



Preschool and Infant Center

Parent Handbook

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WELCOME

Dear Families,

Welcome to Little Genius Academy in Walnut Creek California and thank you for giving us the opportunity to grow with your child! We are happy that you have chosen us to care for your children. We hope that this Handbook will help introduce our Academy to you and answer many of your questions. This Handbook is intended to inform you of the purpose, philosophy, goals, policies, curriculum and procedures of the program. Please read carefully and keep it for future reference.

INTRODUCTION

We offer care and classes for children from eight weeks old through 1st grade entry. Academy's position of early childhood education begins with a school environment of love, warmth, acceptance, and understanding that each child is a unique individual. This position is based on the belief that self-esteem is the foundation upon which all learning processes rest. Young children develop it naturally when they believe in themselves, their abilities, and their worth. It happens in an environment where they are allowed to make choices, decisions, and sometimes mistakes.

Learning always involves feelings. Young children must be allowed to freely express their emotions in a safe and validating environment if they are to learn and grow emotionally, as well as develop a healthy sense of self. If children feel safe, they can take risks, ask questions, make mistakes, and learn to trust and share their feelings. If they are taken seriously, they will develop the ability to respect others. If their emotional needs are met, they will have the ability to develop empathy.

Academy provides freedom for maximum physical, mental, social and emotional growth. We help each child to fit individual needs into group experience by imposing gentle, flexible limits. Since children learn best by hands on experiences, we provide opportunities to explore by tasting, touching, smelling, hearing, seeing and doing in the areas of science, math, literature, art, music and dramatic play.

Developmentally appropriate instruction is provided in an environment that values cultural diversity and nurtures a love of learning. Our program focuses on the whole child, emphasizing socialization and learning through play. Our curriculum incorporates a variety of learning activities designed to promote problem solving, creativity, self-expression, and social skills.

MISSION, VISION, PHILOSOPHY AND GOALS

Mission:

To provide high quality care, inspire, challenge and educate.

Vision:

We want to be a place where we realize that we are always learning and the love of learning is highly valued.

Philosophy:

We believe that children learn best through their everyday experiences with the people they love and trust, and when the learning is fun; Children learn through active play and learning must be tied to positive emotions.

Goals:

To recruit and retain professional teachers who are dedicated to the hearts and development of young children; to provide a safe, consistent and enriched environment of appropriate activities; to provide consistently high quality care by continuously evaluating our operations.

Therefore we offer:

Experienced staff with extensive training in early care and education; Consistent, comforting and fun routines that meet the needs of each age group; Positive guidance methods including clear limits, redirection, modeling, opportunities to make choices, and positive expectations of each child; Planned activities and experiences to develop self help skills and independence; Opportunities for everyone to develop, practice, and model happy, healthy behaviors; Small classes and low child to teacher ratios.

CURRICULUM

Academy provides a carefully planned, play-oriented curriculum. What looks like play to the observer and feels like play to the child, is really a carefully planned program, developed to build self confidence, expand understanding, teach responsibility and increase motor skills. Thinking and reasoning helps child to develop his/her brains and creates a crucial basis for his/her future ability to learn.

Our curriculum combines the best of American, Russian and European logical and thinking developmental programs. Our approach works universally well for any child

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because it is targeted to the child's individual ability and background. A typical daily classroom routine includes a mix of direct instruction and opportunities for children to choose their own activities. Children will work individually, in small groups, and as a part of a large group.

Our goals are: To help our children love the process of learning; To teach children reasoning, thinking, and logical skills in early childhood; To introduce child to the wonderful world of learning in a playful and fun way; To develop in small children spatial imagination and creativity; To create a good foundation of competence and confidence upon which all later learning will be built.

Our objectives:

Language/Communication & Literacy Development:

- Recognize their names.
- Recognize letters.
- Communicate needs and thoughts in words
- Listen with understanding and respond to directions and conversations.
- Understand the purpose of print and become familiar with books.
- Dictate stories and experiences.

Math Development:

- Sort and classify.
- Recognize patterns.
- Identify shapes and colors.
- Recognize numbers, count objects, understand one-to-one correspondence.
- Incorporate estimating and measuring activities into play.
- Represent data using concrete objects, pictures and graphs.

Social Studies Development:

- Identify community workers and the services they provide.
- Cooperate and work well with others.
- Recognize similarities and differences in people.
- Accept a variety of cultural practices and celebrations.
- Recognize the reason for rules.
- Begin to understand the use of trade to obtain goods and services.

Science Development:

- Appreciate science through hands-on activities.
- Make observations and draw conclusions.

- Investigate living things in the environment.
- Use scientific tools such as thermometers, balance scales, and magnifying glasses for investigation.
- Use common weather related vocabulary.
- Understand basic safety practices.
- Begin to be aware of technology and how it affects their lives.
- Be aware of health & nutrition through healthy-eating and proper hand washing routines.

Music: Exposure to and involvement with simple rhythm instruments and autoharps along with tone, volume and pitch awareness are part of our music curriculum. Rhythms are also “practiced” by the learning of songs and finger plays. Guest musicians visit the children to give exposure to a variety of sound and diverse musical styles.

- Develop an appreciation for music, art and literature.

Art: Exploratory, sensory art activities help the child experience a variety of media. Collages and creating mobiles are offered. Paints, chalk, pencils, paper, markers, glue, paste, and play dough are all available in a “free choice” activity center for the children to use as they wish.

- Explore creativity and various art forms.
- Expand their fine motor skills through use of scissors, crayons and glue.

Physical Development:

- Develop large muscle skills through exercise, creative movement and balancing, running, jumping.
- Develop fine motor skills through use of scissors, crayons, puzzles, and beads.

Social- Emotional Development, Social Studies:

- Develop self-control and comfort away from a parent.
- Manage transitions and begin to adapt to changes in routine.
- Engage in cooperative group play.
- Share materials and experiences and take turns.
- Develop relationships with other students and adults.
- Show initiative and independence in actions.
- Exhibit eagerness and curiosity as learners.
- Develop problem-solving skills.
- Develop listening skills and learn to follow basic instructions.

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The Little Genius Academy curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue to their own interests in the context of life in the community and the world.

