



KinderAcademy For Young Scholars

St. Christopher's Crescent (across from Addison Park)

Landline: 876-917-6293

Digicel: 876-474-7284

Lime: 876-837-0106

Kinderscholaredu@gmail.com



PARENT HANDBOOK



KinderAcademy For Young Scholars Parent Handbook

Table of Contents

Welcome

Welcome letter.....	4
Mission Statement.....	5
Learning Philosophy.....	5
Professional Staff.....	6

Getting Started

Registration & Application	6
Items Supplied By Parents.....	7
Items Supplied By Center.....	7

Operational Procedures

Center Hours and Daily Schedule.....	7
Early Dismissal.....	7
Open Door Policy.....	7
Attendance Policy.....	8
Payments and Fee Schedule.....	8-9
Late Pick Up Policy.....	9
Emergency Policy In Case of Failure to Pick Up Child....	10
Sign In and Sign Out/Pick up Policy.....	10
Suspensions and Terminations.....	11

Health & Safety

Child Abuse and Reporting.....	11
Safety and Security.....	11
Procedures for Environmental Emergencies.....	12-13
Illness Policy.....	13-14

Medication Policy.....	14
Immunizations.....	14
Injuries and Accidents.....	15
Allergy Policy.....	15-17

General Information

Meals and Nutrition Policy.....	17
Discipline Policy.....	18
Clothing and Personal Items.....	18
Nap and Rest Times.....	19
Birthdays.....	19
Holidays.....	19
Program.....	20
Curriculum.....	21
Assessment.....	21
Thematic Units.....	22
Toilet Learning.....	23

The Parent Role

Parent Conferences.....	23
Parent Involvement.....	24
Communication.....	24
Grievance Procedure.....	25
Parental Responsibilities.....	26

Parent Handbook Receipt..... 27



Kinder Academy For Young Scholars



Welcome to Kinder Academy

We are delighted that you chose Kinder Academy for your child to begin his or her exciting learning adventures at a home away from home.

Our goal is to provide a high quality, nurturing and safe learning environment for your child that will help him or her grow into a wonderful, curious, and happy person. Your children will be exposed to an exciting, theme-based program that includes many opportunities and experiences. All of these are designed to stimulate physical, social and emotional growth in a loving and comfortable environment.

Outings to many areas such as the library, fire station and parks are all a part of what makes Kinder Academy a fun place for your child to be. As a partner in your child's care we will do everything in our power to keep the lines of communication open. Interaction with you the parent is as important as our interactions with your child. Feel free to come in or call at any time during the day or to set an appointment with us after hours to discuss any problems or suggestions you have with regards to your child's care. Throughout the year we will schedule conferences at your convenience to discuss your child's progress.

Please take the time to go over your parent manual to ensure that you understand the policies that are in place to help keep Kinder Academy a happy environment for everyone involved. If you have any questions please ask! We will be happy to go over any concerns with you.

Mission Statement:

Our mission is to nurture and strengthen Families one child at a time by providing every child with high quality early care and education. We strive to create a safe, nurturing and developmentally appropriate environment which fosters individual needs.

Vision Statement:

To be a recognized authority and trusted resource that provides high quality, community-based early childhood care and education.

Program Philosophy:

Each child learns at their own pace and from their special perspective that life has created. A child's strengths and preferences are carefully observed and built into their customized curriculum to enhance their ability to grasp new concepts and try new skills.

Learning Philosophy:

All children learn when they are happy, fed, rested and having fun. Trusting the caregivers is a critical element for a young child, so the staff is trained in positive interactions with children. Positive, nurturing and kind professionals genuinely enjoy the children in their care and demonstrate their patience with consistent, positive regard for all children.

Learning takes place through play, outdoor activities, games and positive interaction between the children and the staff. The staff is always finding exciting ways to teach a new skill. Social skills and strong personal values are modeled by our highly trained staff.

