



Parent Handbook

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Mission and Vision Statement

Welcome!

Welcome! We are proud to invite you to the Smart Start Learning Academy. Our aim is for your association with us to be a long and mutually rewarding experience.

We are deeply committed to creating a community of life-long learners; where students learn and are challenged at their own pace as they develop academically. We welcome you to lead them through this journey by providing a peaceful, safe, and joyful environment for the children, parents, and team members.

Welcome,

Jenny McMeekan

MISSION AND VISION

Our vision statement is where we draw our inspiration. It is an important guide as the Company's team members make constant decisions and are in relationship with those we work with and those we serve.

The team at Smart Start leads children from 2 years up to pre-kindergarten within an environment that applies developmentally appropriate and educationally sound principles in learning.

CORE VALUES

By following the below Core Values and how the Company sees them being implemented, it provides the Company the framework to reinforce and align with the Vision Statement.

- **Validation**
 - Smart Start believes in individuals' distinctive skills and abilities and actively celebrates these contributions.
- **Security**
 - Smart Start fosters a secure environment to open the doors of curiosity, inspiration, and application.
- **Social**
 - Smart Start provides a platform to explore, develop and honor social connections.

Attendance and sign in/sign out

1. Emergency information is always kept in the school's file. Children will only be released to those that have been authorized. Children will not be released to anyone without permission from parents.
2. It is required by law that you or the authorized person signs in and out for your child. Please sign your child in at arrival time and sign out at departure each day.
3. Please check your child's cubby/ learning folder daily for notifications.

Lunch/ Snack Guidelines

Students will bring lunch and 2 snacks every day. Lunch boxes should be labeled clearly with your child's name. Student's lunches cannot be refrigerated at school, so please include an ice pack if the lunch is perishable. Make sure to pack a cold lunch, as we do not heat up lunches. If you would like your child to have a warm lunch, pre-heat the meal and pack it in a thermos. Please provide a clean water bottle each day.

Naps

Children at Smart Start will be encouraged to take naps. Please provide a special blanket to help them relax and feel comfortable.

Outdoor Play

We believe that being out in the fresh air and exercising our bodies is very important. When the snow arrives, we will still go outside. Because of this, please always send your child in weather appropriate clothing.

Clothing

Children should dress comfortably, and suitably for the weather. We ask that families do their best to label any clothing a child may remove at school. A change of clothing should always be in the child's backpack, in case of spill or accidents. The clothing should be placed in a large plastic bag marked with their name.

Backpacks

We require a backpack or bag for each child. The bag or backpack allows for storage of extra clothing, blanket, any schoolwork, as well as notifications.

Birthday

We love to celebrate birthdays at Smart Start Learning Academy. Parents are welcome to bring a special treat to school. Please bring enough for the entire classroom of kids. If you do not celebrate birthdays, please let us know, so we can accommodate your child's needs.

Confidential Information

We do not release confidential information, including addresses and telephone numbers of our students, to anyone, unless given permission.

Discipline

The discipline policy at Smart Start Learning Academy is simple; we always practice kindness and respect! Disturbing others', unkind or inappropriate words, and/or physically harming others or themselves is never allowed. When a child makes a poor choice, our first step is to have the child practice the preferred behavior. If the behavior continues a "time out/ break" is given.

Photographs

The Smart Start Learning Academy utilizes photographs in activities to show parents and guardians what we have been up to, for school projects, and in some cases, marketing. To opt out, please submit an email with your child's application. Safety is always a concern; therefore, we assure you that images will be respectful, appropriate, and related to education.

Supplies

Smart Start withdrawals \$100.00 supply fee twice per year, which allows teachers to have a spending budget for classroom supplies. The supply fee is withdrawn on the second tuition cycle in September (for school supplies), as well as the second tuition cycle in June (for summer supplies).

