

# **PARENT POLICY & INFORMATION MANUAL**

**Daybreak Academy**  
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## **HOURS OF OPERATION:**

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

School hours are as follows:

Preschool: 9:00 a.m. to 3:00 p.m.

Elementary: 8:30 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 (Preschool at 9a.m and Elementary at 8:30 a.m.). It is very difficult for children to arrive late after the rest of the class has arrived. 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. Children who are arriving after 10:00 a.m. without previous approval by management, will be required to bring a doctor's note in order to attend class that day. 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 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, unless you have been instructed in writing otherwise. 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. Please do not linger in the classroom.

Students transition faster and easier when drop-offs happen quickly. By staying longer, you are teaching your student that crying and clinging will get you to stay longer and the behavior may then worsen, causing disruption to the students and other students trying to integrate into the classroom in a peaceful way. If needed, bring your student to a teacher to help calm and support, say goodbye to your child and remind them that you'll be back to pick them up, and then exit quickly. Parents are often surprised to see how quickly their child calms down once they leave the classroom. You are welcome to monitor the child from the TV monitor in the lobby or via our remote camera system. There are a limited number of spots on the remote viewing system, so if other parents are taking them up temporarily, please check back in 10-15 minutes as something will likely have opened up.

**Toys, Valuables and other Non-essential Personal Items:**

You are expected to leave all toys, valuables and other non-school related personal items at home. We do our best to ensure that your child has the right environment to focus and learn. Toys and other items often cause distraction to both them and their friends as well as get lost or broken. We will make an exception in the case of naptime stuffed animals. These stuffies are to be used during nap only as means to calm and comfort children. Toys that are in the building are assumed to be the property of Daybreak Academy. To avoid any loss of personal belongings, please keep these items safe at home.

**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 exiting the building BEFORE 6:00 p.m. (not walking into the building) so that staff is 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 an affordable option to add extended care on short notice if you call ahead, but we cannot supervise children after 6 p.m. With notice, a late fee of \$5 per hour will be charged if you arrive before 6 p.m. Without notice a charge of \$1 per minute will be added to your account for any time outside of your schedule. 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.

**Babysitting**

Staff cannot at any time transport (unless for a pre-approved school field trip or medical emergency) babysit or supervise your children even when off site or off

medical emergency) babysit or supervise your children, even when off-site or off-hours. It creates a conflict of interest for staff to have personal relationships with families. It is also a legal liability for the school to allow staff to work independently for families, whether paid or unpaid, staff cannot babysit for your students, so please do not ask them too. Families and staff who do not keep this policy risk having their student expelled from school and staff risks being fired.

#### **Parent & Staff Communication:**

If staff is ever not being professional towards you or your student (beyond firmly and professionally enforcing school policy, which is their obligation), then please notify the director immediately in person, over the phone or via email ([director@daybreakacademy.com](mailto:director@daybreakacademy.com)) and your concern will be taken very seriously. If you feel the director is being unprofessional or unfriendly, you may ask the front desk for the email address of a school board member to pass on your concern. By the same token, verbal abuse, excessively criticizing school policy, making threats of any kind, yelling, aggressive, hostile, harsh, or unfriendly behavior and name-calling will not be tolerated coming from students, adult caregivers or parents at any time--whether in-person, over the phone, email or via social media. We want you to feel emotionally safe as part of our school family. Teachers, staff, and management likewise deserve to work in an emotionally safe environment where students, parents and caregivers are kind and respectful towards each other in all ways, at all times. You are always welcome to share concerns via email or to ask to schedule a meeting with a teacher and/or management to discuss concerns in person or over the phone, while staying calm and respectful. Please do not force staff to take their attention away from their students or scheduled plans by attempting to have an unscheduled meeting with them in the classroom, hallway or front lobby. Meetings should be scheduled in advance at a time that is convenient for both parents and staff. Concerns should be handled privately and directly with those involved. We would never bad-mouth a parent in front of other staff, parents or students, and we ask that you never disrespect a teacher or management in that manner either. Speaking poorly of your child's teacher in front of your student can be very detrimental to their emotional well-being and is not a helpful or healthy way to handle your concern. Your concerns are taken seriously. We cannot, however, bend policies and rules for someone simply because that person is criticizing staff, as that would be unfair to everyone. Your concerns will be brought to management and addressed as fairly as possible while maintaining our school standards and policy. In all circumstances, please treat staff with respect and kindness. Otherwise, we do not feel that our school is the right fit for you or your student's communication style and we will respectfully request an immediate improvement in behavior. If you and/or your student are unwilling or unable to comply, we will require you to disenroll and find a school for your student that better fits both your needs, for the well-being of all involved. Disenrollment is always a last resort, but we will not tolerate any kind of physically, emotionally or verbally abusive behavior between our staff, students or their families. It is not fair or reasonable for a caregiver to say or imply to school staff or management that our school is not meeting your expectations and yet continue to stay at our school. If a family is unhappy with our services and a resolution cannot be found quickly, then it is in everyone's best interest to part ways amicably. It is very important to create a positive learning environment that all parties treat each other with consideration and respect at all times. We believe we are a very good early childhood school, but are the first to admit we are not the right school for everyone, depending on one's expectations and needs. Therefore we will do all we can to support a smooth transition for your child to attend a new school, if you are unhappy with us. Thank you for your understanding.

**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 the child is 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 6:30p.m., 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 regular school-day 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.org. We also generally take a 5 day recess prior to the beginning of each new school year for teacher training and prep.

