

PARENT POLICY & INFORMATION MANUAL

Daybreak Academy

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Website: <http://DaybreakAcademy.com>

HOURS OF OPERATION:

We are open from 7:00 a.m. to 6:00 p.m. Monday through Friday. School hours: 9:00 a.m. to 3:00 p.m.

Extended Care hours: 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m.

Parent Visits:

Parents (custodial) and legal guardians are welcome at the Academy any time during operational hours. If your child is having a difficult time adjusting, we may ask that you observe them from the front lobby via the remote cameras, so that you can observe them without risking upsetting them. It is difficult, especially for young children, to have a parent walking in and out of the classroom, as they will naturally be confused about whether it's time to go home and why you are leaving without them. That is why we generally do not recommend parent helpers in younger classrooms, but welcome them in Pre-K and older classrooms where students are generally better able to handle a parent coming for a visit and then leaving. Of course you are always welcome to observe your child at any time via our remote camera system. Teachers are also more than happy to speak with you over the phone or in person about your child's progress at a mutually convenient time.

Drop Offs:

Please drop your child off in time for school (9am). It is very difficult for children to arrive late after the rest of the class has arrived. We see such a big difference in how their day goes when they arrive on time and are ready for circle time. Students who arrive late on a regular basis tend to struggle both academically and socially as well as disrupting the rest of the students from their learning time. Unlike at public school, you will not receive a court summons for chronic tardiness, but we still take it very seriously and ask that you only enroll your child(ren) if you are willing and able to get them to school on time regularly. We understand that there will be rare circumstances where you cannot get to school on time. In those cases, we only ask that you call us and let us know as soon as possible when you realize that you will be more than 30 minutes late, so the teacher can be aware and prepared for their late arrival. We also do meal counts first thing in the morning and may not know to prepare a lunch for your child if they come in later. Thank you for your understanding.

Drop-off Transition:

Please do not ever drop your child off outside of the building and assume they will make it into the building. Parents must physically walk the child into the building and sign them in via the biometric finger pad. You are responsible to make sure that your child gets into the proper classroom in the morning. Please do not drop your child off in the lobby and assume that front desk staff is available to watch them. You must walk your child down to the extended care area or classroom where they are scheduled to be. You must visually or verbally confirm with the child's teacher(s) that they are aware of your child's presence, before walking away. This policy is to ensure your child's safety, since transition times can be hazardous if there is any uncertainty about where the child is and who is watching the child.

Pick-ups:

You are expected to pick up your student at or before their scheduled pick up time. At no time can we provide care after 6:00 p.m. We ask that you show respect to staff members by being out the door BEFORE 6:00 p.m. (not walking in the door) so that they are not forced to work past their scheduled shifts. If you foresee that you will be delayed, phone the Academy and make arrangements to have someone else pick up your student. We also have affordable option to add extended care on short notice. Without notice, a late fee of \$1 a minute will be charged for each student left in our care after their scheduled pick up time (whether they are scheduled to be picked up at 3pm or 6pm). We go by the time logged on our biometric pad, so please don't forget to check them out when you arrive.

Pick-Up Transition: Once a parent has made visual contact with their child, the parent is now responsible for monitoring the child. This is for your child's safety. If staff sees that you have come to pick up your child they will assume that you are now watching your child and will turn their attention to the children still waiting to be picked up. For this reason, please do not let your child(ren) wander the halls unattended or assume that someone will still be watching your child while you run to grab something or get into a conversation with someone, etc. A child can easily run out the front door if a parent is not paying attention while they speak with the front desk staff etc. For this reason, please make sure that your errands and conversations with other parents or staff happen AFTER you have dropped off your child to the appropriate classroom in the morning, or BEFORE you pick them up in the afternoon.

Staying Past Schedule: We cannot allow children to stay past their scheduled pick up times, even if a parent is present. Staying past your scheduled time could potentially cause a group to be over ratio, because we would not have planned for your child to still be present. It can also create an unsafe situation for the child, because staff and parents can easily be confused about who is watching the child. Technically the staff member would not be responsible to watch the child at that point, because they are not scheduled to be at the school and a parent is present. However, from a practical perspective, this puts staff in a difficult situation where they would have to intentionally exclude your child from their monitoring, which would be very difficult to do. We have found that the safest thing for the child is to leave when scheduled, so that there is no misunderstanding about where the child is and who is responsible for the child's care. If you wish for your child to stay later so that you can watch them play, simply sign up for our affordable extended care up to the time you intend to leave the building. Thank you for your understanding.

