



Early Learning Academy

Where Children Learn, Play and Grow

Parent Handbook

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www.ELABoca.com

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Welcome

Welcome to the Early Learning Academy in Boca Raton FL.. where your children learn, play & grow. We provide childcare for your children ages 2- 5 years old. This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy as long as the child is enrolled in this program. It will answer many of the questions you have about the Early Learning Academy.

Mission Statement

Our mission is to provide high quality, safe and excellent care for our children from 2 to 5 years old at the Early Learning Academy. The Early Learning academy offers each child to develop physically, socially and cognitively according to their individual learning style. Our goal is to support children's desire to be life-long learner. Early Learning Academy is committed to families we serve, providing support and encouragement. We offer full and part-time programs. Our program is designed to meet the special needs for our children in a safe and nurturing environment.

Our Philosophy

Early Learning Academy believes that our program and services offer developmentally appropriate curriculum and we strive to enhance social, emotional, physical and intellectual growth in young children. Helping children to develop a deep love and respect for themselves, others, and their environment occurs through an open sharing of ideas and a judicious approach to discipline. We believe that quality childcare facilitates the healthy growth and development of the child. The children will receive the guidance and structure they need. Our goal is to provide a place where children know that they are accepted, loved, protected. Our job is to make sure that each child has numerous positive experiences and interactions throughout each day. The staff at the Early Learning Academy encourages appreciation of the joy and value of learning, generates curiosity, initiative, creativity and independent thought, develops communication and coordination skills, and stimulates expression through art and music.

Hours and Days of Operation

Early Learning Academy will be in operation Monday through Friday
7:00am to 6:00pm.

Holiday Closures

New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday,
Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve,
Christmas Day, Memorial Day, Veterans Day

Accidents and Emergency

The center has planned several procedures to follow in the event that an
emergency would occur while a child is in the center's care.

All of our staff members have their First Aid and CPR training.

Illness

Early Learning Academy provides children with a clean and healthy
environment. However, we realize that children become ill from time to
time. We ask that you not bring a sick child to the center. They will be
sent home.

A child with any following symptoms will be sent home:

- Temperature of 100 degrees F or higher
- Diarrhea, more than one abnormally loose stools within a 24 hour
period
- Severe coughing
- Difficulty breathing
- Vomiting
- Lice

If your child does get sent home for one or more of these symptoms, you
will be required to bring in a sick note from their doctor when they
return. Your child must be symptom free for at least 24 hours, without
the help of medicine, in order to be safe to return to school.

Meals and Snacks

Parents are required to provide a food and drink for their child. It is recommended the meal consist of nutritional foods.

Food Allergies

Please notify the child care program in writing of any food allergies or dietary restrictions.

Drop off and Pick up

It is mandatory that you sign your child in and out everyday. Our staff assumes responsibility for your child once they are signed into the program and enter our center.

Medications

The center will not administer medication to a child. The parents must administer medicine to the child before the child gets dropped off at the center.

Supervision Policy

The major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff is alerted to the safety needs of the children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures.

Discipline

Children who are having difficulty for any reason will be re-directed to another activity with teacher assistance. If 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 the director where he/she can gain enough self-control to rejoin the group. 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. Interaction between the child and a staff member will take place immediately following the separation to guide the child toward appropriate group behavior. A method of discipline which frightens, demean, or humiliate a child is strictly prohibited.

Child abuse

All center staff are mandated reporters of child abuse. If a staff has suspicions that a child is being abused or neglected, they must make a report to the local children's service agency. The safety of the children is always our first concern.

Policy for expulsion from school

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

- 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, serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Guidance policy

Early Learning Academy's staff believe that helping the child to learn self control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. Positive reinforcement and redirection will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

Confidentiality

All information about families and staff, including life circumstances are kept confidential. No personally identifying information will be released or discussed outside the center.

TV/Video Policy

Video and Television will be used sparingly and only to enhance learning and with teacher supervision to ensure activities. On occasion, a video may be relevant to a theme unit. Educational videos will be permitted. TV/video viewing is limited to 30 minutes. Children will not be watching TV/Videos on a regular basis.

Tuition Fees

Full-time hours : 7am-6pm

Part-time hours : 8:30am-2:30pm

2 years old

Full-time \$250/week

Part-time \$225/week

3 years old

Full-time \$235/week

Part-time \$210/week

4 years old

Full-time \$220/week

Part-time \$195/week

Aftercare drop-off

\$75/week

Camps (ages 5-6) 7am-6pm

Summer \$195/week

Winter \$195/week

Spring \$195/week

Thanksgiving \$185/week

No School Drop-off 7am-6pm

\$85/day

Late fee: \$10 late fee charged if payment is not received by Wednesday on the week that is due.

Payment Policies

Tuition: Tuition is added onto your Procure account on Sunday for the week and payments are due no later than Monday. A late fee of \$10 will be added if payment is not received by start of business on Tuesday. If tuition payments is not received by Friday, your child will be unenrolled and there will be a \$100 re-enrollment fee if you decide to stay.

Vacations: The center must be notified of vacation dates at least 2 week advance. Each child has 1 free vacation week per year. Afterwards, the full weekly tuition is expected.

Holidays: Full tuition is due for any periods including holidays. Staff receive these days as paid holidays.

Sick Days: Families receive two \$50 sick weeks per year, after which the full tuition is expected for the week even if your child is out sick.

Registration fee: An annual, non- refundable registration fee of \$200.00 is charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

Returned checks: A \$35.00 fee will be charged for any returned checks due to insufficient fund and the parent will be required to pay in cash or credit card until all account balances are settled.

Inclement weather: On rare occasion, it may be necessary to close the center due to poor weather conditions We will make every effort to open our doors at the normal time. If circumstances should arise, watch the the weather channel. If palm beach county schools are close due to bad weather, we will also be closed. On these occasions, regular payment is expected

All checks are to be made payable to: Early Learning Academy

Open Door Policy

We carry an open door policy, you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted

Emergency Closing

In the event of an emergency, Early Learning Academy follows the same emergency closing as the Public Schools and/or Palm Beach County.

Non-discrimination policy

It is unlawful for any Early Learning Academy staff member to discriminate in the enrollment of children and families at the Early Learning Academy on the basis of race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status.

Parent involvement

Parents are welcome to participate in the class activities and school events.

Conference

Parent-teacher conferences are held on a regular basis to discuss your child's progress, adjustment to the center and other issues of concern to both parents and teachers.

Pandemic

Any information in this parent handbook may be subject to change due to an emergency health shut down or pandemic/epidemic.

AGREEMENT PAGE

I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated.

Signature of

Parent/Guardian _____ Date _____