SPECIFIC PROGRAMS

The Infant Program

In the Infant Center our main focus is to provide quality, attentive, loving care for your baby. We provide a fun, nurturing environment that will foster the ever changing needs of your infant on a physical, emotional, and social level. Routines are the curriculum for an infant's day. Every moment of a young child's day offers opportunities for learning. The skilled educator catches these moments and helps each baby establish trust, discover and feel good about herself, tackle a motor task, realize the power of language, and begin to understand this strange new world from many angles. This includes crawling, being carried, stroller rides, outdoor play, climbing, and rocking so that various perspectives are gained.

Diaper changing, feeding, and other routines are viewed as vital times for communication, self discovery, and socializing. They are encouraged to master feeding themselves despite the messiness that accompanies this activity. Our infant and toddler curriculum is loosely structured to take advantage of your baby's natural rhythms. He'll eat when he's hungry. She'll sleep when she's tired. And in between, our teachers give all the love and attention children need. Hugging, singing, rocking, and playing are standard fare in our Center.

The Toddler Program

In the Toddler Program our goal is to provide children with the learning tools that they will need to enter preschool in a nurturing, loosely structured, and educationally enriching environment. Our curriculum is designed to target age appropriate learning and provide fun and exciting activities to ensure that your child's day is full of great learning experiences.

Toddlers are working on becoming autonomous. The educated teacher respects this and allows opportunities for the child to be responsible and to make choices. This teacher also understands why certain behaviors must be limited, and sets limits that are fair and consistent. Expectations for behaviors are developmentally appropriate and allow the child to be challenged yet to feel support from the teacher. Consequently, frustration is kept to a minimum and the child's dignity and self-concept remain intact.

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In providing a program for toddlers, our teachers understand that these children learn with their whole bodies. They learn more by doing than by being told. Toddlers discover their world on a physical level, so it is expected that they will prefer walking, climbing, carrying objects, dumping, or dropping objects to sitting, picking up toys, or playing only in a designated space. These large muscle activities are the legitimate activity of toddler hood.

Children learn through structured play and age appropriate lessons, songs, and stories, independent learning through discovery, participation and interaction with others. We have so much fun!

The Preschool Program

Our preschool curriculum offers special programs designed to meet two, three, four and five year-old specific needs. We take a comprehensive approach to math, science, reading and writing readiness that includes many opportunities to experience the joy of learning. Activities in music, movement, dance, dramatics, and art are integral part of our preschool curriculum. Our instruction in all academic subjects permits children to learn at their own pace. We select challenging levels of experience to meet each child's individual needs.

Children's art is displayed proudly and respected for what it is. The little ones are encouraged by a knowing adult to care for the belongings and the environment in ways they can handle. The teacher creates and adapts the environment and activities to meet the children's changing needs from day to day.

The Pre-Kindergarten, Junior Kindergarten and Kindergarten Programs

Our Pre-K and Junior-K programs give children daily customized learning within smaller classrooms and individualized attention. Pre-K and Junior-K children are usually most responsive to activities in which they are involved in a "hands-on" manner. Our quality staff members rotate and add materials frequently to maintain and extend the child's interest. Often our teachers create their own games and materials if commercial ones do not offer the challenge needed, or do not reflect the interests of the children.

Young children seem to learn best when trained teachers build on the interests and abilities of the children. This reflects the currently recognized theory that endorses non-pressured, child-centered activities guided by an adult with a solid child development base and strong problem-solving skills. In such a program, parents truly become partners with the professional staff. Information or discoveries about the child's development are mutually shared, resulting in a program tailored to the individual child.

The curriculum includes activities centering on communication, science, math, social studies, music, and art, large and small motor development. An enrichment program

that includes field trips and visitors is offered. Dramatic play opportunities reinforce learning of practical life experiences.

The Small School-Age Program

School-age kids want to feel all grown up, yet they still crave comfort and security. The School-Age program provides the perfect combination of recreational and educational activities for a well-balanced out-of-school experience and care for children in grades K-6. The program is based on the belief that children should be allowed to make choices in order to become good decision makers. Teachers provide a balance of organized and self-selected activities, all in a positive, supportive atmosphere. Activities include: Supervised homework time and tutoring; Computer Lab; Phonics Program; Hands on experiments and activities; Arts and Crafts; Outside Play and Sports recreation.

Children enrolled in our program are transported (within the Walnut Creek School District) from school by a Little Genius Academy staff member either in our vehicle or on foot. Children are offered a nutritious snack, a balance of indoor and outdoor activities, and quiet time to do their homework.

Teachers facilitate the development of appropriate social skills, problem solving, and cooperative skills in a stimulating and safe environment. Whether relaxing, doing homework, or having fun with friends, children thrive as members of this program and you'll have peace of mind knowing your child is safe and having fun.

Little Genius Academy's use a separate space for the school age children indoors and out maintained through scheduling, separate staff for the school agers and the bathroom situation that allows individual privacy.

MEDIA VIOLENCE AND CHILDREN

We are concerned about how media violence and toys marketed with violent TV shows are teaching violence to children. We feel this is a vital issue that we all need to work together on.

Media violence teaches children that

- Fighting is an acceptable way to solve conflicts.
- Violence is a common, normal part of everyday life.
- Violence is fun and exciting.
- The world is a dangerous place, so fighting is necessary.

Let's work together to reduce the harm media violence is doing to our children

- Work out limits in the amount of TV viewing.
- Select programs designed to promote children's positive social development.
- Watch TV together as a family when you can.
- Talk about what your child sees on TV - including such topics as what is real and what is not, distinguishing between ads and shows, solving conflicts without using violence, what you and your child liked and did not like about a show.
- Try not to buy products directly linked to violent TV shows.
- Choose toys that promote creativity and open-ended thinking.
- De-emphasize superheroes and cut down on children's exposure to them.
- Avoid clothing, toys or accessories that promote the violent super hero image.

Acknowledge that superheroes are fun and exciting but they also hurt others.

Young children are learning how to get along with others. They are learning how to express their feelings and desires with words rather than by hitting and pushing. These characters demonstrate that violence solves problems and that victims are not really hurt.

Help children understand the true meaning of hero.

Real heroes are people who work hard to make the world a better place through peaceful means. Parents are heroes; teachers are heroes; doctors and firefighters are heroes; a power sword or gun doesn't make a person a hero!

