



Parent Handbook

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Welcome to Early Achievers Academy

Center History

The Early Achievers Academy LLC (EAA). has been providing high quality child care to parents in the Chicago, IL and Suburban Cook County area families for over 10 years. EAA was established as a home license daycare center in 2006 in the Beverly Community in Chicago. The original home daycare was created for parents who were in need of quality affordable childcare. It was also the mission of this home care center to provide early childhood development and creative arts and stem education to all the children care was provided for.

In August 2014, the home daycare owner/director decided to expand her educational reach by attending Adler University for her Masters in Clinical Mental Health with an enfases on childhood and family counseling. This educational journey was also coupled with early childhood development education with a direct approach to teaching STEM education. The decision was made to expand from home to center after careful preparation and a abundance of faith.

Children enrolled at Early Achievers Academy LLC are children of working parents and/or students, who need quality affordable care and education that goes above and beyond the state standards. The population we serve is a diverse group that reflects the race, ethnic and cultural diversity of the EAA community and the families we serve.

Philosophy

Early Achievers Academy LLC. is a leader in the child care profession, designing innovative and flexible educational opportunities that achieve superior outcomes for the children we serve and their families. We are cost effective and we deliver a continuum of care that meets the dynamic needs of the families we serve. We are committed to creating a culture that continually improves services, sustains a high quality, team-oriented work environment and provides quality child care and education that extends into future growth.

The Academy's staff is committed to promoting the well being of both children and their families. We provide a secure and happy atmosphere for children during these most important years of growth, development and learning. Children at the academy are offered an opportunity to participate in

a full program balancing the areas of intellectual, physical, social and emotional growth.

We are a full service, eco-friendly childcare and preschool located at 452 E. 83rd Street, Chicago, IL 60619 in the Chatham neighborhood of Chicago. We provide a high quality, early learning program's and STEM education for children 6-weeks to 12 years of age.

Early Achievers Academy (EAA) operates from 6:00 am to 12:00 am daily. We offer an innovative curriculum, low student-teacher ratios, great enrichment programs, and healthy meals and snacks. EAA is operated under the direction of Cassandra Wooden who can be contacted directly at 773-874-3100 office number. We are also covered by a commercial general liability with professional liability and we offer additional insurance for field trip excursions.

Our program operates based on the following principles:

- We acknowledge that each child is a unique person with an individual learning style, strengths, needs, interests and family background.
- Needs of the "whole" child are addressed in the educational program, not just the child's academic preparedness for kindergarten. This includes the child's social and emotional skills, language, cognitive and physical development.
- We believe that play is essential to all aspects of the child's development and is a source of joy to children. Meaningful play helps to establish important foundations for academic success later in life.
- Children need many hands-on concrete experiences with materials and phenomena and the time to explore them.
- Careful adult guidance is essential for the child's development.
- Parents are very important to the success of the program, as they provide support and information that helps staff plan activities and experiences that are relevant and meaningful for the children and their families.
- The primary goal of Early Achievers Academy is to create a positive, secure environment that encourages children to become enthusiastic learners and caring adults.

Admissions:

- **FOR NEW STUDENTS:**

Once you have made the very important decision to enroll your child at EAA, please complete and return the Application Form and pay a one-time \$25 registration fee (\$25 per child).

Upon acceptance, parents will need to:

1. Complete all EAA enrollment forms
2. Pay the first month of tuition if you are a CCAP client. If you are employed and receive bi-weekly pay, your first payment will be due at enrollment and bi-weekly thereafter.
3. Submit child's current health forms with proof of vaccinations, including results of TB skin test and lead screening
4. Submit a copy of your child's birth certificate

- **FOR RETURNING STUDENTS:**

The new school year begins in **SEPTEMBER!**

1. If you plan to continue with your child's current program (2, 3 or 5 days) in a new school year, there is no need to fill out a new application form. Please, submit a \$200 tuition deposit by March 31st in order to hold your child's spot in the summer program.
2. If you plan to change your child's current program for the new school year, please submit \$200 tuition deposit along with a written request for a change of the program by March 31st.
3. The deposit will be applied towards your September tuition and will become non-refundable after July 31st.
4. If you wish to switch from the 5-day program to a part-time program, you may do so at any time. Please note that switching back to full time will depend on space availability.

