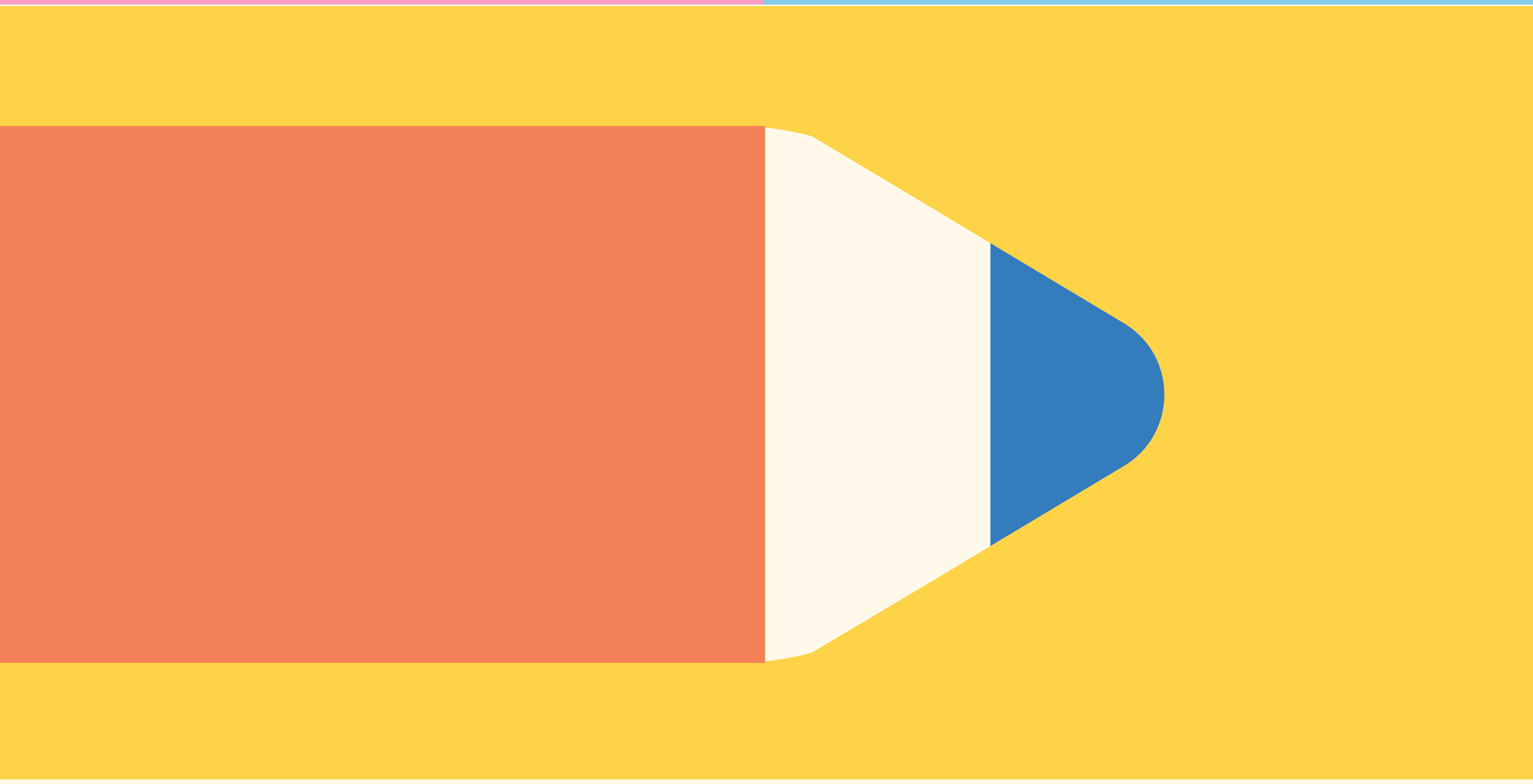


SUCCESS ACADEMY PARENT HANDBOOK

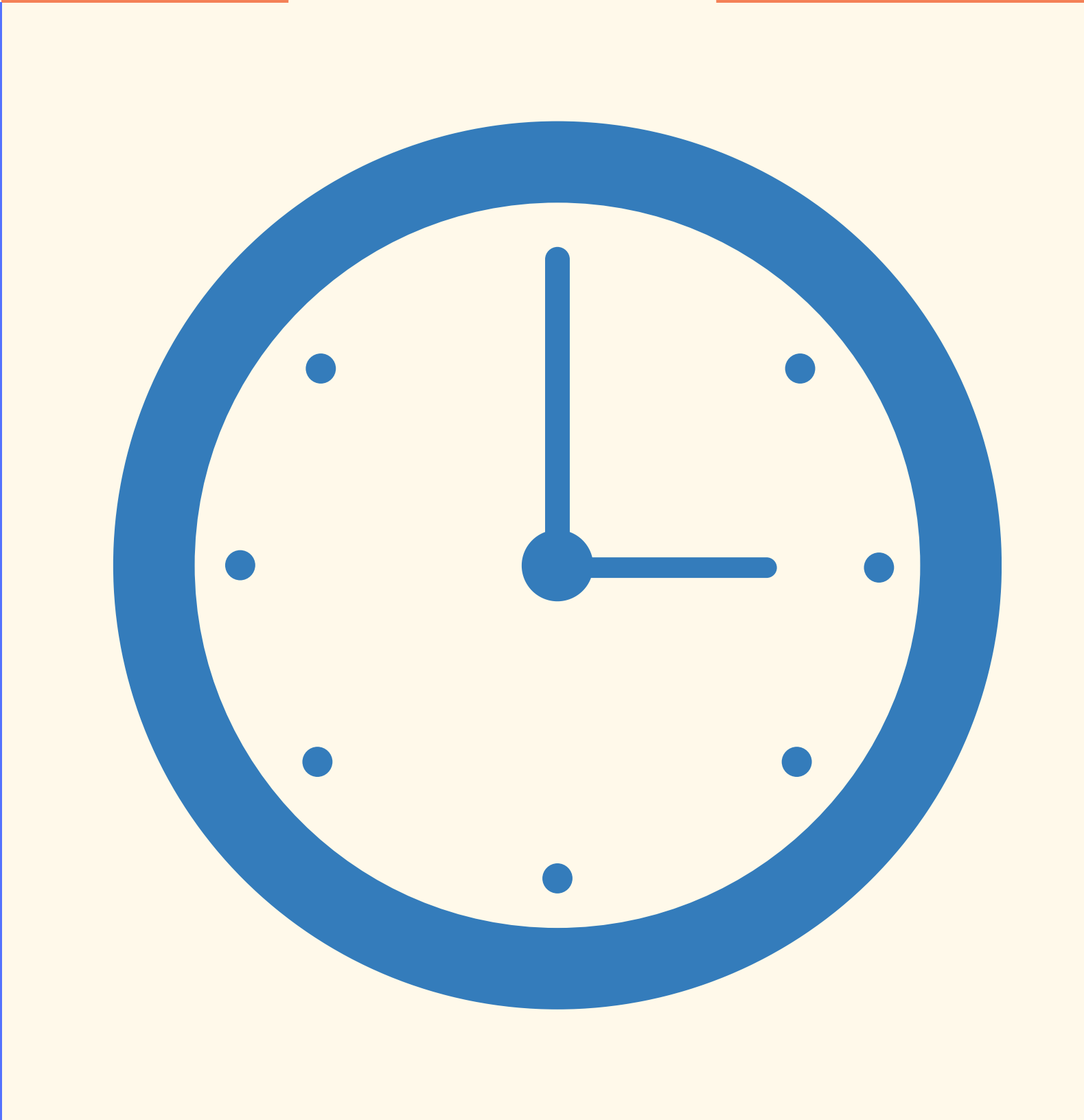
151 GUMBERRY ROAD
CAMDEN, NC 27921
(252) 331-1116



**HOURS OF
OPERATION:
6:30AM-6:00PM**



**Full-time
Childcare
&
NC Pre-K
Program for
Camden County**



WELCOME

Welcome to Success Academy!

Choosing childcare is one of the most important decisions you make for your family. You have come to the right place for programs that are guided by North Carolina standards and tailored to meet the needs of your family.

We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact our students' lives educationally, emotionally, and socially so they are provided with a strong foundation for their educational career. We look forward to working as a team to help each child reach goals that are set for them throughout their time at Success Academy.

We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual child. We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to Success Academy.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as successful as possible. Please read this carefully and keep it for future reference. The SA staff would be glad to address any of your questions or concerns. Once again, WELCOME!

PHILOSOPHY

Success Academy child care professionals provide high-quality educational children's programs that respect families' values and cultures. Knowledgeable and caring professionals plan and facilitate developmentally appropriate activities that are responsive to children's abilities, ages, and interests. We are committed to serving children with respectful, positive interactions that foster each child's development and growing independence

MISSION

Success Academy strives to provide pre-elementary school education for children of area counties with the ultimate goal of creating a love of education and learning that will continue through academic careers and will produce globally competitive and productive citizens.

VISION

Success Academy provides the building blocks of education and creates lifelong learners.

NON-DISCRIMINATION POLICY

Success Academy does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, or sexual orientation .

COVID-19

COVID 19 has turned our world upside down. Many of our previously used policies and practices have been enhanced and/or changed for the safety and health of both our students and staff.

The Child Care Health toolkit is intended to help licensed/regulated childcare facilities make informed decisions about COVID-19 and to minimize the risk of exposure to both the staff and children in our care.