SAMPLE DAILY SCHEDULE

Children may attend Academy 3, 4 or 5 full or half days each week. This will provide the children with the opportunity to develop a comfortable school routine. Academy will be open from 7:00 AM to 7:00 PM Monday - Friday except as noted in the school calendar.

Infant Center's Daily Schedule

07:00 AM	Center Opens
07:00 AM	Arrival, Free Choice Playtime
07:45 AM	Breakfast
08:30 AM	Morning Gymnastics
08:45 AM	Morning Circle Time
09:00 AM	Lesson/Activity Time

09:30 AM	Diapering, Free Play
09:55 AM	Clean-Up, Hands Washing
10:00 AM	A.M. Snack
10:15 AM	Lesson/Activity Time (Outside Weather Permitting)
10:45 AM	Outside Play Time (Weather Permitting)
11:25 AM	Clean-Up, Hands Washing
11:30 AM	Lunch
11:45 AM	Diapering, Hands Washing
12:00 PM	Story Time
12:15 PM	Nap or Quiet Play Time
03:00 PM	Wake-Up and Diapering
03:15 PM	Clean-Up and Hands Washing
03:30 PM	P.M. 1 st Snack
03:45 PM	Circle Time, Story Time, Indoor Activities, Games, Art
04:15 PM	Outside Play Time (Weather Permitting)
05:00 PM	Diapering
05:15 PM	Clean-Up and Hands Washing
05:30 PM	Late PM 2 nd Snack
05:45 PM	Free Choice Play Time
07:00 PM	Center closes

Preschool (2-3) Daily Schedule

07:00 AM	Academy Opens
07:00 AM	Free Choice Playtime
08:00 AM	Breakfast
08:30 AM	Morning Gymnastics
08:45 AM	Morning Circle Time
09:00 AM	Lesson/Activity Time
09:30 AM	Diapering, Free Play
09:55 AM	Clean-Up, Hands Washing
10:00 AM	A.M. Snack
10:15 AM	Lesson/Activity Time (Outside Weather Permitting)
10:45 AM	Outside Play Time (Weather Permitting)
11:45 AM	Clean-Up, Hands Washing
12:00 PM	Lunch
12:30 PM	Diapering, Toilet Training, Hands Washing
12:45 PM	Story Time
01:00 PM	Nap or Quiet Time
03:15 PM	Wake Up & Clean Up
03:30 PM	Diapering, Toilet Training
03:45 PM	Hands Washing
03:50 PM	P.M. 1 st Snack

04:00 PM	Circle Time, Lesson Time, Gymnastics, Arts and Crafts
04:45 PM	Outside Play Time (Weather Permitting)
05:45 PM	Diapering
05:55 PM	Hands Washing
06:00 PM	Late PM 2 nd Snack
06:15 PM	Inside Free Choice Playtime
07:00 PM	Academy closes

Pre-K (3-4), Junior-K (4-5), Kindergarten (5-6)

Daily Schedule

07:00 AM	Academy Opens
07:00 AM	Free Choice Playtime
08:00 AM	Breakfast
08:30 AM	Morning Gymnastics
08:45 AM	Potty Break, Hands Washing
09:00 AM	Morning Circle Time
09:15 AM	Lesson/Activity Time
10:00 AM	Potty Break, Hands Washing
10:15 AM	A.M. Snack
10:30 AM	Lesson/Activity Time (Outside Weather Permitting)
11:15 AM	Outside Play Time (Weather Permitting)
12:00 PM	Clean-Up, Potty Break, Hands Washing
12:15 PM	Lunch
01:00 PM	Story Time
01:15 PM	Nap or Quiet Time
03:30 PM	Wake Up & Clean Up
03:45 PM	Potty Break, Hands Washing
04:00 PM	P.M. 1 st Snack
04:15 PM	Circle Time
04:30 PM	Lesson/Activity Time
05:00 PM	Outside Play Time (Weather Permitting)
05:55 PM	Clean-Up, Potty Break, Hands Washing
06:00 PM	Late PM 2 nd Snack
06:15 PM	Free Choice Playtime
07:00 PM	Academy closes

Small School-Age Program Daily Schedule

02:30 PM	Program Starts
02:45 PM	Potty Break, Hands Washing

03:00 PM	P.M. 1 st Snack
03:15 PM	Circle Time
03:30 PM	Lesson/Activity Time
04:00 PM	Outside Play Time (Weather Permitting)
05:00 PM	Homework/Tutoring/Activity
05:55 PM	Clean-Up, Potty Break, Hands Washing
06:00 PM	Late PM 2 nd Snack
06:15 PM	Free Choice Playtime
07:00 PM	Academy Closed

TEACHERS

Little Genius Academy Preschool and Infant Centers each hold a childcare license issued by the State of California. We regularly undergo inspection by Community Care Licensing, the County Fire Marshal, the County Health Department and our workers compensation insurance and liability insurance carriers. We are in possession of the County business license and comply with county business practices. We are fully insured. In addition, our staff receives regular First Aid training and is certified in CPR.

We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers.

Our teachers have the highest standards of education in the industry. We select individuals who have made preschool education a career choice, who are child centered and want to spend their day loving and learning with young children.

Our staff is compensated for continuing their education in early childhood development. This ensures they are current in the field and adds richness to the entire program. They also receive vacation, holiday pay and medical benefits.

We conduct an annual staff evaluation. As part of this process we seek your input. You will be given a questionnaire asking your views on the quality of childcare we are providing. Please assist us by filling out the form.

We require a police record check and a physical examination. Continuing education is an important part of working at the Little Genius Academy. Each staff person attends training in first aid, communicable disease recognition, child abuse prevention and recognition, child development, and teaching methods. All staff members are supervised by the center Directors who report to the Board.

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If you have any concerns regarding our staff, our practices, our policies, our facilities or any area of concern, please do not wait for the annual evaluation; bring it to the attention of an Administrative Director or the Administrator immediately.