Professional Staff:

Staff Philosophy:

Our staff views education as a partnership between parents and teachers. We believe it is essential to develop a good rapport with each child and parent based on open communication and mutual respect. We believe this is the foundation of a successful school experience. We believe in empowering children by offering them opportunities to make decisions and solve problems. It is our goal that children will possess confidence in their abilities and establish lasting relationships with teachers and peers. By offering an engaging curriculum it is our aspiration that each child will develop a positive outlook towards school, a better appreciation of the world around them and acquire a life-long love for learning during their time spent at KinderAcademy.

Each staff member is trained in their field, attends ongoing in-service training, participates in weekly staff meetings and completes continuing education as required by the ECC in addition to professional development training.

The staff has daily interaction with the principal, weekly meetings to air concerns, suggest ideas or to ask about specific situations. Additionally, the principal records monthly observations of each staff member, noting highlights in their techniques, special talents and areas for improvement.

Each person employed or volunteering with Kinder Academy has passed a NCTVET Level 2 ECD and local background check.

GETTING STARTED

Registration & Application Process

The Registration Packet will be completed and signed including the following items BEFORE a child will be admitted into care:

- Admission information
- Parent /provider agreement/Fee policy
- Authorization for emergency medical care
- Late pick-up policy
- Emergency contact form
- Information on reporting child abuse
- Discipline and Guidance

Items Supplied By Parents

- Formula or Breast Milk for Infants not drinking milk
- Snacks
- Diapers and wipes supply for at least one week
- One complete change of clothes, if toilet training should have at least 2 extra changes
- Blanket, crib sheet

Items Supplied By KinderAcademy

- Lunch (with the exception of formula)

OPERTAIONAL PROCEDURES

Hours and Daily Schedule

Kinder Academy is currently open from 6:00 am to 6:00 pm. A daily schedule will be posted in the child care facility for your viewing. If you have questions or advice concerning either the center schedule or your child's daily schedule please feel free to contact the center director. We are partners in your child's life and we want to give the best care possible catering to his or her needs.

Early Dismissal every Friday @ 1PM for 4 & 5 year olds

We also offer overnight care from 8:00 pm to 8:00 am

Weekend Care: Saturdays 7:00am t0 6:00pm Sundays 7:00am-5:00pm

Note: Please pay close attention to the centers closing time. Late fees will apply if you are late picking your child up. (Please see attendance policy)

Open Door Policy

You are welcome to call or visit Kinder Academy or your child anytime during our open hours. We only request that your visit does not interfere with our scheduled activities.

Attendance Policy

Your child is expected to attend Kinder Academy on a daily basis. You are paying for excellent care and the only way we can provide it is if your child is in attendance daily

Daycare fees are weekly, monthly or termly. Minimum days to attend is 3 days parent will be billed at the daily rate .Weekly, monthly and termly fees are not prorated or rolled over

If you keep your child home for any reason please be sure and contact Kinder Academy if it goes beyond 5 days. When the child returns proper documentation must be accompanied to remain with us. Please Note: Your monthly termly tuition payment will remain the same regardless of absences in order for your child to receive care without interruption (**NO EXCEPTIONS**)

All children must be signed in and out of Kinder Academy on a daily basis. Please be sure and notify all persons you authorize to bring or pick up your child in case of your absence.

Your cooperation is deeply appreciated!

PAYMENTS AND FEE SCHEDULE

Payment Policy

Nursery/Daycare/ Toddler – weekly /monthly/Termly

Pre- Kindergarten & Kindergarten Termly

NOTE MINIMUM days for daycare is 3 days which is billed daily

All fees for day care are due on the Monday of the week before the child care services are received. Tuition fees are due before the start of the term. A late fee of \$1000 per day will be charged for any late payments starting the day payment is due. All weekly payments are to be made on time by everyone, **NO EXCEPTIONS!** The only person who can waive this policy is the director/owner of Kinder Academy

There is a one -time Registration Fee of \$2000.00 for every child. The registration fee is due upon registering your child at Kinder Academy. There is a 10% discount for siblings

Pre-Kindergarten & Kindergarten (4-5 yr old)

If you keep your child home for any reason, payment is still due. This will ensure that your child continues with us. If payment is not received, the director has the authority to terminate enrollment at that time.