Please note that we may have to make changes to our health guidelines throughout the year in accordance with the toolkit as updates arise. These changes may include but is not limited to: social distancing, mask wearing, and/or visitor procedures.

HOURS OF OPERATION

Our facility operates Monday-Friday, from 6:30am-6:00pm for our various programs below:

- 2, 3 & 4/5-year-old Private Pay Students: 6:30am-6:00pm. Parents may drop off between 6:30am-9:00am.
 - Please note: No children will be accepted after 9:00am unless previous arrangements have been made with the administrative team.
 - Cut off time for drop off in the mornings is 11:00am.
- NC Pre-K Students: 7:45am-2:30pm. We require your child to arrive at school before 8:15am so that they may fully participate in daily lessons and activities. Please pick up your child at 2:30pm unless they are registered in our aftercare/wrap-around care.
 - NC PreK aftercare: 2:30pm-6:00pm.
 - Please note: No children will be accepted after 8:15am unless previous arrangements have been made with the administrative team.



FIRST DAY TIPS:

The first day of school is an important milestone in your child's life. Your child will embark on a journey that will lead him or her on many roads of discovery and learning throughout his or her lifetime. New situations and change can sometimes be unsettling and a little scary. For many children, this is their first experience of separation from their parents or caregivers.

To assist your child's transition to Success Academy, please refer to our suggestions below:

- Prepare your child for the new school experience by explaining what they can expect, especially during these unprecedented times where things look a lot different than normal.
- Attend a meet and greet prior to the beginning of a new school year. Again, this will be different from our typical open meet and greet.
- Establish a routine prior to the start of school including a night and morning preparation. Rituals and routines, like a quick hug or a high-5 goodbye, will add predictability and comfort in unfamiliar situations.
- Explain to your child where you will be and when you will return prior to arrival. It may also be helpful to discuss what will happen when you pick them up from their day.
- Establish and maintain a clear good-bye routine. This may be a warning you are leaving, a kiss and hug, or a wave as you leave. Once you tell your child you are leaving, it is important to follow through.
- Starting in a new setting can be an exciting yet scary experience for a young child. Even children who are looking forward to child care may become apprehensive when they realize that you are not going to be there all day. This feeling is a normal reaction.



