



Parent Handbook

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Mission Statement

Welcome!

We are proud to invite you to the Smart Start Learning Academy. We serve children 3 years of age through Kindergarten. Our mission is to be deeply committed to creating a community of life-long learners; where students learn and are challenged at their own pace as they develop academically. This school offers and applies developmentally appropriate and educationally sound principles of learning. We focus on presenting instruction that inspires children to think, question, discover and work to their full potential.

Thank you for allowing us the opportunity to provide your child with a foundation in early education. It is our goal to provide a peaceful, safe, and joyful environment for your child. At the heart of our school, we know that each child is an individual, and we are excited to plant the seed of early

learning in your child.

Sincerely, Jenny McMeekan

Attendance and Sign in/Sign out

1. Emergency information is kept in the school's file at all times. Children will only be released to those that have been authorized. Children will not be released to anyone without permission from parents. We must think first of the child's safety despite inconveniences.
2. It is required by law that you or the authorized person signs in and out for your child. Please sign or initial your name and time each day upon arrival and departure.
3. Please check your child's cubby daily for notifications.

Lunch Guidelines

Students will need to bring a lunch 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. There are microwaves available for warming. Due to allergies, please do not pack nuts of any kind. Please provide a clean water bottle each day.

Snack Guidelines

The Smart Start Learning Academy asks for parents to contribute snack on a

monthly basis. Please sign-up for snack each month. This allows your child to participate in sharing their favorite snack with their friends! A \$20.00 fee will be added to your invoice if snack is not brought in for the month

Naps

Children at Smart Star will be encouraged to take naps. Please provide a special blanket to help them relax and feel comfortable. Children who do not take naps will have quiet activities to participate in. These activities include books, puzzles, whiteboards, coloring, etc.

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. This includes warm coats, snow pants, hats, mittens, and boots.

Clothing

Children should dress comfortably, simply, and suitable 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 school work, and 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.

Confidential Information

We do not release confidential information, including addresses and

telephone numbers of our students to anyone.

Discipline

The discipline policy at Smart Start Learning Academy is simple; we always practice kindness and respect! Touching or disturbing others work, unkind or inappropriate words, and/or physically harming others or themselves is never allowed. When a child makes a bad choice, our first step will always be to try and redirect them. If this does not work and the problem continues, we will remove the child from the situation, a “time out” will be 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. In order to photograph your child, we require that a Permission to Photograph Form be signed and submitted. Safety is always a concern, therefore we assure you that images will be respectful, appropriate, and related to education.

Immunizations

Smart Start would like all children entering school be fully immunized. A copy of your child’s up-to-date immunization record is needed on or before they start.

Health Policy

- 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.
- 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.
- 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
- 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. In the event that children are exposed to a child with a contagious condition, a notification will be send out to parents.
- 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 bring the child to the nearest hospital for proper care.

Medication

Non-prescription medications will be administered only with written permission from the parent. 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:

- A signal to leave the building will sound
- Children follow the teacher through the exit door into the backyard

- Director checks all the rooms
- Teachers walk class outside, taking all emergency cards, and roll sheet for proper accounting of every student. Classes may not enter the building until safety has been established by proper authorities.

Tuition

An application packet shall be given to parents wishing to enroll their child. It is the parents'/guardians' responsibility to update forms as necessary, such as new vaccinations, change of phone number, employer, etc.

Tuition costs Bi-weekly billing rates (2 weeks)

	5 days	4 days	3 days	2 days
Child 1	\$290.00	\$235.00	\$180.00	\$120.00
Child 2	\$250.00	\$200.00	\$150.00	\$100.00

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.

- There will be a \$25.00 fee if payments are not made within 5 days of the due date.
- Parents whose children are not picked up promptly by 5:30 will be charged \$25.00. This fee is due the next day at child drop-off. We accept cash or checks.
- The school will be closed as indicated on the school calendar.
- Refunds for days absent due to illnesses, or vacations cannot be made since school expenses continue.
- Each child will receive 1 free week of vacation time, per school calendar year.
- Returned checks are subject to a \$45.00 fee.

Withdrawal

Smart Start Learning Academy requires that you discuss withdrawing your

child with a staff member or the owner. Please make sure tuition is paid in full.

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