If you do not make payments on time you will be required to pay a late fee. For each day that your tuition payment is late, a late fee of \$1000 accrues. This applies to all children Nursery thru Kindergarten. If payment is not made within five days of the due date, you will not be able to bring your child to Kinder Academy until payment and late fees are paid.

Fee Schedule

	Weekly	Monthly	Term	Part Time/Daily
Infants	\$5000	\$18,000		\$1200
1 plus	\$5000	\$18,000		\$1200
2	\$5000	\$18,000	47,000	NA
3	N/A	\$18,000	47,000	N/A
Special needs	N/A	N/A		N/A
4-5	N/A	N/A	40,000	N/A

Kinder Academy currently does not provide drop-in care! Part time care requires that your child be in the center at least three days a week.

All fees are due before the start of term/month/week

A late fee of \$1000 per day will be charged for any late payments received after the established due date

Late Pick Up Policy

Kinder Academy closes at 6:00. If your child is not picked up by closing time or the time agreed upon between you and the principal, there will be a late fee of \$500.00 after 3: 00& 6:00 then \$250 per additional 15 minutes after that. Late pick up fees are due when you arrive.

We understand that emergencies occur. In case of an emergency, please call Kinder Academy to ensure that we know and can make arrangements at that time.

Emergency Policy in Case of Failure to Pick Up Child

In the event that a child is not picked up by 6:00 p.m., staff shall use all contact information in attempting to arrange for the earliest possible pick up of any child remaining in Kinder Academy. Staff shall contact the director in the event that parents are unreachable and when an alternate pick up might need to be arranged. If we have not had phone contact with a parent by 6:15 p.m., we will begin calling emergency contacts. If we release a child to one of the emergency contacts and staff then leaves for the evening, the information will be left on the parent's voicemail if possible.

If a child has not been picked up by 15 mins after 6:00 pm Kinder Academy closing time a \$500 late fee applies and \$250 for every 15 min after. Parent will sign late pick up book and payment is due when you arrive

Sign In and Sign Out & Child Pick up Policies

Signing your child in and out is required by licensing, and will be enforced.

No children will be released to an unauthorized person. Each child must be signed in and out on the Daily Sign-Out Tablet. In the event of power outage a roster will be made available. Each child must also have a Pick-up Authorization Form on file indicating those individuals (who must be over the age of 14) authorized to remove the children from Kinder Academy. Exceptions will only be made per the parent(s)/guardians written request. Such special authorization must be given prior to the actual pick-up time. The special authorization will be valid only for that date, therefore prohibiting continued pick-up privileges (unless his/her name has been added to the children pick-up authorization form.)

Until Kinder Academy staff becomes familiar with authorized individuals, photo ID will be required to verify name and identity upon pick up.

Parent(s)/Guardian(s) are required to leave three (3) contact person names and telephone numbers in case of emergency.

SUSPENSIONS &/OR TERMINATIONS POLICY

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions listed below:

- 1. Failure to pay for services rendered (fees) or failure to pay on time**
- 2. Failure to provide copies of the following: updated Health and Immunization Records, birth certificate and physician's medical for each child as required**
- 3. Failure to abide by KinderAcademy rules and regulations**

HEALTH AND SAFETY

CHILD ABUSE AND REPORTING:

All child care personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Office of Children's registry.

Safety and Security

***Philosophy:** If staff, parents and children feel safe from harm or fear, everyone will enjoy time spent together. The most fundamental need is the need to feel safe. Children are protected in their physical, mental and emotional wellbeing by the staff.*

All outdoor areas are secured with childproof gates. KinderAcademy maintains daily sign in and sign out to record the dates and times that children were on the premises. A photo ID is required for pick -up of children by an adult other than the custodial parent or guardian. Emergency numbers are called in the event of an illness, injury or other emergency.

The physical environment is maintained, clean, sanitized and secure. KinderAcademy has a fire alarm. The local police are nearby and are familiar with the hours and activities of KinderAcademy. Quarterly fire and earthquake drills are conducted to train the staff and the children on how to have an orderly and quick exit from the buildings, should the situation arise.

