

Dear Parents,

Welcome to Success Academy. It is my goal to provide the very best school experience for you and your child. The preschool years are an exciting and important time in our children's lives. I encourage you to participate in your child's school activities as often as possible. Nothing can replace time spent with your child.

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 with 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 their normal.
- Attend Open House prior to the beginning of a new school year. Again, this will be different than our typical open house but will give your child the opportunity see his or her classroom and to meet our teaching staff.
- Establish a routine prior to the start of school including a night and morning preparation. Rituals and routines, like a quick hug or high-5 goodbye, will add predictability and are comforting in unfamiliar situations. Please also prepare your child that you will not be able to walk them to class. They will have to say goodbye at the front door.
- 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-by routine. This maybe 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.

Our staff is here to support your child and you. We are happy to make the first day of school a happy transition. We look forward to an exciting and fun year here at Success Academy. Should any questions or concerns arise at any time, I am always here to listen and help.

Childhood is a journey, not a race. We are honored that you have chosen Success Academy for your child's journey.

Tabitha Simpson
Success Academy Director
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(252) 331-1116

MISSION STATEMENT

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.

CURRICULUM OBJECTIVES

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 that children, ages 2-5 years old, learn best in an active environment that is planned to match their level of development. If you center enter any of our classrooms, you should observe children making independent choices in learning centers and/or actively participating in a teacher directed activity. Learning centers found within each classroom include: art, block, dramatic play, manipulatives, technology stations, language/literacy, math, music, and science. 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 Pre-K students using songs and actions for all the alphabet letters. This phonics 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.

CHILDREN'S ASSESSMENT AND PARENT CONFERENCES

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 conference. If you have concerns about your child's progress, please contact your child's teacher to schedule a conference.

SPECIAL NEEDS SCREENINGS

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 outbursts, physical or 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 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.

OPERATIONAL POLICIES AND PROCEDURES

(UPDATED 10/1/2020)

OPERATIONAL POLICIES

Success Academy serves children from ages 2-12 years old.

- Success Academy is open Monday-Friday, from 7am – 5:30pm.
 - o Hours of Operation for 2, 3, & 4/5-year-old private pay students: 7am – 5:30pm
 - o Hours of Operation for our NC Pre-K Students: 7:45am-3:15pm***
 - o Hours of Operation for NC PreK aftercare: 3:15pm-5:30pm.
 - o Hours of Operation for our School Age Program: 3:00pm-5:30pm

****NC PreK will have a staggered drop off and pick up schedule depending upon which classroom you are in. You will be notified of your child's drop off and pick up window prior to the start of school.

All other programs will also have a drop off and pick up window as well to help with traffic at our ONE entrance and exit. The schedule will be as follows:

Private Pay 2, 3, and 4/5 Year Old's:

Drop off: 7am-7:45am ONLY OR 8:15am-9am ONLY. No children will be accepted for the day after 9am. Please understand, we cannot accept drop offs for this program between the hours of 7:45am and 8:15am. You will be asked to wait in your car until your drop off time.

Pick up: There will be a staff member at the door for pick up anytime between 3pm-5:30pm. If someone is not available at the door, please ring the doorbell and we will be with you as quickly as possible. If you need to pick up prior to 3:00pm, please call our office to let us know you are on your way so we can prepare your child for departure, and make sure we have a staff member at the door to receive you.

Afterschool Program

Drop off: Students will be dropped off at Success Academy via their bus from Grandy Primary or Camden Intermediate School.

Pick up: Afterschool students MUST be picked up by 5:30pm or late fees will apply.

**As of October 13th, this program will operate Monday, Tuesday, Thursday, and Friday in accordance with the Camden County School's schedule. There will be no care on Wednesdays. This is subject to change in accordance with any changes the school system makes.

****Please note that only students dropped by 7:45am will be served breakfast for the day, except for NC PreK classrooms.