SCHOOL SUMMER VACATION IS IN JULY (Summer Camps are generally 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 or taking time off for any reason, including pandemics and societal unrest etc. because the school still needs reasonable notice to financially plan ahead. In all unforeseen situations, we will still require your 30 days' notice of your plan to disenroll in order for us to issue any remaining credit (unless arrangements have been made in advance and approved by management in writing). With or without 30 days' notice, you are still responsible for paying full tuition (whether your child attends or not) up to the 30 days. We adhere to this rule with strictness, so please do not register your child if you do not plan to abide by it. Thank you for your understanding.

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 unforeseen reason. We appreciate your understanding that just because your child is out sick for a time or on vacation etc, doesn't mean we can stop paying his/her teacher etc or that the other costs associated with maintaining

stop paying ins/rnt 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 etc.

### **Academy Updates:**

Teachers will send out regular updates and reminders through our communication app and/or email. We also use our school Facebook page ([facebook.com/daybreakacademy](https://facebook.com/daybreakacademy) or [Instagram.com/daybreakacademy](https://Instagram.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, we invite you to follow our Instagram or Facebook page. Please make sure that your phone number and email address that we have on file is accurate and kept up to date. We also have a vestibule bulletin with reminders of our school events. We may occasionally call or text you, especially if an update is time sensitive.

### **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 Choir & 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 they show 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. We adhere to the best of our ability to local health department recommendations.

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 nighttime or within the last 24 hours.

Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous cough, or a 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. Please do not request that your child does not participate in normal school activities because that means they are not well enough to be at school and should 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 to bring the student back to Daybreak Academy. We retain the right to verify and/or request a 2<sup>nd</sup> medical opinion, if management has any continued safety concerns about a child returning to the school. We have to take the entire student population into consideration when making these decisions.

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. It is always your responsibility to make sure that we have the correct contact information on file.

#### **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 dosage instructions attached. When an authorization for medication expires, the parent needs to pick up the medication, or the parent must renew the authorization.

Medications that are not renewed or 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. Parents are responsible to make sure the medicine has not expired. 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 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 by staff or ambulance, where you will be asked to meet us. You will be responsible for all medical and transportation charges incurred. 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 at all times. 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. This is a state requirement.

### **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. 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 for documentation. 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, such as bumping 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 got hurt. 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.

### **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 Sagewood Building immediately to the west 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. If at all possible, we will bring along our 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, caregivers and children will immediately Drop, Cover and Hold On as outlined by ShakeOut.org. Infant and Toddler personnel will move the children under a desk or table. 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 Sagewood Building immediately to the west of our building. We will wait there in the large main waiting room, for parent pick-up.

**We will do the following if there is a violent intruder:**

As quickly as possible the director and/or adult persons made aware of the situation will notify all classrooms to initiate lockdown procedures and notify 911. Lock-down includes closing curtains (when possible), locking classroom doors and having students hide out of view. Each classroom based on its size, layout, and number of students, may hide in the bathroom, or put classroom tables on their side and hide behind them and/or or hide in a corner not visible from the door nearest the intruder.

If deemed safer than staying inside the building in lock-down, the teacher may initiate an emergency evacuation, where the children will be walked to the Rio Tinto building adjacent to our school or to the Sagewood Retirement Center across the street (depending on the location of the intruder and which route would be less noticeable). Parents will be notified to pick up their students in accordance with the direction of local law enforcement as soon as possible.

**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. 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. Accidents are to be expected. Parents need to supply a surplus of extra changes of clothing each day (don't forget the socks) and are encouraged to send their child in shoes that can easily be wiped clean.

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 rompers or 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. A jacket or sweater. Even in the warmer months it can get cool inside the building. Please plan on leaving a jacket or sweater at school at all times.

### **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/allergies, you are responsible to check the menu and bring your child's lunches and snacks from home as needed for your child's safety and wellbeing. We do not have the ability to accommodate all dietary restrictions and will therefore keep an updated menu posted in order for you to make arrangements.

The Academy is a nut-free facility. We do however have products that may contain trace amounts of nuts or be processed on shared equipment. We do allow coconut as it is not considered a true nut or a common allergen. Please take precautions as needed.

We do encourage each student to try all foods that are on their plate and they are permitted to have second helpings if they are still hungry and have eaten 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 the 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.

Our preschool students use the standards provided by The Creative Curriculum which also has a large focus on Social Emotional well being.

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. It is important to note that even when engaging in free play, children are still learning like social skills and problem solving.

#### **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 overheating. Otherwise, parents who wish to excuse their children from outside play, must have a doctor's note.

#### **QUIET TIME AND NAP:**

We do have a built in 2 hour nap for students in our preschool program. Each child will be encouraged to fall asleep during this time. If the child is still awake after a while, the teacher will provide books or other quiet activities to do on their cots. We do not have the ability to take students out of the room for other activities during this time.

Quiet time is a part of the Pre-K classes daily schedule, generally occurring soon after lunchtime. Each student is required to rest quietly for at least 30-45 minutes where the students can read books, do quiet activities such as puzzles or just relax.. This is an important "down time" for students even if they do not generally nap.

#### **DISCIPLINE:**

We follow Conscious Discipline by Becky Bailey. This program helps to maintain a positive discipline policy, which focuses on prevention, redirection, respect, kindness, empathy, consistency and firmness. We focus on viewing all behavior as communication and striving to understand the needs of students and staff.

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.

For more information on Conscious Discipline please visit [consciousdiscipline.com](http://consciousdiscipline.com) and sign up for free resources.

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 every effort to help the student adjust before taking any steps to disenroll a student. If a discipline problem arises that does not respond to our methods, 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 suspicions will be brought to the attention of the Director and/or Owner. 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 had serious cause to suspect a 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 revision to this 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. 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 before enrolling your student. These are policies that the Academy adheres to strictly, so please make sure that you understand them.