Immunizations

Smart Start Learning Academy accepts all immunization waivers. A copy of your child's immunization record is needed on or before their start date. In the event of a disease outbreak, the children with exemptions (to that particular disease) will likely have to be excluded from care for a period of time (the amount of time will be dependent on the disease).

Health Policy

1. A child who is ill should be kept at home. If the child has been ill due to a contagious disease (chicken pox, measles, conjunctivitis) a note from their physician must be presented to the teacher indicating that it is all right for the child to be back in school.
2. If the child displays symptoms (diarrhea, fever, etc.) indicating a contagious condition during school hours, the parents will be called to pick up the child immediately.
3. Do not bring your child to school for 24 hours (medicine free) if he/she has any of the following symptoms:
 - Oral temperature of/or exceeding 100 degrees
 - Diarrhea
 - Vomiting or nausea
 - Severe cough
 - Pink eye
 - Severe cold with fever, sneezing, green mucus
 - Head lice
4. Parents are required to advise the staff of any physical, emotional, or environmental condition that may affect the child's health and progress in school. If children are exposed to a child with a contagious condition, a notification will be sent out to parents.
5. In case of a minor accident, first aid will be immediately administered to the child. For major accidents, the staff reserves the right to call 911 or take the child to the nearest hospital for proper care.

Medication

All prescription and nonprescription medications will be administered with a medication authorization form that is filled out by a parent or guardian. Prescription medications must be labeled with the student's name, instructions on how and when to administer it, dosage, and frequency of administration. Prescription medications must be in the original child proof container that is labeled by a pharmacist with the child's name, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication's expiration date, the administration, and storage. A parent signature will be required for each medication/prescription.

Fire Drill

Smoke detectors and fire extinguishers are installed as required by State Law. We conduct fire drills monthly to teach the children how to respond in case of an emergency.

Fire Drill Process:

1. A signal to leave the building will sound.
2. Children follow the teacher through the exit door into the designated area.
3. The director walks through all the rooms.
4. Teachers walk classes outside, taking all emergency cards, and roll sheets for proper accounting of every student. Classes may not enter the building until safety has been established by proper authorities.

Tuition/ Student Information

Tuition is withdrawn on a bi-weekly basis. Returned checks are subject to a \$45.00 fee. Tuition is withdrawn regardless of closures, illnesses, or disease outbreak. It is the parents'/guardians' responsibility to update forms as necessary, such as new vaccinations, change of phone number, employer, payment info, etc.

Year-Round School

Smart Start Learning Academy is a "year-round" school, meaning we are open, and families are encouraged to bring their children for the full twelve months. All students are required to attend a minimum of two days per week throughout the year. During the Summer students must attend a minimum of 2 days per week to continue their enrollment for the following school year.

Late Pick-Up

Parents whose children are not picked up promptly by 5:30 will be charged a \$40.00 late fee.

School Closures

Smart Start will be closed as indicated on the holiday school calendar and during the Coeur d'Alene closure snow days.

Refunds

No refunds for days absent due to illnesses, or vacations, or school exclusion due to disease outbreak, etc. If your child is not able to attend their scheduled day, we do not permit students to "switch" to a different day.

Release of Liability

I agree to release and forever discharge Smart Start Learning Academy, its owners, directors, officers, employees, agents, assigns, legal representatives and successors from all manner of actions, causes of action, debts, accounts, bonds, contracts, claims, demands for or by reason of any injury to person or property, including injury resulting in the death, which has been or may be sustained as a consequence of participation in activities at Smart Start Learning Academy and notwithstanding that such damage, loss or injury may have been caused solely or partly by the negligence of Smart Start Learning Academy.

Withdrawal

Smart Start Learning Academy requires that you email a 30-day notice to smartstartcda@gmail.com.

Smart Start Learning Academy reserves the right to withdrawal a child at any time, for any reason from the school.

I acknowledge Smart Start Learning Academy Parent Handbook and agree to the release of liability/ guidelines.

Student Name

Signature

Printed Name

Date