If your child is not picked up by 6:00 p.m., we will attempt to phone you or your designated alternate until 6:30 p.m. If we cannot reach anyone, including your emergency contacts by 6:30, we will ask the police for assistance (in case you have been in an accident or some other emergency is preventing you from reaching your child).

We require 30 days notice to change your student's schedule, assuming we have the availability to change it. Permanent Extended Care schedule changes should be requested at least 2 weeks in advance. Schedule changes require that we have enough staff at the facility to meet appropriate student/teacher ratios. We will do our best to accommodate your schedule when possible.

Holidays & No School Days:

We generally follow the Jordan School Districts Holiday schedule and our school is closed on the same holidays and breaks as the school district. For exact dates, please refer to our online school calendar found at DaybreakAcademy.com. We also take a two-day recess prior to the beginning of each new school year. We do not ever go "off-track" or close for the summer.

SCHOOL SUMMER VACATION IS IN JULY (Summer Camps are available)

Absences & Vacation Policy:

Our school summer break is during the month of July. If your child is not in attendance during the month of July, no tuition will be due that month and the student's spot will be held for them to return in August. The facility will still be open and you are welcome to bring your child during that month for summer camp where they will participate in fun activities and arts enrichment. Tuition is based on annual pricing that we break into monthly payments for your convenience. IF your child is sick or goes on vacation outside of our summer break we cannot refund or credit any portion of his or her tuition. Should you choose to disenroll your child prior to the end of June, tuition will still be due if you want your child's spot held for the coming school year. Please see the front desk if you have any questions regarding this policy.

We DO NOT refund money or lower monthly tuition rates for absenteeism. If your child will be absent from Daybreak Academy please call and let us know. We cannot refund tuition for a child taking sick days. Tuition is based on enrollment (a reserved space) not on attendance. To maintain a reserved space, tuition must be paid in full each month including during the absence of a child due to illness, holidays, vacation (other than during the month of July), or for any other reason. We appreciate your understanding that just because your child is out sick for a time or on vacation, doesn't mean we can stop paying his/her teacher, etc. or that the other costs associated with maintaining the school disappear. You are paying for your child's spot, which we of course would not fill with another student while your child is out sick or on vacation.

Academy Updates:

We primarily use our school Facebook page (facebook.com/daybreakacademy), emails, and our vestibule bulletin board to deliver Academy updates to our families including Academy's news, reminders, calendar dates, monthly menu and other general information. Therefore, please follow our Facebook page, make sure that your email address with us is accurate and also keep an eye on the vestibule bulletin to stay up to date on school schedules and events. We also have an Academy blog online at daybreakacademy.com/blog that we update less regularly solely to share fun pictures and activities after the event is over, but we do not usually use it to make announcements or updates.

Sample School Schedule:

Your child's daily schedule will be posted outside of their classroom door. Below is a very basic sample schedule that will vary depending on your student's age, program and daily enrichment classes (such as martial arts & Chinese etc.):

9:00 - 9:15	Circle time
9:15 - 9:30	Morning snack
9:30 - 10:45	Unit Academics, Classroom Time
10:45 -11:30	Specialist Enrichments
12:00 - 12:30	Lunch
12:30 - 1:00	Quiet Rest Period
1:00 - 2:30	Rotating Learning Activities
2:30 - 2:45	Afternoon Snack
2:45 - 3:00	Classroom clean up

SICK POLICY:

For the good of your student, and in fairness to other students and their parents, you are required to keep your student out of the Academy if he shows symptoms of illness. Symptoms that are cause for keeping your student home are: fever, vomiting, diarrhea, unidentified rash, swollen glands, any contagious conditions (worms, etc.), heavy nasal discharge and ear-ache. We know how difficult it is for you to miss work, but we do not have the provisions to care for ill and recovering students.

Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness or is unable to participate in the normal routine and regular school program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Symptoms requiring removal of child from Daybreak Academy for a minimum of 24 hours from the time that the symptoms are fully resolved:

- Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to the academy, that means the child is fever free without the aid of Tylenol, or any other fever reducing substance.)
- Sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or loose stools.
- Vomiting: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, lethargic, continuously crying, and unable to participate or requires more attention than we can provide without compromising the health, safety or well-being of the other children in our care.
- Just a note: We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter, so that we can keep everyone at the academy as happy and healthy as possible.
- Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.
- If your child is unable to participate in the normal activities of the school (including being able to play outside), then your child MUST stay home.

If your student becomes ill during any part of the day with these symptoms, you will be notified to make arrangements to have your student picked up as soon as possible and no later than within 1 hour of notification. We realize that this can be difficult depending on your work schedule etc., but we are not able to provide sick care. We advise that you speak with your employer in advance letting them know that your child's school has a sick policy that requires you to pick up your child immediately in the event of illness. In our experience, employers are more understanding if they know in advance that this is a possibility. If your student is diagnosed with a contagious condition, you are required to have a note from the student's physician stating that it is medically safe in order to bring the student back to Daybreak Academy.

Daybreak Academy should be able to contact you at any time during the day. The necessary information is given at the time of enrollment; however, you are required to inform the Academy if you encounter any type of address change, phone number change, change of employment, doctor's information, etc. immediately. We may also have you fill out a new emergency contact form periodically.

MEDICATION POLICY:

If your student is taking medication, you must fill out a form for any medication you want administered by our staff at the Academy. All medication must be brought to the Academy in its original container with prescription label and/or dosage instructions attached. When an authorization for medication expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization. Medications that are not picked up by the parent within 14 days will be disposed of by the Academy. We must have a written notice, signed by a physician, to administer medication on a routine long-term basis, (i.e., Ritalin, Methylphenidate, Intal, Proventil, cough syrups, etc.).

All over the counter drugs and skin products shall be used in accordance with the manufacturer's recommendations. They shall not be kept or used beyond the expiration date of the product. Parents will provide any and all medicines and skin products to be used and sign a written authorization, noting any known adverse reactions. Skin products such as sunscreen, insect repellent, and diaper ointment, when used, must be in their original containers and labeled with the student's name.

Medical Emergencies:

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached. Parents/guardians are responsible to have adequate health insurance coverage for their children to cover all costs involved in medical treatment, including emergency transportation, if required. Owners of the school facility and Daybreak Academy, including their affiliates and staff members, will not be held liable for any sickness/injury of either parent/guardian or children/guests while on these premises. Parents must assume all liability for their children's medical expenses, whether the injury or illness occurred on or off of school grounds.

HEALTH AND SAFETY ISSUES

Immunizations:

We must maintain up-to-date immunization (or official waivers) on all the students for state reporting.

Medical Emergencies:

We do our best to ensure that injuries that happen at the Academy will be written up on an injury/incident report form. We will put these reports in your student's take home folder for you to review, to sign, and then return to the front desk. These forms must be signed, and dated along with the actual time you sign it. These forms should be turned back in to the front desk office or to the teacher so we can put them in the student's file. This is your responsibility to sign and return the incident form. By signing the form you are acknowledging that we made you aware of the incident. There may be times where a child gets a bruise, bonk or scrape without an adult seeing exactly what happened. Also, sometimes a bruise can form later on, well after the initial impact of hitting into the corner of a table (for example) and after the child has already gone home for the day. In a case like this we ask for your understanding that even with active, direct supervision it can sometimes be impossible to know a child was injured if they do not cry or notify the teacher that they hurt something. Of course, we always do our best to pay close attention and will notify you of any serious injury immediately to the best of our ability.

We will call parents right away for injuries that are more serious or if medical attention may be needed. For minor bumps, scrapes and other non-threatening injuries, we will apply first aid and fill out a report for your review at pick-up, but will generally not contact you. We have our emergency preparedness plan available for our parents to view in the front vestibule.