Procedures for Environmental Emergencies

KinderAcademy has specific procedures in place for the following environmental emergencies:

- Building Emergencies
- Severe Weather Conditions
- Threats of Violence



Building Emergencies:

In the event of a fire, after evacuating the building staff members are instructed to line the children up and take attendance. They are to take the children to the to the Assembly Area on site or off-site at the SDC complex (Addison Park located next to KinderAcademy) and immediately take attendance again to make sure all the children are accounted for. Parents will then be called to pick-up their child.

The local fire prevention unit inspects KinderAcademy annually by checking the expiration dates of all fire extinguishers, checking the fire alarm and the smoke detectors and checking to see if the teachers follow the correct evacuation procedure through the use of unannounced fire drills.

In the event that major problems arise with the electric, or plumbing systems, the parents will be called, requesting that they pick up their child (pick up procedures will be observed). Parents will be notified if KinderAcademy will need to be cancelled for the following days.

Severe Weather Conditions

In the event of severe weather conditions such as hurricanes, earthquakes, thunderstorms, or severe winds and flooding that occur before school begins, parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will keep them in their classrooms.

IN THE EVENT OF THREAT OF HURRICANE, KinderAcademy will close if Ministry of Education cancels schools. Please listen to one of the local radio or television stations for the announcement.

Threats of Violence

In the event of a threat of violence toward a child or the group's safety, the teachers are to follow these procedures: If KinderAcademy must be evacuated, the teachers are to follow the same procedures for a fire emergency. If someone arrives (or is suspected of arriving) with the suspected intent to harm a child, children or teacher, the director of staff members will call 975-2233. All doors will be locked during the hours of operation.

Illness Policy

We are partners in your child's education, health, and well-being. Therefore, we have made it a primary concern for Kinder Academy staff and administration to ensure we maintain a safe and healthy environment for all. Therefore, we have a strict policy for illness. So please adhere to the policy so that we will be able to control the spread of typical childhood illnesses. Maintaining the health and physical well-being of the parents and children at Kinder Academy is a primary concern for the staff and administration. In an effort to avoid sharing contagious illnesses, we ask that each family comply with the following:

- If your child has a fever of 100.5 or higher, please keep your child home for 24 HOURS AFTER the fever has subsided
- When your child has a runny nose or a cough, keep your child at home until the discharge or cough has stopped completely
- When a child has any indication of a body rash, see your doctor and do not bring the child to school until the cause and remedy are determined. Many highly contagious illnesses are accompanied by a rash
- If your child has lice, a fungal infection (including ringworm), worms or any other parasite, do not bring your child to school until the treatment is complete
- Any vomiting is an indication of a stomach or intestinal virus and the child must remain at home, as this type of illness can be extremely contagious

Young children may exhibit indications of illnesses that are associated with erupting teeth and the staff will help you determine this, since this is clearly not contagious.

We have a sick bay for your child in the event he or she becomes ill while at school.

Your cooperation is deeply appreciated. We understand that your child may have lower attendance during cold and flu season. If all parents or guardians adhere to the policy, we will be able to control the spread of typical childhood illnesses. Children practice washing their hands thoroughly and all toys are sanitized daily by the staff.

Should KinderAcademy experience any unusual level or type of communicable disease, after notifying the proper authorities, we will inform you verbally or in writing if your child may have been exposed with information including signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that have been implemented at the center and/or measures that should be implemented at home.

Please note that absences, regardless of the cause, will not entitle the parent to a refund or discount on the regular rate.

If you have any future questions after reading the policy, please contact the director.

Medication Policy

No medication shall be given by child care personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label. In order to administer over the counter medications, we must have a written form from your physician authorizing use and dosage for your child. A completed medication authorization form must be filled out completely, and we require daily parent acknowledgment for the length of time that the medication is administered.