DISCIPLINE

All children are encouraged to express their feelings while teachers help them to find safe outlets for anger, fear, jealousy and sadness. A “problem” between children represents a teachable moment where tolerance and conflict resolution skills can be learned, and limits are set without blame or judgment. We honor a child’s own inner pace of development and trust his or her own choices. We believe in freedom, not license. This means in our program, we allow a very wide range of choices and behaviors, but are very active as adult role models in setting limits of respect and limits for safety. Children get an extraordinary amount of practice in living with the consequences of their choices, as well as experience in challenging limits, discussing limits, so they can deeply understand the responsibilities that go along with freedom.

We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result we don’t allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (ours or theirs) with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, a "time out" chair is used. The amount of time a child sits in "time out" varies according to his age. Most experts agree that one minute per year of age is the most effective length of time, but this amount will never exceed five minutes, even if the child is more than five years old. When his "time out" is up, we talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. We might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, and someone might get hit by the toy. If a child still has not calmed down or is really belligerent at this point we try to separate that child from the other children with a quiet activity (book, puzzle, etc.). We skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from that child for a period of several minutes up to the rest of the day. If the whole group of children is engaged in this, the toy will be considered "closed" for a while.

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If a child continues to behave inappropriately, we will talk to you about it. Hopefully these two types of behaviors are ones you want your child to adopt too, so they will be reinforced at home. If that is the case, we shouldn't have any major problems!

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, we will ask the child help us clean up, if possible, not for punishment, but to help teach responsibility.

Children at our Academy will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers and concerns. Even infants without verbal skills will hear their caregivers describing problems, solutions and logical consequences. The role of the adult at school is to be a helper to positive problem solving. Our staff members guide rather than punish.

Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips. Each adult in the environment is a teacher who sets the ground rules and tone by his or her example. The adult is expected to model these rules and to assist the child in following them.

Participants are expected to exhibit appropriate behavior at all times. If a child is acting inappropriately, staff of the Little Genius Academy will have a discussion to find where the problem may be. We will attempt to make the changes necessary to eliminate inappropriate behavior. Positive statements and redirection of negative behavior are practiced. When this fails, these guidelines will be implemented:

- Conduct report is written by staff and discussed with the parents.
- Copy of this report is given to the parent.
- Conversation will take place with the staff to discuss further action if necessary.

If inappropriate behavior continues and a child has had repeated conduct reports written on him/her during the program, then the following procedure would take place:

- A behavior contract is implemented.
- The child will be suspended from class for a minimum of 2 days.
- If the problem continues after the suspension, the child will be removed from the program.

BITING POLICY

We have implemented a “4-Steps Biting Policy Program” at the Academy. Although we understand that biting might be a part of a child’s development, we are obligated to ensure the safety of children attending our program. Therefore the following policy will be upheld:

- Step 1:** The child bites for the first time. Parents will be informed through an incident report, which will explain what happened. At that time, we will ask parents to speak to the child about the incident. The administration of the Academy will evaluate the classroom and the incident.
- Step 2:** The child bites a second time. Parents will receive an incident report and the administration of the Academy will counsel them and give literature, as well as referrals, to help you deal with the situation as a parent and let you know how we are dealing with the situation in the classroom.
- Step 3:** The child bites a third time. If the two previous steps are proving to be ineffective, parents will be expected to pick up the child from the school and to return the following day.
- Step 4:** The child bites a fourth time. Parents will be asked to remove the child from our Academy.

ELEMENTARY CARE

Children need to be fully toilet-trained before the first day of Pre-Kindergarten. Please do not send your child to class in diapers or pull-ups, only regular underwear. Before coming to class each day, children should use the bathroom, although they will be permitted to go to the bathroom whenever it is requested. Please review proper bathroom habits with your child before the start of preschool.

We do many art projects using paint, glue, glitter, and other materials. Please dress your child in clothes that can get messy. We provide smocks to cover your child’s clothing; however, accidents do happen. Indoor and outdoor activities are also planned. Children should wear gym shoes or comfortable shoes. Bags, boots, and all outdoor clothing items should be clearly labeled.

A hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children’s hand washing is supervised by staff and taught when necessary

COMMUNICATION

Families and schools represent the two main environments in which young children grow and develop. Because the family and the preschool program have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families.

Assessment Reports

Informal assessments are completed throughout the year to monitor your child's progress. Assessments help the teaching staff to identify children's interests and needs, while also allowing them to modify curriculum and adapt their teaching practices. Parents will receive reports throughout the school year regarding their child's progress in school.

Program Evaluations

Evaluations of the preschool program will be distributed to parents in December and in May. Evaluations can be dropped off at your preschool site or mailed directly to the program Director, and all responses will remain anonymous. Please take the opportunity to complete the evaluations; your input is very important in continuing to provide a successful preschool program for the community.

We believe that communication is essential, and encourage every family to speak with the Academy director or a teacher whenever a question/problem arises or something occurs in the child's life that may be significant. We will be giving you feedback on your child whenever we can. Formal conferences will be scheduled in November and March. Other conferences may be scheduled at your convenience when questions arise.

Parent Mailboxes

Parents receive daily communications, such as incident reports, and other information, such as handouts, monthly newsletters, billings, and Family Activity Group information, through the family mailboxes. These are hanging files labeled with your child's name that are kept near the sign in sheets on top of the cubbies closest to the entrance. In addition, you may use these files to deliver messages to the director and make tuition payments. The school asks that birthday party invitations be mailed unless each child in the school is being invited.

PARENT PARTICIPATION

Parent involvement and family interest in Academy are crucial links in the educational process. By enhancing the parent-child relationship, providing continuity between school and home, offering education, better perspective and personal growth for the parents, and assuring the best possible individualized program for your child, we will create a school in which both child and adult can thrive.

Open Door Policy:

Parents/Guardians are always welcome visitors at our Academy.

Special Events:

The Academy holds several informal gatherings throughout the year for parents, guardians, family to come together and become better acquainted with each other, the children and the staff. Please make sure you check the calendar, newsletter and postings for these events.

Parent Volunteers:

We welcome parents to come into the classrooms and work with the teaching staff. We encourage parents/guardians to share special skills, knowledge and/or hobbies with our programs. Please speak with your child's teacher if you would like to volunteer.

Please note any preferences and interests on the parent registration form. For security reasons, the Academy requires each parent or community member who wishes to volunteer with children to complete a seasonal employment application form, give the name of three references and attend Academy's staff orientation. Please see the director if interested in volunteering.