Fire Drills & Disaster Plan:

We conduct regular fire drills. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees.

Procedures for Fire, Earthquake, Flood, Power Failure, & Water Failure: In case of Fire:

Any person noticing signs of fire/smoke will immediately notify the director and call 911. The director will make sure the school personnel and children immediately evacuate the building using emergency procedures. Each classroom supervisor/teacher will be responsible for safely removing their classroom to the designated meeting place. When all teachers have accounted for their class to the director, we will go as a group to the Rio Tinto Corporate Offices immediately to the northeast of our building. We will wait there in the large main waiting room for parent pick-up.

Each classroom supervisor/teacher will continue to be responsible for keeping their assigned children safe, and accounted for at the emergency relocation site until they are picked up by those authorized to pick them up. We bring along an emergency supply with water, food, first aid kits, hand-wipes, and diapers, as well as a teacher cell phone, and a file with the children's names, emergency medical releases,

emergency contact numbers for persons who will be responsible to pick them up, and contact information for an out of area/state emergency contact person for the child, if available.

We will do the following if there is an earthquake:

As quickly as possible the director/or designee will shut off the gas, electricity, and water if possible.

If we are inside, caregiver and children will go immediately to a weight bearing wall and sit with their backs against that wall. Infant and Toddler personnel will move the children next to a weight bearing wall. When the tremors have stopped, and the director deems it safe, personnel, and the children under the direction of their caregiver will exit the building from the nearest outside door of their classroom into the fenced area of the school. They will stay together and go to the area of the southeast fence closest to the large patio of the school. The director will make sure all personnel and students are accounted for and wait for further information from emergency personnel.

Each caregiver will be responsible for safely taking his/her group of children out of the outside door of the classroom to the designated meeting place. A walking rope with a hand station for each child will be used to exit the classrooms and walk to the area of the southeast fence closest to the large patio of the school.

If it is necessary to relocate to a safe place our procedure will be: When all caregivers have accounted for their group, everyone will go together to the Rio Tinto Corporate Offices immediately to the northeast of our building. We will wait there in the large main waiting room, for parent pick-up route to the Rio Tinto building will be: From the patio area fence we will go out of the

We will exit a playground gate and walk a short distance until we enter the Rio Tinto building.

Toilet Learning:

When you feel your child is ready to start using the toilet, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in diapers or training "pull-ups" at all times if they are not fully potty trained. Please keep in mind that the exciting and fun activity level at Daybreak Academy can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for at least one minute beyond that announcement. Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks).

During toilet training, we ask that the child be dressed in "training friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with excessive snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

STUDENTS' CLOTHING:

Below is a list of articles that should remain at the Academy at all times:

1. A clean change of seasonal clothing, which has been labeled. If your student's clothing becomes soiled, it is up to each parent to pick them up and return them clean and labeled. Even older students can sometimes have accidents or get sick, so please make sure they have a clean change of clothes as well.
2. We do stress the need to keep seasonal clothing here at all times, including boots, mittens and coats in cold weather and lighter clothing during warm weather. It is your responsibility to ensure that your child's clothing and back-up clothing stay seasonally appropriate.
3. An oversized shirt or art smock that the student can wear during "messy" art projects to protect their clothing. We generally try to use only washable products, but we cannot guarantee that clothing won't get stained, although we do our best to prevent it.) Please bring this home to launder over the weekend along with their rest time bedding, if applicable.

Even though we do try to have the children wear a smock if there is an especially messy paint project, please be aware that kids this age are naturally going to be active and expressive and sometimes even messy. Please send them to school in clothing that it is okay for them to play and get messy in. There will be times when they get mud on their clothing. There will be times where they come home with (washable) paint on their clothing (that should not stain, but depending on the fabric some art mediums can leave a stain). So please, please, please do not send your child to school in clothing that are so precious to you that you would be upset if they got dirty, stained or messy. Save special clothing for special family activities. At school we want them to focus on learning, having fun and exploring, not on keeping their clothing in pristine condition. Thank you!

FOOD:

Monthly menus are available to view at the front lobby. In addition to a healthy lunch, a morning and afternoon snack is provided.