Immunizations

We require all children to provide a signed, stamped physician's statement of the required immunizations per licensing requirements. As your child receives additional shots, please notify KinderAcademy. Failure to provide this information can be cause for removal from the program since current immunization records are required for KinderAcademy to maintain a valid license. We perform audits of our immunizations on a regular basis in cooperation with the Early Childhood Commission and the Health Department

Injuries and Accidents

All staff is trained in Pediatric First Aid/CPR. In the event that a child becomes ill or injured anywhere in the facility, the supervising staff member will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

In the case of a non-emergency:

1. Child is coherent and composed immediately after injury or illness.
2. Child has a small cut or scrape with little bleeding.
3. Child has little or swelling
4. Child is able to move injured area, or does not experience pain when touched

The teacher will apply first aid measures such as stopping the bleeding, applying band aid and washing injury with soap and water. The teacher will fill out an accident/injury report, for the parent/guardian to read and sign. A copy will be provided for the parent and the original will be placed in the child's file. If the injury starts to swell, the teacher will call the parents, notifying them of the situation. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital.

Allergy Policy

The following policies and procedures regarding allergies have been developed to further protect the children in our care. These policies require the full understanding and cooperation of staff and parents.

1. Children with a history of allergies will have these problems specified by the child's health care provider on their medical information form.
2. The principal will review medical forms upon enrollment with parents and if a child has a special medical need, a health plan will be developed. This plan will include written instructions from the child's physician regarding the management of his/her allergies. This written care plan must be in place within 30 days of enrollment. For children with life-threatening allergies, a care plan must be in place before the child begins attending KinderAcademy.
3. All staff who work with the child will be familiar with the care plan. The plan will be posted in the classroom along with a photo of the child. The plan will be clearly marked, as well as the location of any medications or Epipens.

4. If the director determines that KinderAcademy food service cannot safely provide meals, the parents will be responsible for providing substitute healthy foods, which will be served by the staff. To the extent possible, the program will provide alternative foods for special diets.
5. The care plan will be revised if medications change, and will be reviewed annually.
6. An allergy list is maintained by the director for all children who are enrolled. It is posted in every classroom, in the kitchen and outside on the playground and will be included on field trips. It is revised and reviewed monthly at staff meetings.
7. The person who is responsible for food service will read all food labels to identify known allergens. No food will be served to children with allergies if a label of ingredients is not available for that product. Teachers of children with allergies will double check with the cook when food arrives in the lunchroom regarding the appropriateness of foods for the children with allergies. Teachers will not serve food to children with allergies if there is any doubt about the food content.
8. For children with life threatening allergies (usually peanuts) their classrooms will be clearly marked to exclude that food from the area. Other parents in the classroom will be educated about the importance of not bringing foods from home into the classroom without pre-arranging it with the teacher and making sure the foods are safe. Teachers will be aware of all foods entering the classroom (including their own food) and will exclude all foods that could contain life threatening allergies.
In these classrooms, celebrations must include only foods that are clearly labeled for allergens. Those foods will be checked before they enter the classroom. In KinderAcademy celebrations (such as Fun Day) where many classrooms and parents are involved, KinderAcademy cannot ensure the safety of all of the foods that are brought into the facility for children with allergies. For these instances only, the child's parents are responsible for verifying and ensuring the safety of any foods that their child has access to or ingests during these events.
9. Due to the possibility of "cross-contamination" between groups, no food is allowed on the playground with the following exception: classrooms may serve food from the regular menu in a picnic format on the playground with the following requirements:

- Other classrooms sharing the playground space must be informed in advance so they can consider any implications to their children
- Teachers must take special care to clean up the area thoroughly after eating
- No trash from the meal may be left outside

10. All staff members will be trained in the management of allergies and allergic reactions part of the. The topic will also be included in the staff's annual CPR/First Aid training as a refresher.

11. All parents must update their emergency medical information immediately upon any change in allergy conditions.

12. Classrooms that have children who are allergic to animals will not expose the child to that type of animal.

GENERAL INFORMATION

Meals and Nutrition Policy

Lunch is provided by Kinder Academy .Lunch hours vary from 12:00 p.m. to 12:30 p.m. Lunch is a well- balanced hot meal served in the classrooms from the kitchen. Morning snack is served between 10:00 a.m. and 10:30 a.m. and afternoon snack is served between 3:00 p.m. and 3:30 p.m.