Arrivals and departures:

Drop-off parking is available for parents on 83rd street or Eberhart on the side of the building.

Upon arrival, parents must sign in with their name and time of arrival to verify their child has been delivered to school. As part of the morning routine, we ask you to encourage your child to place their belongings in the appropriate location and to change into their indoor shoes. When ready to leave, parents are encouraged to say goodbye to their child and leave relatively quickly to avoid prolonged separation anxiety.

Your child may cry when you leave. If you are uncomfortable, please feel free to call or email us later in the day to see how your child is doing. Usually children stop crying and get involved in an activity fairly soon after a parent leaves. Even children who are very happy throughout the day may, occasionally, protest when a parent leaves. Morning separation may also be more difficult on days when there have been changes at home, such as a parent traveling, a sibling on the way, moving, etc. It's important that you keep the teachers aware of any changes at home that may affect your child's day with us.

Children may leave EAA premises with an adult other than the parent only with the written and signed authorization by the parent.

Each age group has an entry door designated for their arrival and departure. Parents and guest dropping off and picking up children are not allowed to cross through the center. Pick and drop of must happen at the sign in and out point. This policy has been put in place to maintain safety and sanitary care environments for all students and staff in attendance.

Birthdays and treats:

Your child's birthday is a special day!!! At EAA, we encourage you to bring in a treat to celebrate. However, we do request that you speak to your child's teacher first in order to coordinate a healthy, non-allergenic snack. We strongly encourage fruit snacks over sweet treats, and we do not allow soda pop.

Biting: While biting is a normal part of the developmental process, the safety of

all children is our primary concern. Toddlers have limited vocabularies but strong emotions. Therefore, we work hard to empower each child to use words instead of actions when frustrated.

When a biting situation does arise, the following steps will be taken:

- The biting will be interrupted with a firm, "No, we do not bite our friends!"
- The bitten child will be comforted and given first aide if necessary.
- In a calm manner, the teacher will first help the biter use words to apologize to the bitten child and then to express his/her own frustrations in order to model a more effective problem-solving behavior for the future.
- If biting continues, the child will be observed and occurrences and behavior will be documented.
- If biting becomes excessive (2 bites in a one-week period) a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. Keeping consistency at both home and school will allow us to work together to reduce the amount of biting.
- In the event that our action plan does not work and biting incidents continue, the parents will be asked to make other child care arrangements for their child.

Cleaning:

In order to provide clean and healthy environment for our children we have a strict toy cleaning and facility cleaning policies:

- All dirty toys will be placed in a covered container throughout the day. All toys will be washed and returned to the classroom clean at the end of the day.
- Large toys and surfaces that cannot be submersed in liquid (table tops, wooden toys, battery operated toys, etc.), will be sprayed with the cleaning solution.
- All classrooms will be kept clean and in neat condition and general cleaning will be conducted on a daily basis MON – FRI by a hired private cleaning team after the school is closed.
- All linens from children's cots will be washed every Friday using eco-friendly laundry detergent. Young Toddlers' linens are washed twice a week.
- Parents are required to take child's blanket and pillow case home to wash every Friday.

Clothing:

At EAA we encourage play and we are not afraid to get dirty so we want your child to feel the same.

- Please dress your child in comfortable, season appropriate clothing that your child will not be afraid to get a little dirty.
- Please clearly label all clothing, shoes, scarves, mittens, hats, etc. with your child's name.
- We require children and staff to wear shoes inside our center that have not been worn outside. Playing on the floor is a big part of the childhood experience and we want to keep our space as clean and healthy as possible.

Communication:

Good communication is the key to a mutually satisfying child care experience. We have an "Open Door Policy" at EAA in order to maintain open lines of communication between the staff and the parents. Parents will be able to communicate with EAA staff by following means:

- All information about the school and classroom news will be distributed to the parents via emails and hand-outs and/or posted on our website and bulletin boards in each classroom.
- Daily notes will be left in cubbies for children under 3 years of age. These notes will include mealtime details, any activities or events the child enjoyed that day, nap schedule, diaper-changing log and potty times.
- Drop-offs and pick-ups are hectic times. Therefore, we ask you to refrain from prolonged conversations with teachers at those times. Parents may schedule appointments with a teacher or the Director if any concerns relating to a child's development or behavior shall arise. This way the teachers may devote their full attention to the problems and solutions.
- EAA holds parent-teacher conferences ONCE a year. You will receive a Developmental Report outlining the skills your child has acquired. Any concerns related to your child's development will be discussed with you on an ongoing basis throughout the year.