CURRICULUM

North Carolina's Department of Public instruction supports a developmentally appropriate environment for preschool-age children. A developmentally appropriate environment includes physical, social/ emotional, cognitive, and language development in the young child. The developmentally appropriate concept states children, ages 2-5 years old, learn best in an active environment that is planned to match their level of development. If you enter any of our classrooms, you should observe children making independent choices in learning centers and/or actively participating in activities. Learning centers found within each classroom include art, blocks, dramatic play, manipulatives, technology stations, language/ literacy, math, music, and science.

Children learn through the process known as play. This approach of "doing" requires thinking and experimenting to find out how things work. Children first explore the materials/toys, manipulate and then play with them in a more organized and purposeful way. By playing out real experiences, the children are organizing and beginning to understand their world. The activities in the classroom encourage exploration by using all the senses (touching, tasting smelling, listening, looking) and the discovery of concrete, relevant materials in a warm, supportive and stimulating learning environment. In a hands-on curriculum the focus is on the process and not the finished product. Child-made projects are produced by the children and Parent Handbook 120911 Page 5 not teacher-made cut-outs and dittos. This approach is based on the premise that children learn best through active experiences with materials, people, events and ideas, rather than through direct teaching or pre-written sequenced exercises. (The rare exception is for occasional learning to write activities).

Our center uses a combination of both Creative Curriculum and Letterland.

- The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment. The curriculum identifies goals in all areas of development: Social/ Emotional, Cognitive, Physical, and Language.
- Letterland is a wonder, multi-sensory approach to learning for Preschool students using songs and actions for all the alphabet letters. This phonic curriculum covers all 44 sounds in the English language and their major recurring spelling patterns. It introduces the alphabet letter shapes and sounds, expands vocabulary, and explores phonemic awareness.

ASSESSMENTS AND SCREENINGS



Children's skill levels are assessed in the five basic developmental areas (cognitive, physical, social/emotional, and language) throughout the school year. Parents have the opportunity to discuss their child's progress and developmental assessment through scheduled parent-teacher conferences. If you have concerns about your child's progress, please contact your child's teacher to schedule a conference.

The teacher's role includes observing and assessing how children learn. If a teacher is observing behaviors that are not typical for a (2-5) year old child (speech, emotional outburst, physical, focusing concerns, etc.) the teacher will inform the director prior to bringing their concerns to your attention. Depending upon the severity of the concern, the teacher and/or director will encourage you to have your child screened. Our center does have a speech pathologist from the Camden County school system that will conduct speech screenings for each child in our program ages 3-5. Early intervention is necessary for the developing young child.

POLICIES AND PROCEDURES

ENROLLMENT PROCEDURES

Parents are invited to tour Success Academy with a staff member, usually the Director. These tours must be scheduled in advance. Parents are given the opportunity to ask questions about the program at any time prior, during, or after the tour.

- Parents can call the office at 252-331-1116 and request an application packet be mailed to them or they can pick up an application packet in person at Success Academy.
- A completed application and registration fee should be submitted to the Success Academy office, only after the parent handbook has been read thoroughly and it is determined the policies and programs offered will meet both the needs of the parents and child/children.
- The application must be completed in its entirety for the child to be accepted. This includes submitting the \$75 non-refundable registration fee for private pay tuition students. (This fee does not apply to those applying for the NC Pre-K Program.)
- Medical forms/immunization records for children ages 2-5 are required to be updated.
- NC Pre-K parents and children will be invited by letter to attend a meet and greet in August, prior to the first day of school. This will give the parent and child the opportunity to meet his/her teacher and for the parents to ask any questions they may have. This is also a great time to drop off any supplies requested on the supply sheets. Attendance of this event is **STRONGLY** encouraged.

NC PRE-K ENROLLMENT

The NC Pre-K Program is designed to provide high-quality educational experiences to enhance school readiness for eligible four-year-old children. The child must be four years old on or before August 31st of the program year. A child that meets the age requirement is eligible for NC Pre-K if the child is from a family whose gross income is at or below 75% of the State Median Income. In addition, up to 20% of age-eligible children enrolled may have family incomes in excess of 75% if one or both parents are active-duty military OR they have documented risk factors in specific categories including developmental disability, limited English proficiency, education need, or chronic health conditions.

Although a child may meet one or more eligibility factors, placement is not guaranteed in an NC Pre-K classroom.

Applications for the following school year are typically available in March. You will be notified of the status of your application in June. The following documents are required to complete your NC Pre-K Application:

- NC Pre-K Intake Application
- Copy of Birth Certificate
- Immunization Records
- Proof of Income
- Proof of Residency
- Health Screening (due 30 days after school starts)
- Dental Screening (due 30 days after school starts)
- Copy of Parent's picture ID



TUITION

Payments are made using a personal check, Cashier's check, or online payment on BrightWheel. Payments should be made out to: Success Academy. Personal checks will be accepted unless a problem arises such as a repeated history of insufficient funds. Please make sure to write your child's name on the payment document. A receipt will be provided after payment.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, or other reasons. Please note that tuition rates do not change in the event of a week off (including a holiday).

Any special payment arrangements must be made prior to your child's enrollment and documents in your child's file by the Director.