If your child has any food restrictions, you may be required to bring your child's lunches and snacks from home daily for your child's safety and wellbeing. The Academy is sometimes able to make exceptions and accommodations, depending on the food restriction and our ability to provide for the child's needs. However, we cannot guarantee that all requests will be possible to fulfill.

We do encourage each student to try all foods that are on their plate and they are permitted to have second helpings if they eat all of their food. While at the table, our students are shown and encouraged to use proper table manners and respect for others.

PARENT CONFERENCES:

Conferences and communications are extremely important. Anytime you have questions or inquiries, please feel free to ask. We do reserve the right to call a conference with any of our parents concerning

the progress, behavior, adjustment, etc. of their student. The better the communication, the better service we can provide you and your student. While we offer these scheduled opportunities twice a year to discuss the progress of the students, we welcome the opportunity to meet with parents anytime.

PROGRESS EVALUATIONS:

We will provide progress evaluations for each student twice a year as part of our parent conferences. These are formal written records of your student's developmental progress.

CURRICULUM:

We feel that environment is important in the learning process. Our classrooms are individualized to the students in that class.

Our educational program consists of unit themes that all classroom activities are planned around. Themes can last anywhere from a day to two weeks, but are usually one week long. Each teacher can personalize lessons to the individual interests and developmental levels of the students in the classroom.

Letter activities include: art projects, printing, sounds of letters, words that begin with each letter, etc., again all individualized to the developmental level of the students in each class.

Other areas of study include: number lessons and counting, color identification, shape recognition, name spelling and writing, sight word identification and using the calendar, including naming months, days and seasons.

Areas of study for the Pre-Kindergarten through grade school classrooms are geared toward meeting or exceeding state core recommendations.

We offer many extra curricular activities free of charge, such as music, martial arts, Chinese immersion, and private piano lessons, etc. depending on your child's age and program.

Older students may occasionally go on school field trips with parental notification. Families may opt out of these field trips, in which case the child may be asked to stay home that day or join another classroom for the day, if possible. All students ride in age appropriate car seats and safety rules are strictly enforced. The students will be required to remain in their seat until the vehicle has been parked and an adult in charge opens the door to help them exit.

Art projects and activities are often curriculum based and at other times are just for fun. We provide a varied number of different arts and crafts projects for all ages of students to enjoy.

We encourage social development skills at each age and skill level. We work daily to help the students to learn how to express themselves constructively, learn and play in a group settings and respect themselves, peers and adults.

FREE PLAY:

There are times during the day when the students are at "Free Play". This means that the students may choose from a variety of activities. These periods tend to be good for each student to experience new creativity, recharge and emotionally/mentally prepare for the next lesson, and express their emotions in a fun and healthy manner.

OUTDOOR RECESS:

The amount of outdoor play and exercise may vary daily. Depending on the weather, we may spend very little time outside or we may schedule several activities around outside time. We make our decisions according to many factors including weather, the day's planned activities and curriculum, and student needs. We will have outside recess every day that weather permits for anywhere between 10 minutes to two hours depending on the weather conditions, as well as the classroom's schedule and curriculum for the day. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. Our activities will include walks, non-competitive sports, water play, and others.

We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We have an outside drinking fountain and shaded area to prevent children from over-heating. Otherwise, parents who wish to excuse their children from outside play, must have a doctor's note.

QUIET TIME:

Quiet time is a part of the day's schedule, generally occurring soon after lunchtime. Each student is required to rest quietly for at least 15-20 minutes (non-napping students can also read or play with a quiet activity on their rest cot) and is given the opportunity to nap if needed. This is an important "down time" for students to rest and relax, even if they do not generally nap.

DISCIPLINE:

We maintain a positive discipline policy, which focuses on prevention, redirection, respect, kindness, consistency and firmness. We stress two main patterns of behavior: respect for one's self and for other people (which includes respecting their property and bodies).

We will clearly explain our facility's rules to our students and will expect them to follow them. There are not very many rules. The few that we have are based on safety and respect for self and others.

There will be no running permitted at the facility except during designated times and areas for indoor playtime. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. There will be no standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Respectful treatment of other people and all property, toys, and furniture is expected at all times. Willful destruction of property will be charged to the parent at the cost to replace the item.