Our meals are planned around food children generally like and they are encouraged to try a variety of new foods. We follow the Caribbean Food and Nutrition Institute and the Government of Jamaica Requirements for all meals, which ensure that the food we serve meets your child's nutritional requirements. Portions are served according to the child's age. Food is prepared, served and stored in accordance with the Ministry of Agriculture guidelines.

We provide vegetarian alternatives for most menu items. Parents may also provide suitable substitutes for the items that their child cannot eat from the menu. Please review the posted menu for appropriateness for your child. Lunch and snack foods brought from home must meet the guidelines of the Caribbean Food and Nutrition Institute, the Government of Jamaica and the Ministry of Agriculture Requirements for the types of foods and portion sizes.

Food brought from home will be labeled with the child's name, the date, the type of food, and any need for temperature control. Leftover food will be

discarded. The only food that may be returned to the family is food that does not require temperature control, or food that came to KinderAcademy in a commercially wrapped package and that was never opened.

Discipline Policy (See Children's Code of Conduct)

Infants establish their own schedules, are diapered when necessary and are NEVER permitted to cry for an extended amount of time. Research clearly states that infants must have their needs met in order to develop trust.

Children are sometimes put in “timeouts If a child has extreme disruptive behavior on a consistent basis, the Director and the parent will establish a positive intervention to change the unwanted behavior. All children will be protected at all times from extreme, destructive or dangerous behavior of another child.

There is absolutely no punishment associated with toileting, eating or napping. KinderAcademy WILL NEVER use humiliation, anger, hitting, or fear to control a child’s behavior.

Clothing and Personal Items

Since the activities planned for your child may involve paints, play dough and outdoor play, we suggest the following in order for your child to receive the maximum benefit from play:

- Provide a change of clothing in case of spills, accidents or emergencies.
- Label all items brought to KinderAcademy including outer garments with a permanent marker. KinderAcademy is not responsible for lost items
- Shoes are required at all times. They make outside play less dangerous.
- We have ample toys for the children’s play. We discourage toys brought from home. Children MAY NOT bring money, small items, or play guns to KinderAcademy
- For health and safety reasons, we recommend children 2 and under not to wear beads in their hair. Please limit the use of barrettes and other small, potentially hazardous items.

Nap and Rest Times

We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. We ask that you provide the necessary bedding for children under 2.

Birthdays

Birthdays are exciting events for children! Although birthdays are special, we request that they be celebrated simply – no gifts. For birthday parties, allergy policies must be followed precisely. Please see the allergy policy for more information.

Holidays

We are a Christian oriented school

In planning and carrying out activities and curriculum that relate to holidays, staff will ensure that:

- Effort is made to include traditions and share the children's experiences from home
- Sensitivity to children and families' needs is shown to avoid information or materials that offends
- Developmentally appropriate practice is followed when planning holiday experiences

We will be closed on the following holidays:

New Year's Day

Christmas Day

Boxing day

Ash Wednesday

Good Friday

Easter Monday

Labor Day

Emancipation Day

Independence Day

Heroes Day

NOTE: If a holiday falls on a Saturday, Kinder Academy will be closed on the preceding Friday. If the holiday falls on a Sunday, we will be closed on the following Monday.

Program

Children will be taught on an individual basis unique to their own stage of development. Daily communication, both written and verbal helps assure the best care for your child. For all children, toys and materials are rotated to ensure that they are never bored and maintain their interest in their surroundings.

Children one year of age and younger experience a variety of developmentally appropriate toys and materials in a language rich environment. The infant and toddler staff primarily focuses on valuable, secure experiences. The staff promotes security since this is the number one indicator of successful experiences for a toddler.