DISCOUNTS

Our heroes are important to us, which is why we want the best for your little heroes-in-training. Success Academy would like to thank you for your service and will offer a 5% discount to active duty military, law enforcement, and first responders.

We also offer a 5% multi-child discount! This discount is applied to the lower tuition rate.

Reminder: Payments are subject to increase, but a one month notice will be provided, in accordance with state law.



MONTHLY TUITION RATES

2 YEAR OLD'S \$750
3 YEAR OLD'S \$675
4 YEAR OLD'S \$650
5 YEAR OLD'S \$620

WRAP AROUND CARE \$375
AFTERCARE FOR CAMDEN COUNTY PUBLIC SCHOOL STUDENTS: \$200

CONFIDENTIALITY

Each family has the right to confidentiality. Success Academy keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of Success Academy unless written permission has been obtained from the parent(s).

WITHDRAWAL AND DISMISSAL POLICY

A two-week notice is required before withdrawing a child from our center. Your account must be in good standing and paid in full - including your child's tuition for his/her last week. Tuition payments made in excess of the amount owed will be reimbursed via check and mailed to the address on file.

The director reserves the right to cancel the enrollment of a child at his/her discretion, for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in this handbook.
- The child has special needs that we cannot adequately meet without current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

DROP OFF AND PICKUP PROCEDURES



Parents are responsible for transporting their child/children to and from Success Academy each day. For the safety of the children, families, and staff, there is a 5 MPH speed limit in our parking lot. Parents should closely monitor their child/children when walking to and leaving the building. It is unsafe for children to be left unattended.

For safety reasons, there is NO PARKING near our entrance doors. Please park in the designated parking spaces available and escort your child/children into the building. Children in our NC Pre-K program with active IEP's that include transportation will be provided transportation from Camden County.

Only individuals listed on the child's profile in BrightWheel, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture ID from any unfamiliar person (including grandparents). If there is any concern, the staff of Success Academy reserves the right to deny a person's request to pick up a child.

Your child's classroom teacher MAY be available at pickup time for short questions. For longer discussions or particular concerns, please schedule an appointment.

Parents are expected to assume full responsibility for their children once they enter the classroom.

Your child has waited all day to see you and is excited when you walk in the door. Please **put away your cell phone** and give your full attention to your child.

Children enrolled in our NC Pre-K classrooms are expected to be picked up at the agreed-upon time daily. The parent or guardian of a child is not picked up until after the agreed time, or past closing (6 pm), will be charged \$1 per minute. Families who pick up late more than 3x in a one-year period will pay \$5 per minute after pickup time. All late fees are expected by 6:00 pm the following day. This fee applies per family. Excessive abuse of late pickup can result in disenrollment.

We highly discourage leaving your idling vehicle in the parking lot during drop-off and pick-up times. In case of extreme cold or heat, please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER LEAVE A CHILD IN A VEHICLE UNATTENDED.

COMMUNICATION

BRIGHTWHEEL CLASS DOJO



Your child's records are located on a secure application called BrightWheel. The best way to access this is to download the BrightWheel app. Upon enrollment at our center, you will receive an email with an invitation to the site and login information. **It is the parent's responsibility to check the BrightWheel app to view your bill, make payments, and update your personal information and pick-up lists.**

Proper communication between our parents and the teachers and staff of Success Academy is **extremely** important. In addition to BrightWheel, teachers may send home information on a regular basis and also use Class Dojo to communicate with parents. You are welcome to call to arrange a meeting with your child's teacher--even to just become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a cubby. Please check these daily for notes, newsletters, and daily reports.

Remember to communicate any changes to your child's schedule in writing. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete the names of authorized adults to pick up your child on the BrightWheel parent portal.

Our main office must be informed of any of the following changes:

- Address
- Phone Numbers
- E-mail addresses
- Parent employment status
- Health/immunization updates, or
- Other pertinent information related to your child.



ClassDojo

CENTER HAPPENINGS

The staff of Success Academy will make every attempt to keep parents up to date on happenings here at the center, and in our community. Center newsletters, as well as classroom newsletters, will be sent out monthly. Parent bulletin boards are posted in our lobby and are updated weekly. Notices are often sent out via Class Dojo and BrightWheel. **PLEASE READ THEM.** Together, as partners, we will be able to provide your child with a fun and safe learning environment.

SOCIAL MEDIA

We have a Success Academy Facebook page! Please search @SACamdenCo to find us and like our page! We also have a private parent group for current families linked to the SA page. Feel free to join for updates here as well.



PARENT SATISFACTION AND CONCERNS

We count on families to share perspectives and offer suggestions. Your feedback allows us to improve quality and helps us maintain high standards. Please feel free to share your compliments, concerns, or suggestions with us at any time.

SATISFACTION SURVEYS

Families are invited to participate in our annual patron satisfaction survey. You can share your anonymous feedback online. We use the information gathered through these surveys in planning and decision-making that enhance our programming. Please take advantage of the opportunity to share your valued feedback.