ADMISSION REQUIREMENTS/ENROLLMENT PROCEDURES

- Parents are invited to tour Success Academy with a staff member, usually the Director. These tours must be scheduled in advance and must happen after the center closes for the day. We ask that only one parent and child attend. Parents will be required to wear a mask, and

- everyone must participate in a health screening before entering the building. 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 for the program in person if they wish to enroll in person at Success Academy.
 - A completed application and registration fee should be submitted to the school 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 the child/children.
 - The application must be completed in its entirety for the child/children to be accepted. This includes submitting the \$50 non-refundable registration fee for private pay tuition students. (This fee does not apply to those applying for the NC Pre-K Program.)
 - Tuition fees are due regardless of holidays, teacher workdays, or center closures for any reason. This information is included in our payment agreement form that is completed during registration.
 - Medical forms/immunization records for children ages 2-5 are required to be updated annually. Students must be excluded from care until these forms are brought current.
 - School Age children are required to submit an immunization record with their original enrollment packet. Returning students will not be required to submit again unless it is updated while enrolled.
 - Application and enrollment are for one school year only. Everyone must reapply annually. Each school year begins in August and typically ends in May/June. Applications for returning students will be sent home in the Spring.
 - Parents and children will be invited by letter to attend an Open House in August, prior to the first day of school. This will give the parent and child/children an opportunity to meet his/her teacher and for 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 APPLICATION PROCESS

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 (SMI). In addition, up to 20% of age eligible children enrolled may have family incomes in excess of 75% SMI if one or both parents are active duty military OR they have documented risk factors in specific categories including developmental disability, Limited English Proficiency, educational need, or chronic health condition. Although a child may meet one or more eligibility factors, placement is not guaranteed in an NC Pre-K classroom.

There is an additional application process for consideration into the NC Pre-K program including:

- NC Pre-K Intake Application
- Copy of Birth Certificate & Social Security Card
 - Immunization Records
 - Proof of Income
 - Proof of Residency
- Health Screening (due 30 days after school starts)

- Dental Screening (due 30 days after school starts)

Applications for the following school year are typically available in March. You will be notified of the status of your application typically in June.

PARENT FEES AND PAYMENT POLICIES

- Payments are made using check, money order, or online via Sandbox ONLY at this time. Personal checks will be accepted unless a problem arises such as a repeated history of insufficient funds. There is a \$35 service fee for any returned check. Please make sure to write your child's name on the payment document. Receipts are provided.
- Payments should be made payable to Success Academy. Payments should be made in person to office staff.
- Teachers are not allowed to accept payments of any form.
- Private pay tuition and Afternoon care fees are due on Friday for the following week.
- Private pay students are responsible for a non-refundable registration fee of \$50.
- For Department of Social Services (DSS) – the parent/caregiver is responsible for paying any remaining balances not paid by the DSS, including registration/activity fees. Generally, the DSS pays for days attended by the student. If payment is not paid in full, DSS will be contacted by the Director at the end of the month, which could result in termination of services from DSS and Success Academy until the payment, including the parent fee, is paid in FULL (DSS policy).
- Any special payment arrangements must be made prior to your child's enrollment and documented in your child's file by the Director.
- Because tuition is sometimes paid through other sources such as NC Pre-K and DSS, if there are changes made due to recertification of childcare services, Success Academy's Director, NC Pre-K, and DSS must be notified.
 - o Please note, the parent is ultimately responsible for all payment of tuition. If NC Pre-K or DSS fails to pay all or part of the tuition, the parent is responsible.

**A child CANNOT re-register at Success Academy for any program (Summer, School Year, or NC PreK) until all charges have been paid. Any changes in enrollment should be discussed with the director in a timely manner.

WITHDRAWAL/TERMINATION

Any family who wishes to withdraw from a program at Success Academy, MUST PROVIDE a two-week written notice. Tuition payments made in excess of the amount owed, will be reimbursed via check, and mailed to the address on file.

If it becomes necessary to terminate a family for any reason, tuition for the full month of enrollment is expected.

SUCCESS ACADEMY SCHOOL ACCOUNT

- Account Statements are sent out via Sandbox. Please make sure you have registered through the parent portal.