Children 2 years of age and older participate in developmentally appropriate activities which are planned using specific thematic topics to enhance their learning experience. Classrooms are arranged into learning centers, which allow children the freedom to play and develop skills. Opportunities are available for:

- Art and creative expression
- Science and discovery
- Sand and water play
- Language and reading development
- Block and transportation play
- Imaginative and dramatic play
- Music and movement
- Large and Small motor development
- Food experiences
- Math, problem solving and number concepts
- Health and safety
- Self-help routines.

The daily schedule is a carefully planned balance between self-directed and teacher-guided activities. During “free play” children have the freedom to choose activities and playmates. Each child is offered large and small group experiences, one-on-one interactions, as well as time to play alone if he or she chooses. Children are encouraged to participate in activities, but are never forced to do so. The activity plan for the week is posted for your review and we encourage families to participate in our curriculum activities as often as they desire. We offer children an opportunity to play outdoors daily, weather permitting.

Curriculum

We use the curriculum guideline as set by the ECC. This system includes curriculum, assessment, implementation and evaluation, as well as professional development. All of our staff have received training on the curriculum, and are able to answer any or your questions.

The curriculum for Infants- Twos translates research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences.

The curriculum for Threes –Fives balances both teacher-directed and child-initiated learning with an emphasis on responding to children’s learning styles and building on their strengths and interest. Resting on a firm foundation of research, it has an environmentally-based approach that defines the vital role of the teacher in connecting content, teaching, and learning for preschool children and offers a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

Assessment

By linking curriculum and assessment, teachers can use the information from ongoing strengths-based assessment to inform their teaching. Children benefit because teachers use what they learn from assessment to guide their activity plans.

Staff will assess the children each term: Upon completion of the assessment, a parent-teacher conference will be scheduled to discuss the results, how the teacher plans on addressing the child's needs and some suggestions for family support at home.

Special Needs Curriculum

The special needs coordinator is responsible for all aspects of the the special needs curriculum and individual education plan (IEP)

Thematic Units

Center-wide themes are used in conjunction with the Curriculum and provide a broad framework for activity planning. The themes and time frames are flexible so that teachers can branch off into areas of learning that are of special interest to the children in their groups.

Our thematic units are as follows:

September, October, November:

- All about me

December, January, February:

- Community Workers

March, April, May:

- Plants / Flowers / Gardening
- Insects and Bugs
- Baby Animals
- Dinosaurs

June, July, August:

- Zoo Animals

Other units and themes may be added according to the children's interests, at the teacher's discretion.

Toilet Learning

Deciding when the right time to go through the process of toilet learning is different for every child. When you feel your child is ready to toilet-learn, we will be happy to assist you. Your child may be ready to potty-train if he or she is:

- Walking well
- Staying dry for several hours
- Able to communicate the need to use the toilet
- Appears to be aware of when they are wet or have a soiled diaper
- Is not fearful of the bathroom.

There is no definite age when a child is ready, but should be done when parents and teacher agree that it is appropriate. Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be better for the child to wait and try again at a later time. During training, it is very important to dress your child in suitable clothing (elastic waist pants that the child can easily pull down and up, no belts or snaps) and provide at least two changes of clothing.

THE PARENT ROLE

Parent Conferences

Parents are invited to speak with classroom teachers or the director at any time concerning Kinder Academy matters or your child's development. It is best to talk directly to your child's teacher if you have concerns regarding your child or your child's classroom and to a director if you have concerns about a staff member, Kinder Academy policy or procedure.

We strongly encourage **ALL** parents to sign up for a conference at the designated time after assessments. A parent conference **MUST** be held whenever a parent, teacher, or director feels it is necessary. Failure to meet with Kinder Academy staff regarding your child's well-being could be grounds for dismissal.

Parent Involvement

We encourage parents to become involved. KinderAcademy honors the important role of parents. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with your child's center, parents are encouraged to:

- Volunteer in their child's classroom
- Participate in seasonal events
- Participate in "Children's Day/Week" activities
- Attend PTA meetings, or serve on our Parent Board
- Sharing a talent (music, art, sewing, etc.)
- Donating items for Dramatic Play
- Attend Parent Work shops

We realize that our parents are very busy working and/or going to school. We encourage your involvement but don't want to overburden you with high expectations, so it's up to you as to how involved you would like to become with the program.