Board Members:

If you are interested in joining our Board of Directors and/or participating in policy issues, fundraising, and being involved in the future growth of the Academy, please contact the Director or any Board Member. A current Board member list is posted on each bulletin board or available in the office.

Fundraising:

The preschool is always looking for materials to enhance our learning environment. Children need representation for play – the possibilities are endless! If you would like to

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donate any materials that reflect items used in the “real world”, such as old cell phones, telescopes, telephones, rulers, calculators, and cereal boxes, please let your teacher know. Little Genius Academy sponsors regular fundraising events to support our mission. Money raised is used for program enhancement, employee development, equipment and supplies, and improvement to the physical space. Academy will not sponsor fund raising for specific causes or individuals, but will consider encouraging involvement in community events. From time to time parents will be asked to contribute to the financial well being of their child’s day care center. Your support is greatly appreciated.

BIRTHDAYS

We celebrate each child's birthday. If you would like to bring in a special snack, please notify your child's teacher ahead of time so she can plan accordingly. Please avoid large portions as the children seldom finish eating a large treat. Due to peanut allergies, we do not allow any peanut products for birthdays or snacks.

FIELD TRIPS

Parents are notified of field trips by the monthly schedule or a note next to the sign-in sheet. Part of the parent authorization statement gives us permission to take your child on field trips as scheduled. If you would like to grant permission on an individual basis, please request individual permission slips upon registration. If the entire school goes on a field trip a child who does not have written parental permission to go on the field trip will need to remain at home till the class returns to the school.

CLOTHING

Please **label** all belongings the child brings to school with the child's **name**, including shoes and underwear. Each child will be provided with a cubby for storing personal items. Your child’s cubby should include at least one complete change of clothes, underwear and shoes that are season appropriate. Please note: children are permitted to wear sandals *indoors only*, due to irregular playground surfaces.

Children should be simply and comfortably dressed in washable play clothing that they enjoy wearing. Rubber soled shoes are safer unless corrective shoes are required. Remember the children will be active and experimenting in all areas at school. They should not feel restricted by the good clothes they are wearing.

Things **NOT** to bring to school: toys (other than for sharing day), money (if a child has money with them we will put it in the parent mailbox), gum, candy, medicine that is not given to a staff member to administer.

TOYS AND SHARING

Sharing important finds, toys and events is an invaluable experience for the preschool child. It helps to develop language skills, self-confidence, and listening skills. A specific share time will be designated. Please encourage your child to bring meaningful share toys or ideas - i.e. postcards, nature items, books, games, and souvenirs. In accordance with our philosophy, Academy does not allow: CANDY, GUM or WEAPONS. Children are asked to save share items for the specifically designated sharing times **only** and asked to refrain from bringing toys each day. Children may bring a special item from home on their special "sharing" day, when they are on the calendar to bring one. Other items that correspond to our theme of that week may be brought to the "sharing table" on any day. Live animals and special guests are welcomed with prior notice.

POTTY TRAINING AND DIAPERS

Learning to use the toilet is an important self-help skill for the children in our care. We want potty training at our Academy to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and teachers.

When your child begins to demonstrate readiness, we will begin the potty training process. We cannot begin the process for any reason, other than your child is developmentally ready (not for convenience, age of child, etc.) Children need to be able to tell the teacher when they need to use the bathroom without constant reminders. It is not possible for teachers to give constant one-on-one attention at all times to every child. Also, it is the policy of the Academy that a small child not be permitted to use the bathroom unattended. Therefore it is essential that a child be able to clearly express the need to potty to the teacher. This is one of the most important skills to master before toilet training can commence.

We have deduced that while some children might be completely potty trained at home, they continue to have difficulty at school. This is in part due to several factors such as; children often appear to be more in control at home or in calmer less active situation. Additionally they are not yet able to "listen" to their body's signals when presented with the distractions of a group care environment. Please do not request that we begin training your child until he/she has experienced prolonged toileting success in your own home. Your child will need to remain in diapers or "Pull-Ups" during daycare hours until he/she has shown the ability to remain accident-free at home and at school for a period

of at least two weeks. The determination to of when your child will be able to remain in underwear throughout the day will be left up to the discretion of the school.

We are continuing to happily take your child to the bathroom whenever requested as well as scheduled potty times (every two hours). We will also remind your child (paying special attention to those who are potty training) to go “potty” throughout the day. Children, as always, will be permitted to go to the bathroom whenever requested. We understand that accidents happen and are to be expected. We will need an adequate supply of clothes during the toilet training process to keep the child dry all day. Please keep at least three full changes of clothes, including socks and an extra pair of shoes in your child’s cubby during this period. Furthermore we are requesting you keep a few pull-ups in your child cubby. If a child has two consecutive accidents in one day, your child will be put in a pull-up (if provided) or in a diaper. For health reasons, we will not wash out or handle soiled clothing. Soiled clothes will be bagged up and set aside for parents to take home and wash. If soiled clothing is not picked up by the end of the second day, they will be discarded.

We understand the need for a reward system throughout this transition, although we will not be rewarding children with candy for going potty. Teachers will reward children with stickers, stamps, pencils, ect. In addition, we will never force a child to sit on the potty. We will not punish nor shame children in any way for accidents. We recognize that accidents are part of the learning process. Children will never be forced to clean up a potty accident because they made it. We will not allow children to remain in wet or soiled clothing following accidents and will be changed immediately into dry clothing.

We want to do everything we possibly can to assist in this process. This is an exciting time for you and your children because they are becoming more independent and learning how to make their own way in the big world.

The LGA teachers and staff are more than happy to help you and your child with their potty training. The transition from diapers to underwear can be quite a change for many children. Due to the fact that each child is different and the time and attention needed to become “potty trained” varies from one child to another, we felt it necessary to put a general policy in place to help guide this transition

NAPPING

All children under the age of five are required by state law to have a rest time (and we haven't met one yet who doesn't need it!). We will provide a safe, quiet place for your child to rest. Children two and older will sleep in the main room either on a mat or in a sleeping bag on the floor. Children under the age of two always sleep in the nursery, and those under one year will always be in a crib or playpen. Children who wake up

before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children.

