap and water.

• The parents of both children will be notified of the biting accident.

• Confidentiality of any child involved will be maintained.

• Appropriate forms will be completed for all children involved.

• The bitten area should continue to be observed by parents and staff for signs of infection.

Clothing

Bring your child dressed for age-appropriate indoor and outdoor play. (WATCH THE WEATHER REPORT FOR THE NEXT DAY). The academy believes that children learn best through play and hands-on activities. Do not send your child in dressy or expensive clothes and/or shoes. Be sure all coats, sweaters, and removable items have your child’s name imprinted on them. Tennis shoes and socks are recommended.

Meals and Snacks

Your child will be served a nutritious breakfast, lunch, and snack. **Breakfast**, including fruit juice, enriched or whole grain bread or cereal, and milk will be served between the hours of 7:00 am - 8:45 am to all children who have not had breakfast at home and who arrive before 8:30 am. **Lunch**, including a protein-rich food, one or more fruits and/or vegetables, enriched or whole grain bread, and milk, will be served between 11:00 am – 12:30 pm; **Supper**, between 6:00 pm - 8:00 pm (evening care clients only). Snacks, including fruit, vegetables, juice, or milk, and enriched cereal, bread, cracker, or cookie will be served. **Afternoon Snack**, 2:30 pm – 4:00 pm.

Please make other arrangements to feed your child/children if they will **arrive** after meals are served. If a parent misses’ mealtime, feeding the child/children is the parent/guardian’s responsibility. Weekly menus are posted so that you can view what your child will be eating each week. It is important that you advise us of any allergies your child may have.

# V. Parent Communication, Participation and Rights

Parent Participation  
Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit.

Newsletter  
To keep you informed about center activities, upcoming events, reminders and general announcements, we publish a newsletter monthly. We urge you to read it carefully. You'll also find that the newsletter can serve as a good discussion starter when talking to your child about the latest happenings at school.

Health Check and Child Abuse Reporting

Parents, please point out to the staff any existing cuts, bruises, bumps, birthmarks, etc. when your child arrives at the center during the health check. This health check is a mandatory requirement by the Department of Children and Families (DCF). The Director/Staff is required by State Law and the Department of Children and Families to report any suspected child abuse, neglect, exploitation, or threatened harm to the Child Abuse Hotline at 1-800-962-2873.

Release of Child

Each child must have a completed enrollment form on file that lists the names of all persons designated by the parent/guardian to pick up the child. The academy must be notified in writing if someone other than the designated person or persons is to pick up the child. Only adults (persons aged 18 or older) may pick up children from the center. The academy staff will never release a child to someone who is unauthorized or under-aged. A driver’s license/ state ID will be required for identification purposes.

Parent Complaint Policy

All complaints must be written and submitted to the Director in a timely manner. Complaint forms and a locked Suggestion/Complaint Box are available for your convenience. Use of the complaint form is not mandatory; however, alternative forms of communication **must be written**.

Withdrawal

A one-week notice is required when withdrawing your child from our center. If a request is received on Monday or Tuesday, this will count as a one-week notice. No verbal communication will be used for the one-week notice.

Criteria for Disenrollment

The Center may terminate the enrollment of a child if the child’s needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the Center. Parents will be notified of the reasons for termination and conditions for reenrollment (if any), in writing, a minimum of one month prior to the termination date. However, if the reason for termination is serious, termination can be immediate. A parent may contact the Director of Childcare Services if there are concerns regarding the Center’s decision to terminate enrollment.

Before the implementation of the termination of a child due to challenging behavior, the staff will take the following steps:

1. Meet with parents to discuss other options.
2. Provide referrals for evaluation and services.
3. Pursue consultation and training for the program.
4. Develop behavioral intervention plan at home and in program.

# VI. Health Care Policies & Procedure

Immunization/Physical Requirements

Each child is required by the Department of Children and Families to have a DOH School Entry Form and Certification of Immunization on file. **You have 30 days after enrollment to bring in these forms per DCF requirements.** Any child who does not have the proper medical forms on file will not be allowed to attend until the forms are on file and current.

DCF will fine the center $25 each day the form is expired. Aunt Barbara’s at King Academy reserves the right to impose these fees on the parent for non-compliance.