SUGGESTION BOX

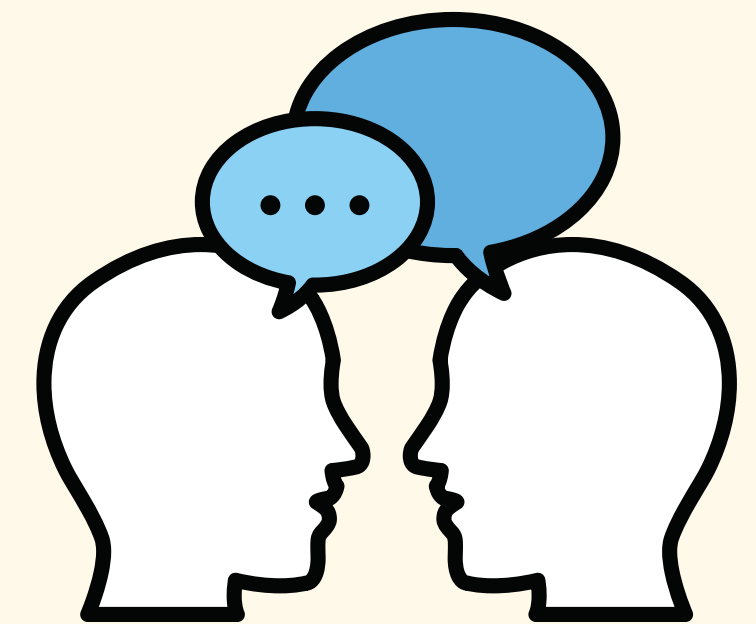
We would still like to hear from you during other times of the year when the annual survey is not in progress. We have a suggestion box where families can provide anonymous feedback, concerns, or recommendations. Family input is extremely important and appreciated. All suggestions, whether submitted anonymously or by an identified person, are read and addressed by the Success Academy staff.

PARENT CONCERN PROCEDURES

If at any time you have a concern or question, please feel free to reach out to the front desk or contact the SA Director.

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party to speak directly to the staff member, or family prior to speaking with the director.

Administration will act as a moderator in situations that require more attention or are recurring. We will make every effort to remain fair, with our main priority being the safety and quality of care of the children of Success Academy.



Need to Talk?

Teachers are available for formal conferences or informal discussions. Let them know what is on your mind.

VISITING AND VOLUNTEERING

Success Academy has an open-door policy for all of our families. You are welcomed to come to visit your child at school any time of the day with prior notice. If the visit is very short (for example, to drop off or pick up your child or to drop off supplies), then signing in and out as a visitor is not required. If a visit is any longer (for example, to participate in an activity), then you will be asked to sign in and out at the front. Families attending special events, such as an open house, are not considered visitors and do not wear a visitors' badge or sign in for the duration of the event only.

Many parents enjoy volunteering. Whether you volunteer regularly or once in a while, our program welcomes you and thanks you for your participation. Talk with your child's teacher for more information about the opportunities for volunteering and the rules specific to these situations.

CLOSURES

UNEXPECTED CLOSINGS

On a rare occasion our center may be forced to close due to a situation beyond our control (i.e. an ice storm, electrical outage, no water, etc.). Every attempt will be made to inform parents of an emergency closing. It is the parent's responsibility to ensure that their child is picked up within an hour of the notification, with no exceptions. In cases where we must close temporarily, and it is beyond our control, tuition is still due. We will make every effort to pro-rate, discount, or credit accounts as necessary.

SCHOOL CALENDAR

Success Academy's Private Pay Childcare Program operates on our own calendar, although we do typically follow Camden County Schools. Please **review the calendar carefully** for holidays and professional development days where the center will be closed. There are also early release days on the calendar, when the center will close to ALL programs early (most cases before a holiday). It is important for our staff to have time to prepare lessons, attend conferences, or deep clean classrooms, toys, and communal areas.



Success Academy's NC Pre-K program operates on Camden County Public Schools schedule.

YOUR CHILD'S EXPERIENCE

BEHAVIOR MANAGEMENT

Discipline and guidance will be clear and consistent and based on an understanding of the individual needs and development of a child. Discipline is directed towards the goal of maximizing the growth and development of the child(ren) and for keeping staff and children safe.

Positive discipline helps children develop in many areas to include self-control, self-help skills, and social skills. Learning occurs when teachers of children are continuously involved in setting limits, encouraging desired behaviors, and guiding children to make appropriate choices.

The environment is also an important factor in applying positive guidance. Our programs at Success Academy are kept safe, nurturing, stimulating, and appropriate for the children. All classroom environments are based upon the individual developmental levels and abilities of the children in care. Spaces are set up with many different areas of interest that are changed often to hold the children's interest and stimulate curiosity. The daily routines are different in each classroom, but all alternate periods of activity with quiet periods to balance the needs of the children. Time and schedule allow for the children to have opportunities for individual and small group attention to foster self esteem and allow children to express themselves.

If a child/children are unable to find or follow a solution and the negative behavior continues, the teacher will use redirection techniques. The teacher will give choices to the child/children. This enables children to see other options and allows them to decide between two acceptable choices.

When problem-solving and redirection both fail, the child will be moved to a single person activity area or "quiet area". He/she is able to consider his/her actions without punishment. Within a few minutes the teacher will return to the child and they will discuss the incidents and possible solutions. The child may return to play with others when he/she is "ready".

A child who is being unsafe and is in danger of hurting him/herself will be kept safe with a minimum of physical contact. Other children, toys and/or furniture will be removed from the area as needed. In the event that a child is injuring him/herself or others, their parent will be called and the child will be sent home.

DISCIPLINE & BEHAVIOR MANAGEMENT POLICY

No child shall be subjected to any form of corporal punishment. Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy.

WE:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

WE:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

“Time-Out”

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

DISCIPLINE & BEHAVIOR MANAGEMENT POLICY

(CONTINUED)

Success Academy's Discipline Policy

STEP ONE

Teacher will remind student of posted classroom rules and give student a verbal warning. Teacher will work with student on how to correct their behavior.

STEP TWO

Teacher and/or administrator will contact parent contact via BrightWheel, Class Dojo, and/or phone call regarding student's behavior.

STEP THREE

Child will visit the "Reflection Chair" for no more than 5 minutes. Reflection Chair time is based on the students age.

STEP FOUR

Teacher and/or administrator will contact parent contact via BrightWheel, Class Dojo, and/or phone call to follow up with parents regarding student's behavior.