Children are encouraged to rest during naptime. The nap period is 2 hours long after lunchtime. The teachers try to make the time pleasant and restful by dimming the room and playing soft music. The staff may rub backs or tummies of children who are restless, asking permission first. Children who are not sleeping after an hour will be given quiet toys to play with. Each child will have his or her own labeled mat and mat sheet supplied by the Academy. Infant bedding changed daily, for older children – weekly.

SNACKS/MEALS

Morning, Afternoon and Late Night Snacks are usually set up for self-service by children throughout morning and afternoon. It normally consists of a fruit or vegetable cut into manageable pieces, a bread product (examples: bagels, crackers, cereal, pretzels, tortillas) and a protein (examples: cheese, egg, bean, nut or bean dip).

Children will be provided lunch by the Academy and it will consist of a protein, vegetable, bread, fruit and milk. Lunch will meet at least 1/3 of your child's nutritional needs. For more information please talk to a staff member. A vegetarian option is available daily. Please note any special dietary concerns on your registration form. The menu is available monthly.

ACCIDENT/ILLNESS PROCEDURES

If your child suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency (consistent with your request set forth in the "Identification and Emergency" form you completed at registration) to provide the necessary special care your child needs. In the case of an emergency, and if the Academy cannot make contact with you or your designated emergency contact, Little Genius Academy ***in its sole and unlimited discretion*** shall seek any necessary treatment, including but not limited to, calling 911. The parent or guardian shall be responsible for any and all expenses incurred, in the event that this course of action becomes necessary.

Whenever there is an injury to the head, when a wound, scratch, or bruise occurs that requires first aid, or when a child has a bad dream -- an incident report will be completed. Please check the Parent Mailboxes at the end of each day for reports or other pertinent information.

ILLNESS POLICIES

Our Academy operates for well children and staff only. State regulations prohibit us from admitting a child too ill to participate in regular daily activities. In order to keep children healthy, we ask you adhere to the following guidelines and keep your child at home if any of the following apply:

- A fever of 101° F or above,
- A skin rash that has not been identified by a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore

Our Director/Teacher conducts a health check of each child before s/he is admitted to school each morning. In case you have overlooked any of the above symptoms in your child, s/he will be returned home. Children developing those symptoms after arrival will be isolated, and the parents will be contacted to make arrangements for the child to leave the Academy.

Children may be readmitted:

With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others OR if visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.

Children who are mildly ill (e.g., minor cold symptoms) may remain at the center only with an Administrator's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Children with symptoms

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of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will contact the emergency contacts indicated by the parents. The Academy retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the Academy's policies. When any youngster in a child's class has a communicable disease, parents are informed in writing within 24 hours. Staff with symptoms of illness will remain away from the center. Our staff members have special training in recognizing communicable diseases. We follow strict hand-washing and disinfection procedures. The disinfectant policy is posted in the classroom and reviewed with any adult working in that space.

Do not send an overtired child even though you may be overtired of caring for her/him. Do not send a child who appears fussy, cranky or anything other than her/his normal morning behavior. Even though there may be an absence of fever, this can be the beginning of an illness or an open invitation to any bug or virus the child might come up against during the school day. Remember, if you are in any doubt whether or not to send your child to school, it is best to keep her/him home. Sickness is most easily transmitted in the early stages, before the most obvious symptoms appear. Report to the Director if your child has been exposed to or has come down with a communicable disease.

Please make sure this form, that you filled out when your child entered school, has the name and phone number of someone who can pick up your child if you cannot be reached. If you are going to be away from home while your child is in school, let the Director know where you can be reached, or if this is not possible, make sure the person on your emergency form will be able to pick up your child.

MEDICATION POLICIES AND PROCEDURES

Each child must have an authorization for medical treatment and registration form on file before attending the center. This authorization allows us to obtain medical treatment for the child in the event of a medical emergency. We will make every effort to notify the parent as soon as possible if a medical emergency occurs. Health forms must be updated, including health care provider authorization, every year.

If you have given your child medicine before coming to school, please inform a staff member so that we can be aware in case side effects develop.

The authorization form must be completed before a child care licensee or staff person administers inhaled medication to a child in care. A copy of the completed form should be filed in the child's record and in the personnel file. Written instructions from child's physician or from a health care provider also needed. These instructions should include:

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specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician's prescription; potential side effects and expected response; dose form and amount to be administered in accordance with the physician's prescription; actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription; actions to be taken in an emergency; instructions for proper storage of the medication; the telephone number and address of the child's physician.

Medication is given only if parents sign an Academy-supplied permission form. Prescription medication must have a prescription label with the child's name and date on it. Permission forms must be renewed every six months. Chopsticks, sun screen, diaper rash medications, and modified diets do not require a physician's signature, but do need a parent's written instructions and permission. Such items must be labeled, given to a teacher, and taken home daily. If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is modified for cultural or religious reasons, the parent is asked to put the request in writing, and may be asked to help provide supplemental.

For all prescriptions and non-prescriptions medication, by law you must bring it to the Little Genius Academy in its original container and complete the medication box on the health form so it can be administered to your child. Please note: a doctor's signature is required for all medications both prescription and non-prescriptions. All medications must be turned into a staff member. All medication will be stored in a locked box.

MEDICAL AND EMERGENCY INFORMATION

Please promptly inform us in writing of any changes in information concerning your child's health, emergency phone numbers and names of persons authorized to pick-up your child. Information pertaining to the admission, progress, health or discharge of an individual child shall be confidential and limited to facility staff designated by the program manager, unless the parent of the child granted written permission.

ADMISSION CRITERIA, REGISTRATION PACKAGE

Before your child is accepted for admission to the Little Genius Academy the following criteria must be met: Call the school and schedule a tour and an interview with the director to see if the Little Genius Academy will meet your child's and family's needs. When a space that matches your schedule request becomes available, the director will contact you and decide on a date for your child to start school. The staff will set up an appointment for you to visit the school with your child. You will be asked to fill out a

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registration information form and turn it in to the office, with a nonrefundable registration fee, Teacher Retention Fund and deposit made out to Little Genius Academy.