Safety, Incident/Accident Reports

While at the academy your child is under constant supervision. However, minor injuries may be sustained during play. When this happens, caregivers will administer the necessary First Aid and fill out an Incident/Accident Form for you to sign. We will notify you immediately if your child sustains serious injury or becomes ill. In the event of an emergency, 911 will be called and an ambulance will be summoned. An academy Staff member will accompany an injured child to the hospital. The academy staff member will remain with the injured child until the parent arrives. In the event, the center needs to be evacuated academy staff will call each parent/guardian/client to notify them of the situation and advise them to pick up their child/children.

Smoking

In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees and children, smoking is prohibited throughout our entire facility and grounds.

Sick Children

Children who are ill should not be brought to the facility, for their own good as well as for the good of the other children and staff. An informal health inspection as each child arrives will be part of the daily routine of the facility. The academy cannot accept a child who is experiencing diarrhea, vomiting, severe rash, constant cough, temperature over 99 degrees, or any child who has been diagnosed with a contagious/communicable disease (chicken pox, pink eye, etc.).

Children with a fever cannot return to our academy until 24 hours after the fever is less than 99 degrees. Children with diarrhea cannot return to our academy until they have a normal bowel movement. If symptoms appear while the child is in our care, the parent/guardian/client will be notified and will be expected to arrange for the child to be removed from the facility as soon as possible. If an ill child remains in the facility 2 hours after the parent has been notified, our standard late charges will apply (as additional staff will be required to supervise your child in isolation).

Following an absence from a severe illness, it will be necessary for you to provide a signed statement from your child’s doctor, releasing him/her from care before we can accept the child again. Re-admittance is at the discretion of the provider. Whenever the provider cannot care for your child due to sickness it is the responsibility of the parent to make alternate arrangements for child care.

**Some of the common conditions for which a child will be sent home are as follows:**

* *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.
* *Conjunctivitis* - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the prescribed antibiotics before returning to the Center, and all discharge must be gone.
* *Strep Throat* - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
* *Scarlet Fever* - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.
* *Chicken Pox* - Children can attend the Center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. **Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.** The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending if/when a vaccine-preventable disease is introduced into the program.
* *Ear Infections* (Otitis Media) - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
* *Respiratory Infections - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.*
* *Head Lice* - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.
* *Scabies* - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms, and soles. The rash is caused by a mite. The child may return to the center after one treatment.
* *Hand-foot-mouth disease - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.*

Medications

* **Prescription Medication for Children:** When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.
* **Non-Prescription Medication for Children:** When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.
* T**opical Non-Prescription Medication:** Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

When the above conditions have been met, administration of medication to children shall be limited to the Teachers or Center Site Director. **All medication is always stored out of reach of children**. Parents must provide a medicine spoon that corelates to the measurement type listed on the prescription. After medication administration window is complete, all remaining medicine shall be returned to the parent.

We request that the Center Site Director or Teacher be made aware of any medication that is brought into the center, even if it is teething gel. **NO MEDICATION OF ANY KIND SHOULD EVER BE PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY.**

Emergency Contingency Plans

Evacuation Procedures

1. Staff will remove the children for whom they are responsible from the building. Floor plans indicating the evacuation route are posted by the doorway in each room. Sign in/out sheets will be taken. Infants are placed in the cribs with the sturdy, large casters and wheeled out of the building.
2. They will go to the evacuation site.
3. Center Site Director/Person in Charge checks all rooms including bathrooms for stragglers or sleeping children, taking sign in/out sheets that may be left behind and the office red Emergency Binder for phone numbers.
4. At the evacuation site, attendance of children and staff is taken.
5. Staff will be prepared to move the children to another site (cafeteria) for traffic, weather, and/or emotional reasons.
6. A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander on the scene of the Belmont Fire Dept. and Security Services.
7. Parents will be contacted if circumstances warrant.
8. Evacuation drills are conducted monthly.

Fire Procedures  
The Center’s fire alarm procedure is to provide for the safe and speedy evacuation of the building during an actual or suspected fire. Employees are aware of the closest fire alarm pull station and fire extinguisher in their work area as well as with the following fire rules.