Diapering and Toileting for infants/toddlers/School age:

Children wearing diapers are checked regularly for wet or soiled diapers and are changed as often as necessary. Older children are given independent use of the toilet as needed, but additional supervised trips to the bathroom are scheduled for hand washing and time to use the toilet.

1. If the changing surface is not impervious, non-absorbent, place non-absorbent paper on changing table.
2. Wash hands well using IMSHS Hand Washing Procedures.
3. Gather items needed to change diaper: a fresh diaper; disposable latex, or equivalent, gloves; plastic bags and ties for diapers and clothes (if needed); and, damp paper towels.
4. Put on the disposable gloves.
5. Pick up child and carry to the changing table, keeping any soiled clothing away from you, and place child on changing table.
6. Remove any soiled clothing and securely tie in plastic bag to send home. (If clothing is extremely soiled, rinse out after completing these procedures and place in a clean bag.)
7. Unfasten the diaper, clean child's bottom as best as you can with unsoiled parts of the old diaper, wiping front to back, then place diaper aside out of reach of child.
8. Use the damp paper towels to clean the child's bottom from front to back until clean, making sure that the folds and creases of the thighs and buttocks are clean. Use as many towels as necessary.
9. Place used towels in/on soiled diaper; fold the diaper over and secure it with the tabs; put in plastic bag; tie and put in covered, plastic-lined, step waste receptacle.
10. Check for any spills under the baby; clean with damp towel if needed.
11. Remove the gloves and put them directly into the step waste receptacle.
12. Wipe your hands with a damp towel.
13. Slide the fresh diaper under the baby, adjust and fasten it.
14. Wash child's hands using the IMSHS Hand Washing Procedures.
15. Return child to play or crib area.
16. Remove disposable paper from changing table and place in step waste receptacle.
17. Clean any visible soil from the changing table.
18. Disinfect the table by spraying it with Bleach Sanitizing Solution*. Leave the solution on the surface for 2 minutes. The surface can then be wiped dry or left to air dry.

19. Wash your hands using the IMSHS Hand Washing Procedure. Diaper receptacles must be emptied as many times a day as necessary to ensure the lid will always securely close. Receptacles must also be emptied at the end of each day, no matter how full, and cleaned and sanitized (with Bleach Sanitizing Solution).

NEVER

1. **Never** leave a child alone on a changing table. Always collect supplies before beginning.
2. **Never** turn away from a child on the changing table. Always keep one hand on the child while reaching for other items.
3. **Never** change a child on the floor. Always place the child on the changing table.
4. **Never** use cornstarch or powder on child because it coats the child's lungs.
5. **Never** use ointment or lotion on a child's skin, unless diaper rash is present and a doctor has prescribed it or parents have signed authorization for use of a non-prescription preparation.

*Bleach Sanitizing Solution: Mix one-fourth cup of household bleach to one gallon of water or 1 tablespoon of bleach to one quart of water. This solution must be kept in labeled containers used only for this purpose, always placed out of the reach of children and not near food or drink items. It must be made fresh daily as it deteriorates rapidly, and the unused portion disposed of at the end of the day by pouring down the sink drain or toilet.

The teachers will look for signs that indicate a toddler is getting ready to be potty trained and encourage perseverance and self-confidence. Please speak to your child's teacher prior to starting the potty training process. We will work together to ensure that this process is as easy and successful for your child and your family as possible.

School Age Rest Room Breaks:

School age children will utilize the rest room in the school age area. They are the only children allowed to utilize these facilities.

Discipline:

We believe that each child has the right to a safe and respectful learning environment. The first step in achieving good behavior and discipline is through prevention. At EAA the children are provided with a good atmosphere in which to play that includes separate play areas, varied program planning, diversion

and good example. We also have 'rules' in the classroom. The children will know these rules and know there will be 'follow-up' on the part of the teachers if the rules are broken. Some examples of how the teachers discipline include:

- Getting down to the child's level and making eye contact.
- Taking the time to explain the misdeed to the child and helping the child make a better choice in the future by using words to explain his needs and frustrations.
- Offering alternatives or other problem-solving approach.
- Removing the child from the situation and giving him/her some quiet time with a one on one or a good book.