- A late fee of \$10 will be assessed to accounts with an outstanding balance on Monday for the week if parents have chosen to make their payments weekly or bi-weekly.
- Children may not attend if their student account is past due unless arrangements are made with the Director.
- If payment is not made, or a payment agreement signed, the child will be ineligible to return to school until the account is paid in full.

CURRENT TUITION AND FEES

Private Pay Tuition

2/3 Year Olds	\$620 Monthly
3/4 Year Old's (Potty Trained)	\$590 Monthly
4/5 Year Old's (4 as of August 31 st for the current school year)	\$565 Monthly
Afterschool Program (School Age Students)	\$260 Montly

NC Pre-K Tuition

Eligible 4 Year Old's	No Weekly Tuition Fee
Wrap Around Care (Care AFTER the NC Pre-K School Day) *MUST BE REGISTERED/Limited Spots	\$250 Monthly

***Tuition is a monthly amount and invoiced accordingly. Fees are due despite center closures (both scheduled and emergency), holidays, or early releases. Please review our center's calendar. Parents have the option to pay tuition monthly, bi-weekly, or weekly.

LATE FEE'S

Our center is open from 7am – 5:30pm. Failure to pick your child/children up by their scheduled pick up time will occur additional fees as outlined below.

Late Pick-up 0-10 Minutes late	\$15.00 PER Child
Late Pick-up 5 Minute Increments after the initial 10 minutes	\$10.00 for each 5-minute increment of time PER Child. Times will be rounded up.

**Late pickups that become excessive, as deemed by school administration, may result in an altered pick up time or dismissal from the center.

**Payments are subject to increase, but parents will be provided a one-month notice in accordance with State Law.

NUTRITION

- Meals and snacks served to the children shall comply with the Meal Patterns for Children in Child Care Programs standards as required by the Child and Adult Care Food Program (CACFP).
- The types of food, number, and size of servings shall be appropriate for the ages and developmental levels of the children in care.
- Menus for nutritious meals and snacks shall be planned at least one week in advance and posted in the classroom and lobby areas where they can easily be seen.
- 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.
- 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 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 program.

Number of Meals Served

- 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.
- Students in our school age program will be served one snack each afternoon.
- Breakfast is served to our 2-5-year old's who are dropped off by 7:45am or their scheduled arrival window for NC PreK. Breakfast is served between 7:45am-8:30am and lunch is served between 11:00am and 12:00pm.
- Afternoon Snack is between 2:15-3:15pm.
- Please keep in mind that mealtimes may vary from time to time.

Guidelines for Lunches from Home

Parents may choose to provide lunches for their children. The following guidelines are suggested to apply with licensing regulations:

- Lunches may be provided in bags, lunchboxes, or other containers.
- **Lunches should be ready-to-eat. Teachers will not be responsible for cooking or preparing any of the food.**
- 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 fruits; and bread or bread alternate.
- Candy and other heavy sweets are not recommended.
- Staff members will ALWAYS offer beverages (such as milk, water, or juice) to the children with breakfast or lunch. Parents do not need to provide beverages.
- No reimbursement of tuition or other compensation will be given to parents who choose to prepare their child/children's lunches.
- Any food or other allergies must be documented by **an allergy specialist or a physician**, with the proper documentation submitted to the director.
- Children are encouraged to taste new and different foods from the Food Guide/MyPlate Pyramid.

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.

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.

Children participating in our afterschool program that attend a Camden County school, will be provided transportation to Success Academy each day.

OUTSIDE PLAY

Children are required to go outside for at least ONE HOUR each day, weather conditions permitting. If your child is unable to be active outside for the day, it is best to keep them home.

Please make sure your child is dressed appropriately for the weather, including CLOSED TOE SHOES.

ITEMS FROM HOME

We ask that you keep the items brought into the center to a minimum. Toys are not allowed to be brought into the center unless they are brought for a designated day as directed by your child's teacher.

Children ages 2-5 years old, will need to bring a sheet and blanket EVERY MONDAY for rest time. These items will be returned on Fridays for laundering.