Communication

We value our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child – a move, developmental or medical needs, the birth of a baby, divorce or separation, death in the family, etc.

Teachers will share information with you about your child's day on a daily basis verbally for infants and twos and weekly progress reports. Daily verbal reports for our preschoolers, weekly evaluations, termly assessments, termly progress reports and parent conferences. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at KinderAcademy, the reason we are communicating it is not necessarily because they need to be "fixed" at home. We will handle the situations that arise, but

just want parents to be aware of what we are doing in the classroom as it pertains to your child.

A monthly newsletter will be posted on the Procure App & or our website to provide information concerning curriculum, policies, announcements, and general information about young children. We also try to inform you of community events. Please read these newsletters so you can remain informed about our policies and procedures.

Grievance /Complaint Procedures

If parents have any questions or have concerns, we ask that the following procedures be enforced.

First, go directly to the person with whom you have a difference (the teacher, another parent or other staff member) Address the issue in a non-accusatory manner and attempt to reach a resolution. It is not acceptable to discuss an issue with any persons not directly involved. If the parent feels that the issue was not properly addressed, or it was dismissed, then:

Second, if the conversation with the person does not bring resolution, the concern should be addressed with the director. The director will then work with the parents in an attempt to resolve the problem. If the parent feels the conflict is still unresolved, then: It is taken to the board and should be resolved in no more than 7 days.

Once the issue has been discussed in the following order, it should be considered exhausted, and the above steps are final.

Remember:

Many problems can be avoided by going directly to the person(s) involved when questions arise.

Parental Responsibilities

What we expect from parents:

- Read the bulletin boards, notices and newsletters that are sent by Whats' App, Procure or email. Important information is shared with you on a regular basis, but you must make the effort to read it.
- Give your child time to adjust to child care before leaving them here. Parents can help set a positive tone for the rest of the day by taking a few minutes in the morning to greet the teachers and help involve your child in the activity.

- Value staff members and show them common courtesy. Caregivers are more than just babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child's development.
- Focus on your child when you pick him/her up. Take time to greet staff and your child and see if there is anything the teacher wishes to communicate before you leave.
- Pay your child care fees/tuition on time. We are providing a valuable service and deserve prompt payment. Don't put the director in the position of begging you for payment or having to threaten dis-enrollment.
- Make sure your children follow the rules. If we ask that you don't bring in toys, then please don't allow your child to do this. It is impossible to fully enforce all policies at all times, but know that your disregard for a policy is causing a problem.
- Make sure your child is wearing appropriate clothing /uniform. Children will get dirty. Boys should wear elastic waist pants/shorts. Make sure clothing is easy to remove if your child is in diapers or in the process of toilet training.
- Keep a sick child home. ECC & Ministry of Health mandates health regulations to prevent spread of infections illness. Although it may seem inconvenient at times, these rules also keep YOUR child from being infected by others as well.
- Address concerns in a respectful way and to the appropriate person. Do not bad mouth staff to others – seek to resolve your problem with the appropriate staff member.
- Try to minimize your child's time in child care. Most children have had a full day after 8 hours and need to re-fuel emotionally by spending time with their family.
- Communicate with teachers about what's going on at home.
- Make sure children get a good night's rest so they are ready for their busy day.
- Pick children up before closing time. Staff needs to get home too!

KinderAcademy For Young Scholars

St. Christopher's Crescent

Brown's Town P.O Box 374

St. Ann

876-917-6293

876-474-7284

876-837-0106

Receipt of Handbook

Parent(s) and Guardian(s) must sign and date this form stating that they have received a copy of this handbook, read and agree to Kinder Academy rules and regulations. This handbook will be issued to the enrolled child's parent/guardian and the signed copies of center policies will be held with Kinder Academy in the child's file as proof of acceptance.

Parent/Guardian Signature

Date

Director Signature

Date

(please cut at dotted line to be placed in your child's file)