Emergency Closings:

In the event of severe weather or other unanticipated events, please refer to local television and radio stations for closing information.

As a general rule, if the Chicago Public Schools are closed, we will be closed too.

Emergency plan:

- **EVACUATION**

Center staff will evacuate the children as follows:

1. Evacuate anyone in immediate danger through the nearest exits to an area well away from the building.
2. Classroom teachers will be responsible for gathering their respective classes in a group and supervising an orderly evacuation to the designated assembly area.
3. Younger toddlers will be put in strollers and moved to the designated assembly area. For inclement weather, if possible, teachers will take appropriate supplies to protect the children.
4. Upon arriving at the designated evacuation assembly area, all children will be physically accounted for against the sign-in logs.
5. The Director will be responsible for calling the local authorities needed such as: fire department, ambulance, local police, poison control, and DCFS child care licensing from a cell phone once the evacuation is complete.
6. First aid will be provided as needed. Parents will be called to pick up their children. As needed, the local authorities will be called to aid in

transportation of children to an alternate shelter away from the center.

- **RELOCATION:**

1. Children will walk to the Dixon Elementary School a Chicago Public School at 8306 S. St. Lawrence Ave, Tel. 773-535-3834.

- **MEDICAL EMERGENCY:**

1. In case of a medical emergency with an individual child, the child will be taken to the nearest emergency room by ambulance with one of the teachers.
2. Please understand that immediate medical care will be sought first for your child. You will be contacted immediately after your child is in the care of a medical professional.

Feeding:

Healthy breakfast, lunch, and snacks are catered by Kim Straton's Kitchens and staff. All meals and drinks are included in tuition costs. Seasonal menus will be posted on our website.

Bottle Feeding/ Bottle Prep:

Food for infants not consuming table food may be provided by either the day care center or the parent, according to the center's written policy.

1. Flexible feeding schedule of infants shall be established to coordinate with parents' schedules at home and to allow for nursing infants.
2. Infants not consuming table food shall be fed in consultation with the parents. Feeding times and amounts consumed shall be documented in writing and available for review by the parents.
3. If provided by the day care center, formula shall be diluted according to the manufacturer's instructions using water from a source approved by the local health department.

4. Formula shall be milk-based, unless otherwise indicated in writing by the child's physician.
5. If the child's formula is provided by the parent, it shall be labeled, dated and refrigerated upon arrival at the center.
6. Bottles of breast milk and opened containers of unmixed concentrate shall be dated. When there is more than one bottle-fed infant, all bottles shall be labeled with the child's name.
7. All filled bottles of milk or formula shall be refrigerated until immediately before feeding. Contents remaining in a bottle after a feeding shall be discarded after 2 hours.
8. Formula prepared from powder or concentrate or an open container of ready-to-feed formula shall be labeled and dated. Prepared formula not used within 24 hours shall be discarded.
9. Breast milk may be stored up to 48 hours in the refrigerator or up to 2 weeks in the freezer before discarding.
10. Breast milk shall be used only for the intended child.
11. Frozen breast milk shall be thawed under cold running water or in the refrigerator. Bottles of formula or breast milk shall be warmed by placing them in a pan of hot (not boiling) water for 5 minutes or in a bottle warmer according to the manufacturer's directions, followed by shaking the bottle well and testing the milk temperature before feeding.
12. Bottles shall never be warmed or defrosted in a microwave oven.
13. Only sanitized bottles and nipples shall be used. Bottles and nipples reused by the day care center shall be sanitized by washing in a dishwasher, by boiling for 5 minutes or more just prior to refilling or by other method if approved by the Illinois Department of Public Health or local health department. Nipples are to be rinsed prior to washing.
14. No food other than formula, milk, breast milk, or water shall be placed in a bottle for infant feeding unless otherwise indicated by the child's physician, in consultation with the parents.