Success Academy will **NOT** tolerate any student physically hitting, kicking, biting, and spitting on another student or staff member. Parents will be notified **immediately** for pickup. It is up to the discretion of the Director to make the decision to give a student a "1-day vacation" based on the incident at hand.



TREASURES AND POSSESSIONS



Each child will need a blanket to use at naptime. Your child's name needs to be clearly written on it. Blankets are sent home each Friday to be washed and returned the following Monday. Success Academy provides cot sheets during naptime. Success Academy staff washes these sheets every Friday. A small pillow or small stuffed toy is permissible with prior teacher approval.

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Past experience has shown us that oftentimes, toys from home create problems at school. We highly encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n-tell" day.

Success Academy is not responsible for any lost items.

There are four things we feel strongly must remain at home: toys, gum, money, and candy.

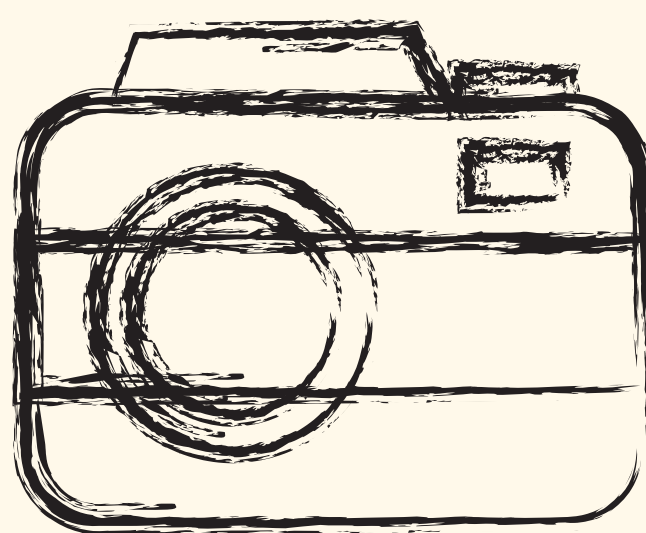
BIRTHDAY CELEBRATIONS



Parents are welcome to send in a treat to share with their child's classmates. Please be mindful that some classrooms have strict allergy guidelines. Inform your child's teachers in advance about what kind of treat you plan to bring in order to keep all children safe. Any items brought in to help celebrate must be store-bought and pre-packaged. Parents are always welcome to attend during snack time to celebrate their child's birthday.

If a birthday is celebrated away from school and the entire class is not invited, please mail invitations. Our center will not distribute mailing lists, phone numbers or invites. If the entire class is invited, we can distribute invites into the child's cubbies.

PHOTOGRAPHS



Photographs of the children in our program may be taken from time to time for brochures, social media, or publicity materials, and/or educational training. In the BrightWheel/Class Dojo app, parents are encouraged to upload photos of their children. Teachers can also send photos through the app to update parents throughout the day. Please ensure you check the appropriate box on your application form.

PERSONALIZED STORAGE FOR PERSONAL BELONGINGS

Your child will be provided a special place, a cubby, labeled with his/her name in which to keep personal belongings such as a coat and other belongings.

CHILD'S ATTIRE

Children should be dressed in washable, comfortable clothing because of the wide range of activities completed throughout the day. Aprons will be provided for art and water activities. Children are encouraged to come to school in **closed-toe shoes for safe and comfortable play**.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing is kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled bag. Clothing should include underwear, socks, pants/shorts, and a shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats, must be labeled clearly with your child's name.**

DIAPERS & TOILET LEARNING

Parents must supply all diapers and wipes at Success Academy. Diapering shall be handled in conformity with the following methods:

- 1) At the diaper changing station, there will be a disposable separation material that acts as a barrier placed between the child and the changing surface, which is discarded after each use.
- 2) The center will have disposable gloves available for diapering. Teachers will wash hands with soap and water after changing a diaper.
- 3) The diaper changing station will be disinfected after each diaper change with an appropriate germicide.
- 4) Children's clothing soiled with fecal matter to be sent home with a child will not be rinsed at the center, but will be placed directly into a plastic bag, sealed, and stored away from the rest of the child's belongings and out of reach of children.
- 5) Soiled diapers shall be disposed of in a plastic-lined, foot-activated receptacle or another type of receptacle that prevents hand contamination. The receptacle shall be covered or otherwise enclosed and be inaccessible to children. These containers shall be emptied, cleaned, and disinfected daily, or more frequently as needed to eliminate odor.

Just like other areas of development, children learn toileting skills at different times. We recommend that when in training, your child be dressed in "user-friendly" clothing.

Success Academy staff will partner with families to support each child's toilet learning and to accommodate the different stages of development. Please speak with your child's teacher to discuss this process.



TRANSITIONING TO A NEW CLASSROOM

Over time, children may need to transition to new classrooms as they develop the need for new challenges and social interactions in their peer group. The timing of classroom transitions is based on many factors, including: consultation with the family, the child's age and developmental readiness, and space availability. Parents are invited to visit your child's new classroom and meet the teachers to make the transition smooth and enjoyable. Children will be gently integrated into their new environment by extended visits to the new classroom. Our staff is always available to answer questions and discuss how the transition is going.

HEALTH, SAFETY AND NUTRITION

Success Academy is committed to supporting the mental, social, physical, and emotional well-being of your child. Good nutrition and physical activity are cornerstones for programs. Your child can learn skills and develop attitudes that build a foundation for a healthy lifestyle.

Our staff ensures healthy and safe program environments. You can help by ensuring that each day you bring your child to our center, that he or she is free from obvious illness and is in good health. We are unable to provide care for children who are acutely ill.