SCHOOL SUPPLY LISTS

You will receive a welcome letter from Success Academy approximately 2 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.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

Success Academy typically follows Camden County Schools in the event we must delay the opening of school or close early. There are times, where it will be necessary to make decisions based on the needs of the Success Academy staff, and parents will be notified as soon as possible, via both the remind app and the sandbox parent portal. Please make sure you are signed up for both, so you do not miss important communication.

If it becomes necessary to close early for any reason, parents will be notified, and it is the parent's responsibility to have someone available to pick up their child within 30 minutes of being notified, no exceptions.

SCHOOL CALENDAR

Success Academy operates on our own calendar. Please review this calendar carefully. We do observe various holidays, teacher workdays, and professional development days, when the center will be CLOSED.

We will also have Early Release days when the center will close to all programs at 1pm. All children must be picked up prior to this time. These days will be used for deep cleaning of the classrooms, toys, and communal areas.

For our afterschool program, parents should be aware there are a few times where Success Academy may be closed but Camden County Schools are open. If Success Academy has a schedule closure or early release on our calendar, there will be NO afterschool care on this day.

COMMUNICATION

Parents are required to sign up for BOTH our Success Academy remind AND the Sandbox parent portal. Communication will be sent to both options. The sandbox parent portal also allows you to view your bill, make payments, and update your personal information and pick up lists.

Monthly newsletters are also sent home by the center. Please review this for important upcoming information. Communication will be sent home on Fridays in folders/bags.

HEALTH AND WELLNESS POLICIES

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

As of the publication of this handbook, students under the age of 11 are not required to wear a face mask while in our childcare center. Children over the age of 11 and staff are required to wear a face mask when they are unable to maintain 6 feet of distance unless they meet an exemption in the governor's mandate.

****UPDATE: ALL SCHOOL AGE CHILDREN (Kindergarten and Up) are required to wear face coverings while in our care at the center.)**

DAILY HEALTH SCREENINGS

At this time, parents are not allowed into our school building. Each family will enter the entry way ONE at a time. If another family is already in the entry way, please wait outside on one of our social distancing markers.

Upon entry, your child will have their temperature checked daily by scanning their forehead or inner wrist. IF the temperature reads over 100.00, we will then take their temperature, via their ear. If the reading is still over 100.00, the child must go home for the day AND remain home for 72 hours. After 72 hours your child can return ONLY if they have been fever free without medication for at least 24 hours. We understand that children can run warm for several reasons, but these are the safety precautions we must follow. We also understand that it can be inconvenient to arrive at the center only to have to leave again. We do recommend taking your child's temperature at home before coming to school each day.

If you have potentially been exposed to any communicable disease, including COVID 19, please stay home.

If one child is excluded from care for the day because they are not well, siblings must be excluded as well. We also understand this can be inconvenient, but if one of your children is sick, it is most likely the other child has been exposed as well.

We fully expect for this Fall/Winter to be full of sickness none of us can control. We want to limit the spread of them in the center as much as possible. IF your child is exhibiting any of the following symptoms, we ask that you exclude them from care for the day. If our staff observes these symptoms in your child during the school day, you will be called to pick them up early:

- Fever of 100.00 or higher
- Chills
- Shortness of Breath/Difficulty Breathing
- Congestion/Runny Nose
- Nausea or vomiting
- New Persistent Cough
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Headache
- Diarrhea
- Vomiting
- Rash

If it becomes necessary for Success Academy staff to send your child home for the day, you are required to pick them up within 30 minutes of being notified. They will also be asked to stay out of care for at least 48-72 hours, and symptoms have cleared, or you can provide a doctor's note.

Success Academy will not disclose personal information about sicknesses in each classroom unless it becomes necessary to do so.

IF a child or staff member contracts COVID 19, the center may be shut down for a minimum of 14 business days. The local health department and parents will be notified immediately if the center is made aware of a positive case. Parents will also be notified when the building has been thoroughly sanitized and it is deemed safe to return to care. All fees will still be applicable during this time to maintain a spot in your child's designated classroom and in line with our withdraw policy.