15. When children are exclusively bottle-fed or breast-fed, supplemental water shall be offered.
16. Juice may be fed from a cup when the infant is old enough to drink from a cup (approximately 12 months). No juice is permitted for children under 12 months of age. Juices shall be 100 percent fruit juice and limited to a 4 ounce daily serving.
17. Children under 2 years of age shall not be fed berries, candies, raisins, corn kernels, raw carrots, whole grapes, hot dogs, nuts, seeds, popcorn, raw peas or peanut butter, as these foods may cause choking.
18. Cooked carrots, corn, peas and bananas may be served to infants only if mashed, grated or pureed.
19. Human milk or infant formula shall be served to children younger than 1 year of age. Children between 1 and 2 years of age who are not on human milk or infant formula shall be served whole milk, unless low-fat milk is recommended in writing by the child's medical provider. Children 2 years of age and older shall not be served milk with a fat content higher than 1 percent, unless recommended in writing by the child's medical provider.
20. The use of honey for sweetening infant foods is not allowed.
21. Staff members shall wash their hands and the child's hands according to Section 407.320 before feeding each child.
22. Infants shall always be held for bottle feeding. Bottle propping and carrying of bottles or no-spill cups by young children throughout the day/night shall not be permitted, unless they contain plain water. The facility shall not permit infants to have bottles in the crib.
23. Foods stored or prepared in jars shall be served from a separate dish and spoon for each child. Any leftovers from the serving dish shall be discarded. Leftovers in the jar shall be labeled with the infant's name, dated, refrigerated and served within 24 hours or discarded.
24. In accordance with the American Academy of Pediatrics recommendations, solid foods shall be introduced generally between 4

and 6 months of age. The time of introduction shall be indicated by each child's nutritional and developmental needs after consultation with the parents.

25. Infants, according to their developmental ability, shall be allowed and encouraged to feed themselves. Staff shall provide supportive help for as long as each child needs such help.

Teachers need to be informed of children's allergies and special food requirements so that reasonable accommodations can be made. The teachers will encourage the children to eat a good portion of their meals. However, we will not force them to eat everything. Drinking water is offered several times daily.

Field trips and transportation:

Our lead teachers will choose and book field trips throughout the year.

- Field Trip Consent form must be filled out and signed by parents/guardians at the time of enrollment in order for your child to be able to attend field trips.
- Parents are always welcome.
- This is also a source of transportation for children who need travel to and from our center.
- We use the following licensed daycare transportation company to transport children for all of our field trips:

Kiddie Coach Transportation
3416 West 85th St., Chicago, IL 60652
Phone: (773) 471-5297

Fire and tornado drills:

In case of emergency, it is important that your child knows what to do. Fire drills are conducted once a month. Tornado drills are conducted twice a year. Evacuation routes are posted in all classrooms and all exits are clearly marked.

Grievances:

All grievances concerning staff members, policies, or procedures should be made to the Director of the program so that action may be taken to address the grievance. Parents may request a conference with the Director and any party with whom they have a complaint.

Hand washing:

In order to prevent illnesses EAA has the following hand washing policy:

Children/Staff must wash their hands:

- Immediately upon arrival
- After: using the restroom, diapering, playing outside, cleaning or using chemicals, administrating first aid (if possible), contact with blood or body fluids, assisting a sick child, taking out the garbage
- Before: eating, preparing or serving food, setting the table, giving medications, putting on protective glove.

Hours of Operation:

6am – 7pm	1st Shift
3pm – Parent Pick-up Time	After School

Holidays:

These days are considered no school days for our children. Notice will be provided 2-weeks in advance to remind parents of these off days.

- **New Year's Day. January 1. Monday.**
- **Martin Luther King, Jr. Day. January 15. Monday.**
- **Teacher Institute. May 7, Monday**
- **Memorial Day. May 28. Monday.**
- **Independence Day. July 4. Wednesday.**
- **Labor Day. September 3. Monday.**
- **Columbus Day. October 8. Monday.**
- **Christmas – New Years, December 25 - January 1**

Late pick-up:

We understand that city traffic can be unpredictable and things come up. However, we kindly request that every effort is made to pick your child up by 6:00 pm. If your child is in care in our second shift session, please pick

up your child by 12:00 am. Late pick-up fee is \$1 per minute payable to the teacher in charge. After 6:00 pm or 12:00 am the teacher will:

1. Wait 10 minutes and call the parents' home, work, and/or cell phone numbers provided on the child's emergency card. If contact is made, the teacher will wait for the parent to arrive.
2. If unable to reach the parent, the teacher will wait an additional 10 minutes and then call one of the alternate contacts who is authorized to pick up the child. The teacher will wait for the "Authorized Person" to arrive. If this person is unfamiliar, the teacher will check their identification before releasing the child.
3. If unable to reach the parent and the alternate contacts, the teacher will wait a total of 60 minutes and then call the police (2nd District Police Station at 5101 S. Wentworth, Tel 312-747-8366).
4. The teacher will follow police instructions and remain with the child until the situation is resolved (parent arrives or law enforcement officials take responsibility for the child). Under no circumstances will a staff member use their personal vehicle to transport the child away from the center.
5. In extreme situations, such as the parent is in an accident, the late fine assessments will be evaluated on an individual basis.

Mandated reporter:

According to Illinois State Child Abuse and Neglect Reporting Act, as childcare professionals, all of EAA's staff members are mandated by law to report all suspected cases of child abuse and neglect.

Medication administration:

- All parents whose children have severe allergies or asthma will be required to fill out the Allergy Form which will include a child's picture, symptoms, physician's information and the procedures for administering medication. These forms will be posted in the classrooms.
- Parents have to submit a written permission slip for administering any prescription medication along with the doctor's prescription note.
- All medication brought into the daycare and administered to a sick child must have:

- The original package or container.
- First and last name of the child on the container.
- The name and phone number of the health professional who ordered the medication
- The date the prescription was filled and an expiration date
- Specific instructions for giving, storing, and disposing of the medication.
- All administration of prescribed medications and non-prescription medication will be recorded in a medication administration log with the date, time, child's name, name of the medication, and the dosage given and the name and signature of the staff member administering the medication.

Naps:

- All children will be encouraged to nap. The younger the child, the more individualized the schedule for sleeping is. While our young toddlers' schedule includes a schedule nap time, our toddlers are allowed to rest in the quiet corner when they feel the need, while teachers play with those who are awake.
- For older toddlers and preschool age children a quiet time is scheduled after lunch.
- The teachers are available to "rub backs" and generally maintain the restful atmosphere. Children who do not sleep after 1 hour and children who are up before nap time is over, are permitted to quietly look at books or engage in quiet projects while the other children sleep.

Outdoor play:

- All children play outdoors at their scheduled time each day, weather permitting. A parent's request to keep their child inside is difficult, if not impossible, to accommodate because staff are not always available to provide supervision to an individual child. In this case, the parent may choose to keep the child home.
- We WILL go outside unless it is colder than 20 degrees F, wind chill considered, or hotter than 100 degrees F, so please be sure your child is dressed for the weather. Do not worry about your child being outside for very long, because teachers get cold/hot long before the children do!

- **Children must exit and enter through the 2-4 year old classroom rear class area door. For Dixon school playground trips children are exiting through their designated classroom door.**

Family night out:

Please check the calendar for the dates of our quarterly complimentary Family Night Out. You can bring siblings if they are older than 15 months to experience a night out at EAA and see what's to come class room trips and family outings.

Payment policies:	Weekly Rate
0 to 15 months	\$275
15 months to 23 months	\$275
2 years to 3 years	\$250
3 years to 4 years	\$250
5 years - After School Program	\$225

***\$50 Registration application fee. *CCAP clients must pay daily CCAP rates until they are approved and a credit will be applied upon approval for all previous payments.**

1. Our rates include all permanent and rotating enrichment programs, healthy meals, snacks and drinks, diapers and wipes. Field trips are extra and after school program pick-up/drop-off service.
2. Discounts: EAA is pleased to offer a sibling discount. When both siblings are enrolled in one of our programs, we apply a 15% discount to the lowest tuition
3. The tuition is due on the 1st of the month. There is a 3- day grace period if the 1st of the month falls on Saturday or Sunday. You will be charged \$50 late fee if payment is more than 5 days late.
4. Absences: Childcare fees are based on enrollment, not attendance. Therefore, to maintain your child's spot in the classroom, fees must be paid during the absence of the child due to illness, holidays, vacations, school closings, or for any other reason.
5. Parents wishing to remove their child from the program for one entire month or more are required to pay 85% of the monthly tuition to hold their child's spot.
6. Your 1st month tuition will be prorated if your child begins school in the middle of a month.
7. Late pick-up fees: Failure to pick up your child by the agreed upon pick time will require an additional charge of \$1 per minute payable to the teacher in charge.