HEALTH AND SAFETY PRACTICES

Success Academy follows the guidelines in Caring for Our Children: National Health and Safety Standards: Guidelines for Early Care and Education, published jointly by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education.

The foundation of these practices is professional development for our teachers in health and safety including CPR and first aid training, through background checks, sanitation inspections, and fire and emergency drills conducted on a regular basis.

WATER POLICIES & AQUATIC ACTIVITIES

Aquatic activities do NOT include water play activities such as water table play, slip and slide activities, or playing in sprinklers. Here at Success Academy, our students ONLY participate in water table play, slip and slide activities, and/or sprinkler play. Students will be monitored with proper adult supervision during water play activities from their teachers and/or staff members/administrators here at Success Academy.

Aquatic activities involving the following are prohibited: hot tubs, spas, saunas or steam rooms, portable wading pools, and natural bodies of water and other unfiltered, nondisinfected containments of water. Here at Success Academy, our students will NOT participate in any aquatic activities.

NOTE: All of the staff members here at Success Academy are CPR/First-Aid certified.

OUTSIDE THE FENCE

Because we strive to provide our students with a broad range of experiences, our staff may plan activities outside the fenced areas of Success Academy, such as nature walks, strolling, water activities, ice-cream truck visits, and even book mobile visits.

These times will be closely supervised, and our staff will take every precaution necessary to make sure that your child remains safe and comfortable.



IMMUNIZATIONS

All children who attend childcare programs in North Carolina are required by law to be fully vaccinated. Success Academy requires all children enrolled in the program to be immunized.

Families must submit a certificate of immunization on the child's first day of attendance or within 30 calendar days from the first day of attendance.

Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

North Carolina requires the following immunizations:

MINIMUM STATE VACCINE REQUIREMENTS FOR CHILD CARE ENTRY

BY THIS AGE: CHILDREN NEED THESE SHOTS:

3 MONTHS 1 DTAP 1 POLIO 1 HIB 1 HEP B 1 PCV

5 MONTHS 2 DTAP 2 POLIO 2 HIB 2 HEP B 2 PCV

7 MONTHS 3 DTAP 2 POLIO 2-3 HIB 2 HEP B 3 PCV**

12-16 MONTHS 3 DTAP 2 POLIO 1 MMR 3-4 HIB 3 HEP B 4 PCV 1 VAR**

19 MONTHS 4 DTAP 3 POLIO 1 MMR 3-4 HIB 3 HEP B 4 PCV 1 VAR**

4 YEARS OR OLDER (IN CHILD CARE ONLY) 4 DTAP 3 POLIO 1 MMR 3-4 HIB 3 HEP B 4 PCV 1 VAR**

4 YEARS AND OLDER (IN KINDERGARTEN) 5 DTAP 4 POLIO 2 MMR 3-4 HIB 3 HEP B 4 PCV 2 VAR**

NOTE: FOR CHILDREN BEHIND ON IMMUNIZATIONS, A CATCH-UP SCHEDULE MUST MEET MINIMAL INTERVAL REQUIREMENTS FOR VACCINES WITHIN A SERIES.

CONSULT WITH CHILD'S HEALTH CARE PROVIDER FOR QUESTIONS.

A copy of your child's physical exam must be submitted and is also a requirement from the North Carolina Department of Child Development and Early Education.



INJURIES AND ACCIDENTS

As children navigate and explore their environments, they stretch their physical skills and test their limits. Consequently, children sometimes fall or are injured, either on their own or during interactions with others. These types of incidents do not always result in an injury and are simply natural consequences of their development, interactions, and activities. Every consideration will be taken to ensure the safety of your child while in our care. If your child is injured while in care that results in a physical injury (such as a bump on the head, or cut on the arm), Success Academy staff will provide you with an incident report completed by the staff member with the children and signed by administration.

In the event of a major medical emergency or accident, the center will call 911 first. The child will be transported to the hospital noted on the child's record (or the closest hospital). The parent/guardian will be called immediately. Depending on the severity of the injury, you may be asked to provide a clearance from a physician before your child returns to care to ensure the appropriate accommodations are made for your child. Keep your child's emergency contact information current so you can be reached as soon as possible when needed. If an injury involves another child, Success Academy's staff maintain confidentiality regarding the identity of the other child and the outcomes of the injury.

CHILD ILLNESS

Your child must be free from illness to attend Success Academy. You are the best judge of your child's health and we trust that you will not bring a sick child to our center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out of character, you will be notified to pick up your child immediately. When called, you (or an alternate emergency person) are expected to pick up your child within ONE HOUR. This is to protect the staff and other children at Success Academy. If your child is not well enough to participate in all activities to include outdoor time, he or she should stay home. Depending on the type and seriousness of the illness or injury, you may need clearance from a doctor prior to returning to care. If questions arise to the appropriateness of a child's return to the center, the final decision will be made by the Center Director.

To learn what the signs and symptoms of illness indicate that your child should stay home, refer to Caring for Our Children, found at the following link:

<http://nrckids.org/files/appendix/AppendixA.pdf>

Note that this list is not exhaustive; your child must be well enough to participate in all activities to attend.

medication

When you register your child, you will be asked to sign a permission form allowing the Success Academy staff to apply topical, non prescription products on an as-needed basis. These include items such as sunscreen, lotion, or diaper rash ointment.

PRESCRIPTION MEDICATIONS

The best place for your child to take medication is at home. If the dosage schedule makes it impossible to administer only at home, we can work with you on a case-by-case basis to determine if our staff can administer the medication at Success Academy. Only staff who have completed medication administration training will provide medication to your child. Parents must submit a medication authorization form that includes medication type and full instructions for dosage, times, and application.