The following required forms must be completed and returned:

- Registration Form
- Parent Responsibilities and Obligations (Admissions Agreement)
- Identification and Emergency Information
- Child's Pre-admission Health History - Parents' Report
- Physician's Report - Child's Pre-admission Health Evaluation, TB test
- Authorization to Consent to Treatment of Minor
- Personal Rights
- Parents Handbook Receipt
- Photo Release, Permission for Roster/Advertising
- Parents' Rights Notice Receipt
- Immunization Record (No TB test required if there are no risk factors)
- Field Trip Permission Slip & Car Seat Form
- Emergency Card
- Needs and services plans for toddlers and infants.

The Little Genius Academy will accept children on a thirty days trial basis. We will offer continued care to those to whom we feel we can offer quality care

The State of California law requires the Academy to have a completed exam form on file before your child can attend any classes. The completed form must also include proof that your child has been immunized in compliance with state regulations.

TB test is required unless the doctor notes there are no risk factors!

IMMUNIZATION REQUIREMENTS

Each child is required to have on file at the center a record of immunization, recorded on the card provided by the California State Board of Health. Under California law, parents may request exemption from immunization requirements. The Little Genius Academy reserves the right to refuse admission to the center to any child not immunized for a disease during an outbreak of the same disease within the region. Also, children will be refused admission if displaying symptoms of a disease for which they have not been immunized. Staff is required to have documented proof of health signed by a health practitioner on file.

Child must be immunized before entering school for the first time for the following: Tetanus, Diphtherias, Whooping Cough, Mumps, Polio, Rubeola, and Rubella. A TB

Tine test is required every two years; test date and results must be on record. This test must be kept current for as long as the child is attending school.

Children whose parents adhere to religious faith practicing healing by prayer or other spiritual means may be exempt from immunization shots. Parents are then required to provide a health history and a signed statement accepting full responsibility for the child's health, and indicating that they do not wish the child to have medical care.

DROP-OFF AND PICK-UP

Parents are responsible for transportation to and from school. For your child's safety, parents are required to come into the building to pick up and drop off the child. Children must always be walked into their classroom by an adult and left in a teachers' care.

Maintain an unhurried schedule. In order that your child arrives at school in a relaxed and happy mood, avoid upsetting her/him with last minute rushes. The arrival of an unduly upset child and parent may disturb the routine of the whole school.

Promptness: If your child arrives late she/he has missed an important part of the program. It is difficult for her/him to become a member of the group, and it is disruptive to the other children and teachers. Let it be your duty to teach your child responsibility and the good habit of being on time by bringing her/him to school by 9 AM at the latest so they can be included in the morning circle and have enough time to transition and separate from their parent. Transition and saying goodbyes are difficult for a child entering the program in the middle of activities or in the middle of the day. We strongly discourage bringing children in during lunch and rest time.

Siblings: If you are bringing a sibling to Academy drop-off or pick-up, please keep her/him under your direct care and supervision. Supervising them, in addition to our enrolled children, may put us out of ratio.

We will release children only to persons for whom the center has written authorization. We will make exceptions only if the parent speaks directly, in person or by phone, with the teacher responsible for the child at dismissal time. In this case the child will be released provided that person produces valid photo identification. We will not make exceptions with a child for whom a court restraining order has been issued. A copy of restraining orders against a parent or other significant adult must be on file with the child's health form.

If an emergency arises and a person without a pick-up card authorization needs to pick-up your child, please call the Director and state:

1. Who you are;
2. Your child's name, class, and teacher's name;
3. Who will be picking up your child, and at what time;
4. A phone number where you can be reached.

Please inform the person picking up your child that he/she will be required to show a driver's license before your child will be released. These procedures are to ensure your child's safety at all times.

SIGN-IN AND SIGN-OUT

In the morning and at the end of the day each child **MUST** be signed in and out. We are not legally responsible for a child who is not signed in. Parents need to sign their children in/out with the time of arrival/pickup and the full signature of the person who is dropping off or picking up the child. This is a State licensing regulation. \$50 missing signature fees will be charged. We receive penalties and stiff fines for any signature missing from a sign-in sheet. In addition, accurate sign-in sheets are needed to ensure your child's safe evacuation during any emergencies or fire drill practice.

Visitors will be asked to sign in and state in writing the purpose of their visit, except employees of the Academy. Any maintenance workers outside of the Academy must sign in on the visitor's sign in sheet.

CHARGES FOR LATE PICK-UP

The Academy is open at 7:00AM and close at 6:30PM. Please pick up your child/children promptly. Late pick-ups reduce children's trust in the Academy environment. If you are running late for pick-up time, we ask that you notify us so we can reassure your child. We are flexible in order to meet the parent's unexpected needs but a consistent routine of being on time is appreciated.

A Late Fee of \$2.50 for minutes for each child at the Academy beyond our 7:00PM closing. If the late fee is not paid within 3 days the child may not return to school until the fee is paid.

The emergency contacts will be called if the child has not been picked up within 30 minutes after the preschool has been closed and the preschool staff has not received any telephone calls or contact from the parents. If the emergency contacts are not available then law enforcement will be contacted. To ensure the children are all picked up at the end of the day the staff will check the sign in sheet.

WITHDRAWAL FROM ACADEMY

As stated in the tuition agreement, written notice must be given 30 days prior to a child leaving the program. You are responsible for tuition charged during the notification period whether or not the child attends. The Academy reserves the right to remove a child from the school for reasons of delinquency in payment of fees, or an inability of the child or parent to adjust to the school program or discipline policies. Such removals are to be determined by the Director and the Administrator.

Members withdrawing from school prior to the end of the school year are responsible for the following:

- Immediate payment of all unpaid fees and charges incurred.
- Completing that semester's maintenance obligation or paying the prorated fee.

DISASTER/EARTHQUAKE PROCEDURES

Natural Disaster: In the case of hail, flood, or other severe weather, the most conservative action possible will be taken. Teachers will keep children in the most protected situation possible until help can be summoned. If necessary, children will be evacuated to another building; parents can call the office for information on their child.

Lost child: A complete description of the lost child will be called into Security, the Program Director and Administrator. A search will be made; if the child is not found within 15 minutes the parents and law enforcement will be called.

Fire: If a small fire occurs a staff member will attempt to put it out. If the attempt is not immediately successful children will be evacuated and accounted for from the attendance form.