8. Accepted payment types: checks, EFT, ACH, money orders, cashier's. Credit card payments have a 3% fee.

checks, or cash. Return check fees are \$45 payable and no checks will be allowed thereafter.

9. Tuition rates are subject to change at the beginning of the school year.

10. CCAP payments must be received within 30-days, if not parents are responsible.

11. Parents can off-set their tuition by participating in bi-weekly fundraisers. Please ask the administrator for more information.

Preparing your child for school:

The following hints to prepare your child for school may help alleviate some anxieties your child might have about school:

- Speak positively about school and the good things it offers.
- Schedule a play date a week before your child starts school. Getting acquainted with a new environment when a parent is present may significantly reduce your child's anxiety on the 1st day of school.
- Saying goodbye is easy for some children; for others there is a natural fear of being left by their mother or father, even when it is just for a few hours. In some case's it may be easier to leave promptly at the door and allow the teachers to handle the situation.
- Our teachers are very experienced in handling separation anxiety of both the parents and children, and will be happy to discuss coping strategies with you.

Sick child policy:

Children and staff with a known or suspected communicable disease are not permitted to attend class.

- Arriving children and staff with any of the following symptoms will not be permitted at school: fever of 100°F (under arm) or higher, vomiting on 2 or more occasions within the past 24 hours, sore throat, earache, diarrhea, rash, eye discharge or pinkeye.
- Children/staff diagnosed with Swine Flu and other types of flu are required to stay at home for at least 5 consecutive days and return to school with the doctor's note.

- For head lice, children and staff may return to school after treatment and clearance.
- For scabies, children can return to school after treatment.
- Children will be readmitted with a doctors note stating that return is safe.

Stroller storage:

For your convenience you may use the rear storage to store your personal strollers. Strollers must be removed daily, as you will NOT be reimbursed for the stolen or damaged items.

The storage space is limited. Please, be considerate of other parents and use small size strollers if possible.

Tardiness:

You can drop off your child at the academy as early as 6:00 am, but no later than 9:00 am. This will ensure that your child is ready to start the day on time without creating a distraction to teachers and fellow students. EAA's educational program starts promptly at 9:00 am. Occasional tardiness due to doctor appointments and unforeseen circumstances will be forgiven. Otherwise, you will not be admitted after 9:00 am.

Please, have your child at the Academy before 8:30, if your child needs breakfast.

Termination of enrollment:

Enrollment will be considered terminated under the following circumstances:

- The Academy receives a 30-day advance written notice of withdrawal. We understand that a situation may arise, where you will need to withdraw your child from EAA. However, a 30-day written notice will give us time to enroll another child.
- The Parents fail to comply with the Parent Handbook, or any other rules of EAA.

The Academy, in its sole discretion, determines it is unable to meet the needs of the Child, or that it is not in the best interest of the Academy or other children enrolled to have the Child continue in attendance. However, there are several measures that will be taken before dismissal occurs:

1. The teachers will document the behavior.
2. The director, parents/guardians, and teachers will meet to discuss

any behavior concerns.

3. An Individualized Behavior Plan will be created and agreed to by staff and parents/guardians (behavior consultants may be used to support the staff).
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.
5. When the efforts to bring about change have been exhausted, parents/guardians and the director will meet to determine the next course of action.

The Academy and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Toys:

A familiar object or toy from home is soothing for many young children. Please do not send any violent toys or too many items as our staff cannot keep track of all the toys that do not belong to the school.

What to Bring on the 1st Day of School:

1. "Indoor only" pair of shoes or slippers
2. A comfort toy for nap time
3. Change of clothes (pants, shirts, socks, underwear).
4. Blanket & small pillow (optional)
5. Weather appropriate items – boots, snowsuits, raincoats, sun hats,
6. Water bottle

CERTIFICATE OF RECEIPT

I, _____ have received a copy of the Early Achievers Academy LLC., PARENT HANDBOOK, and I understand that it is solely for the purpose of summarizing the school's current policies and rules. It is not intended to be a contract or guarantee of enrollment, and certain portions of this handbook may need to be amended or eliminated from time to time without advance notice.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____