INFECTION CONTROL

Handwashing is the first defense in reducing the risk of infectious disease or illness and helps to ensure the health and safety of your child. Our staff is trained to use proper procedures to wash hands, general infection control, and diapering and toileting procedures. EVERYONE must wash their hands upon entering a classroom, even if they just came from another area of the building or classroom.

NO SMOKING/TOBACCO POLICY

North Carolina prohibits smoking or using other tobacco products in child care facilities. Success Academy staff, families, visitors, and children must NOT smoke (including electronic cigarettes or other nicotine-vaporizing devices) or use smokeless tobacco products in or near Success Academy.

NUTRITION

Success Academy offers nutritious meals and snacks based on the US Department of Agriculture's (USDA's) Child and Adult Care Food Program (CACFP) guidelines. A monthly menu will be distributed so that families can see the healthy choices available. Meals will be served "family style" to teach family dining skills and engage children in conversation, which aids in their development of oral language skills and social skills.

The types of food, number, and size of servings shall be appropriate for the ages and developmental levels of the children in care. When children bring their food for meals or snacks, if the food does not meet the nutritional requirements, our program must provide the additional food necessary to meet those requirements unless the child's parent opts out of the supplemental food provided by the program.

ALLERGIES

Our staff will work with families to plan healthy meals and snacks that accommodate every child's needs. At registration, please let our administration know if your child has any food allergies or any special dietary needs. If your child is unable to eat a certain food for medical reasons, a statement must be signed by a health provider identifying the food and substitution.

If your family prefers to send food from home as a substitution for a menu item, our staff must know in advance. Liability ultimately rests with the parent who packaged the food. Food must be in a clean, tightly sealed container, dated and labeled with your child's name.

OPT OUT FORM

A signed statement acknowledging the parental decision to opt-out of the supplemental food provided by the program must be on file at the program. Opting out means that the program will not provide any food or drink so long as the child's parents or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parents or guardian provides all meals, snacks, and drinks, they will be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food programs.

PARENT PROVIDED MEALS/SNACKS

The following guidelines are suggested to comply with licensing regulations:

- Breakfast and Lunches may be provided in bags, lunch boxes, or other containers.
- Breakfast and Lunches should be ready to eat. Teachers will **NOT** be responsible for cooking and preparing the food.
- Breakfast and Lunches should represent a well-balanced meal with foods from the Food Guide/My Plate Pyramid. Lunches should include a meat/ or meat alternative such as cheese, eggs, or peanut butter; two or more vegetables and/or fruit; and bread or bread alternate.
- Candy and other heavy sweets are **not** recommended.
- No reimbursement of tuition or other compensation will be given to parents who choose to prepare their child/children's breakfast and lunches.
- Children are encouraged to taste new and different foods from the Food Guide/MyPlate Pyramid.

MEAL TIMES

- Students ages 2-5 years old will be served two meals (breakfast and lunch) and one snack each day as part of the regular program
- Breakfast is served to our 2–5-year old's who are dropped off by 8:30AM or their scheduled arrival window for NC PreK.
- Breakfast is served between 8:30AM - 9:00AM. Lunch is served between 11:00AM and 12:00PM for our Private Pay Childcare program.
- Afternoon snack is between 2:15PM - 2:30PM.

Please keep in mind that mealtimes may vary from time to time.

TRANSPORTATION

Parents/guardians are responsible for transporting their child/children to and from Success Academy each day. Parents/ guardians should comply with Success Academy's arrival and departure times. Morning drop off ends at 8:30AM for our NC Pre-K students. Morning drop-off ends at 9:00AM for our Private Pay Childcare students.

For the safety of our children, families, and staff, there is a 5 MPH speed limit in our parking lot. Parents should also closely monitor their child/children when walking to and from the car. It is encouraged that you hold their hand. Children should not be running through the parking lot ahead of you. There is also NO parking allowed near our entrance doors. Everyone should park in the designated areas and walk in to pick up your child/children.

Children in our NC PreK program with active IEP's that include transportation, will be provided transportation from Camden County.

SCHOOL SUPPLY LISTS

You will receive a welcome letter from Success Academy approximately two weeks before our school year or summer program begins. This letter will include a supply list of items needed for your child. Please bring these items with you to our scheduled meet and greet day to avoid having many items for your child to carry in on the first day of school.

CHANGES IN POLICIES

THE FEES, PROCEDURES, AND POLICIES STATED IN THIS HANDBOOK ARE SUBJECT TO BE CHANGED AT THE DISCRETION OF THE EXECUTIVE BOARD OF ALBEMARLE ALLIANCE FOR CHILDREN AND FAMILIES.

Success Academy

Acknowledgment of Receipt of Parent Handbook and Acknowledgment of Policies and Procedures

I, _____ (Parent/Guardian Name), hereby acknowledge that I have received and read the Success Academy handbook and have read each of the following Success Academy Policies and Procedures. Please initial beside each policy.

_____ I understand the policies and procedures given to me and agree to adhere to all school policies.

_____ I will, as the parent/guardian of, _____, join all required communication outlets to stay up to date with this information.

_____ Success Academy's policies and procedures are subject to change to reflect the needs of the program, children, and families we serve.

_____ We may also make changes or modifications to our policies if required by our licensing agency. Success Academy will inform parents of changes taking place whenever possible in a timely fashion.

_____ Success Academy Discipline Policy

_____ Success Academy Handbook and Operational Policies

_____ Summary of NC Child Care Laws & Rules

_____ Shaken Baby Syndrome & Abusive Head Trauma

_____ Smoking and Tobacco Restriction

_____ Outside the Fence Policy

_____ Photo Release Form

_____ Water Activities Policy

_____ Transportation Policy

Date of Child's Enrollment: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