First Aid: Please note that the First Aid kits are kept in the every building. Please report any injury no matter how minor to the Director or Teacher.

Fire and Earthquake drills will be coordinated monthly with all the tenants at our Academy in order to prepare for any real emergencies. In case of an emergency we will evacuate the premises according to our evacuation plan

Earthquake Procedure: If there is time, try to assemble at the designated assembly place. If not, and earthquake is severe, the parents, Teacher and Director should become responsible for the most immediate group of children and encourage them to be calm, keep low with head and neck protected, under tables/chairs if possible. If possible and safe, one Parent and Director should access earthquake kits, which should

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be distributed to each adult to allocate to their group of children. Calmly, and as soon as possible, the children should be told what is happening and that the adults are taking care of things. The Director needs to circulate as much as possible to give support, reassurances and to gain as clear a picture as possible.

ANTI-BIAS AND DISCRIMINATION STATEMENT

At Little Genius Academy, we do not discriminate on the basis of race, color, citizenship status, national and ethnic origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status or veteran status. The school complies with the law regarding reasonable accommodation for all physically and mentally challenged applicants.

We do retain the right to deny enrollment if all our spots for a particular child's age group are filled. We do not make it a policy to deny enrollment on the basis of a child with special needs, however, if after talking with the parents of such a child we realize that we do not have the training, equipment, facilities, etc. to handle their child, we will not accept the child. This is in the best interest of the child, since our goal is to meet the needs of each child. If we are not sure whether or not we could handle a special needs child, we would be willing to try. The parents and we would have to evaluate whether or not this arrangement was working as we went along.

TUITION / ANNUAL REGISTRATION

An annual non-refundable registration fee, as well as half month tuition prepayment is due upon enrollment of your child.

We provide excellent childcare service at a reasonable cost. Please do your part to help maintain the quality of the program by being prompt with your tuition payment. Different payment plans are available. Tuition rates are usually set in the spring for the following fall. We make our best effort to maintain these rates; however, adjustments may be necessary during the year.

In the spring, parents who are currently enrolled have an opportunity to pre-register for the following school year, before the openings are made available to new clients.

If you withdraw your child during the academic year (September through May), your deposit will be applied to a portion of your last month's tuition if you provide one month's written notice. If you do not give one months notice, your deposit will not be returned or applied to your tuition. If you have any questions regarding your contract, please discuss them with an Administrative Director. We reserve the right to deny admittance to any child whose tuition is not paid by the due date. Please call the Director to make other arrangements if this is not possible.

Occasionally, small fees may be collected from each child for field trips or special activities.

MAINTENANCE OBLIGATIONS

Each family shall be responsible for two maintenance obligations a year, one of which must be a Clean-up Day. Due to safety concerns, children are not allowed to attend our assigned Clean-up Day. There will be one Clean-up Day scheduled each month. With the exception of August, Clean-up Day duty will be pre-assigned alphabetically. If you are unable to attend your family's pre-assigned Cleanup Day, it is your responsibility to facilitate a trade. The Administrator must be made aware of the trade. Failure to fulfill your Clean-up Day assigned will result in a fine of \$75. We appreciate your understanding in this manner, as it is our goal to have complete participation and issue no fines at all. The other Maintenance obligation must involve the actual improvement, repair or maintenance of school grounds or inventory, as pre-arranged and approved by the Administrator.

The volunteer hours can be completed by performing such activities as construction, painting, landscaping and gardening, office work, crafts, fund raising such as a parking lot sale, special events planning and implementation, drama and music activities, fine arts, photography and video, baking and cooking, cleaning and routine maintenance, computer programming and developing data base applications, coordinating work groups and completing surveys.

For those who cannot participate, they can opt out by paying a \$150 fee.

DEPARTMENT OF SOCIAL SERVICES RIGHTS

The Department of Social Services or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit a child or facility records without prior consent. The Licensee shall make provisions for private interview with any child or staff member and for the examination of all records relative to the operation of the child care facility. The Department has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate behavior.

CHILD ABUSE REPORTING

All Academy's employees are required to report any suspicion of child abuse or child neglect. All staff members have training to recognize signs of neglect and abuse.

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Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury.

Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned.

California law requires any person who suspects child abuse or neglect to report the case to the county department of social services. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Little Genius Academy is committed to a safe, nurturing environment for children to grow and learn in a positive manner. If you feel your child's needs are not being met, bring your concerns to the Director.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement. A permission form is provided for you in your registration packet.

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

- Enter and inspect the Little Genius Academy without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- Receive from the licensee the name, address and telephone number of the local licensing office.

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- Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- Receive, from the licensee, the Caregiver Background Check Process form.

LITTLE GENIUS ACADEMY PARENT AKNOWLEGMENT

_____ I understand the meals and snacks policy outlined in the Parent Handbook.

_____ I have read the Parent Handbook regarding outdoor clothing and will provide adequate and suitable clothing for my child.

_____ I will transport my child in a suitable car seat or booster seat at all times, and all persons transporting my child to or from the center will do the same.

_____ I am familiar with the illness guidelines in the Parent Handbook and will not bring my child to Academy if I suspect he or she has a communicable illness. In addition, I have **at least** one other responsible party available to pick up and care for my child should he or she become ill while at the center and I cannot be contacted.

_____ I will respect my child's learning environment by attempting to uphold and model the behavior rules, including using a quiet voice, allowing the child to care for their own belongings and using walking feet. I will further respect my child's learning environment by arriving on time each day (by 8:30 AM)

_____ I understand that there is a late fee of \$2.50 per minute if my child is picked up after 7:00 PM. If I fail to pay this late fee to the staff member on duty within 3 days, my child may not return to school until the fee is paid.

_____ I have completed a health form, immunization card, tuition agreement, volunteer information form and child information form.

_____ I understand that tuition is due by the beginning of my pay period or my child will be refused admittance to the program.

We, the undersigned, agree that we will try to consistently reinforce the ground rules of Little Genius Academy, and that we will redirect misbehavior in a manner consistent with the guidelines recommended above. We also understand and agree to abide by the policies outlined in this Parent Handbook regarding all aspects of Little Genius Academy Infant Center and Preschool operations.

Signature _____ **Date** _____

Name of the Child(ren) _____