



# Early Learning Academy

Where Children Learn, Play and Grow

## Parent Handbook

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

## Welcome

Welcome to Early Learning Academy in Boca Raton where your children will learn, play & grow. We provide childcare for your children ages 2- 5 years old. This handbook contains information regarding our 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 Early Learning Academy and our policies.

### ***Our Mission***

The purpose of Early Learning Academy is to provide and promote licensed, high quality, affordable, and accessible early learning and child care programs to meet the needs of children and families in our community.

### ***Our Vision***

Early Learning Academy exists to provide a safe, developmentally inclusive environment for preschool and school age children. Our focus is to provide a stimulating early learning and child care experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support and nurture the children's, as well as our own natural desire to be life-long learners. We are committed to the families we serve, providing support and encouragement.

### ***Our Values***

**Quality Care and Trust:** When parents are looking for early learning and child care programs they need to find someone they can trust. We will continue in our efforts to ensure and continuously improve our services to meet the needs of the children and families we service.

**Life Long Learning:** At Early Learning Academy we believe that we all share a responsibility to support and nurture the children's and our own natural desire to be lifelong learners. We put ourselves and our learning on the same level as the child's and commit to our own professional development and personal growth. We learn alongside the children and their families and embrace the opportunity to learn and grow each day.

**Partnership:** Respectful relationships are very important and on which our organization operates. We believe that quality of care we provide is measured by the quality of relationships we have with children, families and employees. We are committed to ensuring these relationships are respectful; warm and caring; honest and open; fair and equitable.

**Fiscal Responsibility:** We are committed to financial prudence and sustainability – to making decisions that take into consideration the overall financial health of the organization in order to meet our goals and objectives. We conduct ourselves in a manner that is professional and according to all business practices that are legal and ethical.

### ***Our Philosophy***

The Board of Directors and staff of Early Learning Academy believe that children deserve the opportunity to learn and grow in a safe, enriching environment. We believe learning happens through positive relationships, exploration, experiences, and a sense of belonging that enables children to become productive contributors to the world in which they live.

## ***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. We may contact emergency services (911) without parental permission, if we feel that an injury to the child needs immediate professional attention. **At any time, should it be determined that a child must be picked up immediately, due to an unusual incident, accident, illness or emergency, and all parents/guardians are unable to come immediately or unavailable to answer the phone call, we will call 911.**

Most 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:

- Loss of appetite
- Vomiting
- Headache – stiff neck
- Sore throat or having trouble swallowing
- Frequent scratching of scalp or skin
- Diarrhea – increase in frequency, runniness or volume of feces
- Mucus discharge from the nose
- Severe, persistent or prolonged coughing
- Breathing trouble
- Yellowish skin or whites of eyes
- Conjunctivitis – tears, redness of eyelid lining, irritation
- Unusual spots or rashes Infected skin patches
- Feverish appearance
- Unusual behavior – child is cranky or less active than usual, feels discomfort or just seems unwell.

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.

### ***Food Allergies***

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

### ***Drop off and Pick up***

Early Learning Academy will be in operation Monday through Friday 7:00am to 6:00pm. 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. An early drop off/late pick up fee will be assessed if you drop off/pick up your child outside of your designated time.

### ***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. If the medicine is required during school hours, parent may be able to come in and administer it to their child.

### ***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.

### ***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.

## ***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.

## ***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 15 minutes. Children will not be watching TV/Videos on a regular basis.

## ***Payment Policies***

**Tuition:** Tuition is added onto your account on Sunday for the week and payments are due no later than Monday. A late fee 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 1 week in advance. Each child has 1 free vacation week per year. Afterwards, the full weekly tuition is expected even if the child is not in attendance.

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

**Sick Days:** Families receive two reduced tuition sick weeks per year, after which the full tuition is expected for the week even if your child is out sick. Sick days cannot be prorated out of the weekly tuition.

**Registration fee:** A non- refundable registration fee is charged upon enrollment. A child is not considered enrolled, and the spot will not be saved until the registration fee is received. This fee will hold the spot for up to 3 weeks, after which tuition will be due whether your child has started or not in order to save the vacant spot or another registration fee must be paid to continue to hold the spot for an additional 3 weeks.

**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 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 still expected.

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



### ***Open Door Policy***

We carry an open-door policy. You may schedule a time with the front office to come in and 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. Contact the Director to schedule an appointment.

### ***Conference***

Parent-teacher conferences may be scheduled to discuss your child's progress, adjustment to the center and other issues of concern to both parents and teachers. Contact the Director to schedule an appointment.

### ***Pandemic***

Any information in this parent handbook may be subject to change due to an emergency health shut down or pandemic/epidemic in order to keep our staff and students safe.

**AGREEMENT PAGE**

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

Parent name: \_\_\_\_\_

Child name: \_\_\_\_\_

Child name: \_\_\_\_\_

Child name: \_\_\_\_\_

Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_