**If you discover fire or smoke:**

1. Pull fire alarm.
2. Dial 9-1-1 and give the location of the fire.
3. Evacuate the building (see evacuation procedures)

**If you hear the fire alarm:**

1) Evacuate the building (see evacuation procedures)

Natural Disasters – Hurricane, Tornado, Flood, Blizzard, Earthquake

1. If a natural disaster is forecasted in advance, the Center will close, open late, or close early based on the recommendations of the Governor, i.e. a State of Emergency.
2. If, during the day, the potential of a natural disaster was predicted with limited notice, the Center Site Director/person in charge would contact security regarding the best place to keep the children and staff safe.
3. If a natural disaster occurs unpredictably, the Center Site Director/person in charge would call for an evacuation (see above procedure); however, instead of bringing the children outside, the Center Site Director should consider the safest alternative, i.e. the middle room of the building, cafeteria, etc.

Loss of Power, Heat, Water

1. The local Facilities Department will be contacted to report the situation and request immediate assistance. The loss of power would affect heat, hot water and light.
2. An estimate will be given of when the power, heat or water will return.
3. Based on the above estimate and weather conditions, the Center Site Director, will determine whether to close the Center. If the Center does need to close, the Center Site Director will call the parents as soon as possible.

# Aunt Barbara’s at King Academy Communiqué

Our teachers will provide developmentally appropriate activities for your child. The staff has been trained in observational assessment and will advise you of your child’s academic progress and classroom behavior. The more days your child is in school the more he/she will learn. Please keep your child/children’s attendance regular. Please praise your child/children for the work that is brought home. If possible, create an area where your child can display his/her work (refrigerator door, family message board, space on a wall, etc.).

Periodic informational meetings and conferences are held for parents. Educational calendars are also provided monthly to advise parents of additional educational opportunities designed to reinforce the child’s learning. Please notify the staff of any concerns regarding your child so that we may work together to offer assistance or resources. Conferences are encouraged; these may be arranged through the director. Pick-up and drop-off times are usually busy; therefore the academy recommends scheduling appointments or using telephone conferences in order to discuss any issues or address any concerns.

Notice of Withdrawal

We must receive a written notice one week in advance prior to you withdrawing your child from Aunt Barbara’s at King Academy, or there will be a full week’s tuition charge. Parents will be given a written notice one week in advance should the Director of the center determine for any reason that a child should be dismissed. The provider may terminate without notice due to gross violations of center policies, or if the welfare of any child is in danger.

Enrollment Agreement

All who enroll their child/children at Aunt Barbara’s at King Academy must sign and acknowledge that they have received, read, and understand our policies and procedures, and agree to abide by them. Parents will be given a copy of the acknowledgment, and the original will be kept in your child’s folder.

Parent Signature Date

Director Signature Date

Parent Copy – Please Sign and keeps it for your records.Aunt Barbara’s at King Academy Communiqué

Our teachers will provide developmentally appropriate activities for your child. The staff has been trained in observational assessment and will advise you of your child’s academic progress and classroom behavior. The more days your child is in school the more he/she will learn. Please keep your child/children’s attendance regular. Please praise your child/children for the work that is brought home. If possible, create an area where your child can display his/her work (refrigerator door, family message board, space on a wall, etc.).

Periodic informational meetings and conferences are held for parents. Educational calendars are also provided monthly to advise parents of additional educational opportunities designed to reinforce the child’s learning. Please notify the staff of any concerns regarding your child so that we may work together to offer assistance or resources. Conferences are encouraged; these may be arranged through the director. Pick-up and drop-off times are usually busy; therefore, the academy recommends scheduling appointments or using telephone conferences to discuss any issues or address any concerns.

Notice of Withdrawal

We must receive a written notice one week in advance prior to you withdrawing your child from Aunt Barbara’s at King Academy, or there will be a full week’s tuition charge. Parents will be given a written notice one week in advance should the Director of the center determine for any reason that a child should be dismissed. The provider may terminate without notice due to gross violations of center policies, or if the welfare of any child is in danger.

Enrollment Agreement

All who enroll their child/children at Aunt Barbara’s at King Academy must sign and acknowledge that they have received, read, and understand our policies and procedures, and agree to abide by them. Parents will be given a copy of the acknowledgment, and the original will be kept in your child’s folder.

Parent Signature Date

Director Signature Date

Center Copy – Please sign and submit to Center Director