Please support us in the enforcement of these rules, in order to create a safe and happy environment for all. No smoking is permitted on the premises as per state law (this includes parents and staff).

Discipline is needed with all students at times. By maintaining a few simple rules and examining situations from more than just a behavior point of view, we feel we will be able to help all the students adjust to a group experience easily.

The method of discipline used at Daybreak Academy is as follows:

1. Observe situations that lead to problems.
2. Help the child reset their behavior with positive redirection (suggesting a more appropriate activity or action).
3. Oral reminder to correct behavior.
4. Provide a short "thinking time" and/or remove the student from the group, if reminder is ignored. (Time outs do not last longer than the age of the child in minutes. For example, a 3 year old will not generally be in time out for longer than 3 minutes.)
5. Bring the student back to the group after explaining to him why he was removed for unsafe behavior.
6. Bring the student to the Director if unacceptable behavior persists.
7. Discuss behavior with parent if deemed necessary.

We expect support from each parent when we are experiencing discipline problems. Any student who persistently fails to respond to the method of discipline we adhere to may be disenrolled. Parents must understand that these situations are disruptive to the other students and classroom effectiveness. Be assured that we will make significant efforts to help a child adjust before taking any steps to disenroll.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior consistently prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Under NO CIRCUMSTANCES does Daybreak Academy condone the use of spanking, physical abuse, verbal abuse, name calling or isolation used to discipline. This applies to all DAA staff and all parents while on DAA property. Neither food nor sleep will ever be withheld from children as a means of punishment.

We are required by law to report any suspected student abuse to the proper authorities. Accordingly, any such concerns will be brought to the attention of the Director. After evaluating the circumstances, the decision will be made whether a formal report to Child Protective Services is warranted. We do not take this responsibility lightly and would only file such a report if we notice a serious problem.

Termination Policies:

We reserve the right to terminate services for the following reasons (but not limited to):

- Failure to pay tuition
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with this policy manual and regulations
- Serious illness of child
- Child's behavior poses a threat to the safety and/or emotional well-being of other students or staff
- Asking staff to babysit or nanny for you privately (creating a conflict of interest)

We appreciate as much advance notice as possible when you are considering moving your child from our academy, and will give the same courtesy in return. Parents are required to give at least 30 days written notice when they decide to terminate services. The 30 days of tuition will be required in full, regardless of whether or not the child is in attendance, so it is to your advantage to give us notice as soon as possible once you know that you will be withdrawing your child. We appreciate your understanding of this policy. Although we often have a waiting list, most other high quality schools have similar 30 days notice policies, which means that we will likely not be able to backfill your child's spot sooner than 30 days. Many schools even require full year contracts, so our policy is relatively helpful to parents in that you would never need to pay for more than 30 days tuition after giving notice, rather than being held liable for the entire year. Of course, we do ask that you do not enroll your child at our school if you know ahead of time that you will be pulling them from school mid-year. This is not fair to our staff and other students who will bond with them and it is not ideal for your child to have their academic progress interrupted. We know unexpected things can come up, but if you know ahead of time that something will likely come up, we ask that you select a less structured school or child care facility that is less affected by frequent student turn-over.

The Academy will likewise give advance notice before terminating services, when possible. However, we reserve the right to give immediate notice of termination (in writing and/or verbally) where there are extreme circumstances that affect the well-being of staff or other children in attendance. It is very rare that we have to disenroll a student. We prefer to first work with the child and family to come up with a customized approach to resolving the issue whenever possible.

Policy Revisions:

There will be a yearly review of this parent policy handbook and the accompanying contract. Families may or may not be required sign a new agreement each year, but all school policies must be adhered to regardless of the date the contract was originally signed. We reserve the right to make changes to our rates and policies as deemed necessary, at any time. We do our best to give at least 30-day advance notice of any major policy updates or rate changes.

Parental Agreement:

As part of your enrollment process, you must read and sign all enrollment forms and parent agreements before enrolling your student. These are policies that the Academy adheres to strictly, so please make sure that you understand them and are willing to abide by them.