

# Delphi Academy Preschool Parent Handbook



## Welcome

At the Delphi Academy Preschool, we offer a fun and loving environment, with plenty of academic and social challenges fitting for a preschooler.

## Methodology

Our methods include:

- Empowering the children as learners
- Personalized programs
- Fully achieving the basics
- Emphasizing literacy
- Connecting the education to the real world
- Involving parents

## The Delphi Academy Mission Statement

*Give young people a rich academic background, a strong sense of ethics and a broad range of abilities to successfully launch them into higher education, a career and life itself.*

*More broadly, help build a better world through effective education.*

Although many of these attributes are not developed in preschool, we feel it is never too early to instill a purpose and a love of learning in an individual.

## Our Philosophy

Our philosophy of education is simple. Children should master their basic tools very well – then learn to really use what they learn. Our teaching and study methods emphasize practical application – because only in meaningful use can one work out the proper value of the many pieces of knowledge encountered in an education. This approach keeps our students continually evaluating new information in relation to the real world. Their education becomes something they build and own, not something piled onto them. In the end, we want to see our children maintain their individuality while being self-motivated, confident and active. We want to cultivate purposeful individuals who are capable of pursuing and reaching their chosen goals.

# Tuition and Fee Schedule

**Application Fee:** A one time, non-refundable application fee of \$100.00 must be submitted along with the application. Students returning for a consecutive year are not required to pay this fee and students who move from the Preschool to Delphi Academy's Kindergarten program also are not required to pay this fee.

**Tuition:** Students enroll on a 10- or 12-month contract. The 10-month term runs from the first day of Fall starting in September through to the last day of the Fall term the following June, which is usually the first or second week of June. The 12-month term runs from the first day of summer in late June through to the last day of the Fall term the following June. A detailed Tuition and Fees Schedule is issued separately.

Partial fall terms are pro-rated by multiplying the number of school days the student will attend by the daily rate. Students may enroll on a separate summer contract for the summer term.

A monthly payment plan is available. The initial payment consists of first and last months paid in advance, with subsequent monthly payments of the tuition amount.

Tuition is due on the first of each month. A payment is late if it is not paid on or before the due date. A late payment is subject to a 3% late fee. Late notices are sent out on the second business day of the month. A payment is delinquent 10 days after the due date, and delinquent payments will result in the student being placed on a financial Leave of Absence until the payment is received. The Leave of Absence will be initiated on the 11<sup>th</sup> of the month.

**Additional Fees:** There is a \$50 per month fee for those children who are not fully potty trained. There are no additional materials fees.

**Refund/Withdrawal:** In the event of withdrawal by parents or dismissal from the school, parents will be obligated for a pro-rated amount up to the date of termination plus the equivalent of one month's tuition installment.

**Absences:** No reduction of the terms fees can be made because of absence. Tuition continues to be charged in the event of absences for illness, vacation or any other reason.

## Attendance and Schedule

**Hours:** The school is in session Monday through Friday with the exception of holidays; summer, winter and spring break (see the annual school calendar issued separately). School hours are from 8:30 a.m. to 5:00 p.m.

Your child may be dropped off as early as 8:00 a.m. and picked up no later than 5:30 p.m. Daily lessons begin at 10:00, so please ensure your child is in school by then. A detailed daily schedule is issued separately.

Note: Any child picked up after 5:30 will be charged a \$1 per minute late fee and is paid directly to the preschool teacher present.

**Sign In and Out Procedure:** Each child must be signed in and out each day. Parents must note the child's name, time of arrival and departure and sign the parent's full signature. The sign in/out sheet is right outside your child's classroom. If someone other than the child's parents or legal guardian will be picking up your child, that person's name must be on the emergency list or you must inform the teacher in writing and the person must be prepared to show picture identification. Children will not be released unless these procedures are followed.

**Vacation/Holidays:** Delphi Academy is closed on Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Martin Luther King Jr. Day, President's Day, Memorial Day and Independence Day. In addition, Delphi Academy is closed for a two-week winter break, a one-week spring break, and a short break before and after the summer program. Please see the annual school calendar for the exact dates.

## Food Services

**Snacks:** We offer two snacks each day, at 9:30 a.m. and at 4:00 p.m. Many of these healthy snacks are whole grain and organic, and foods with a high sugar content are discouraged. We also have filtered drinking water in the classrooms. Examples of the organic snacks we serve; rice cakes, puffins, multigrain crackers, whole wheat pita bread, almond spread, whole grain pretzel sticks, whole grain oatmeal, hummus, yogurt, cheese and milk.

Additionally, the Preschool is a "peanut-free" zone, so please keep that in mind when packing your child's lunch and snacks.

A monthly snack calendar is posted on the notice board in each preschool classroom.

**Lunch:** Parents are responsible for providing lunch for their child. Please do not pack any sugary items in the lunches (such as cake, cookies, candy etc).

# Health/Medical

**Physical Examination:** The State Department of Social Services requires a physical examination when enrolling your child in preschool. The Physician's form, which is provided in your enrollment materials, needs to be filled out by your physician. This form will need to be updated annually with evidence of up-to-date immunizations, unless exempt.

**Immunization Requirements:** Preschool children are required to be up-to-date on immunizations before enrollment. The law does allow parents to elect exemptions to immunization requirements based on their personal beliefs. Physicians of children may also elect medical exemptions for them. However, the law does not permit parents to elect exemption because the record is lost, incomplete or you don't have the time to get to a physician. A signed affidavit is required if you request an exemption based on your personal beliefs.

**Sick Child Policy:** When in doubt about your child's health, keep him/her home. Please remember that the teachers and other children may catch the illness that a sick child may bring to school.

Children are to be kept home if they exhibit any of the following within the last 24 hours:

- Severe or Constant Cough
- Earache
- Fever
- Swollen Neck Glands
- Diarrhea
- Vomiting
- Listless, Cranky Behavior (generally not being himself)
- Red Throat
- Tonsillitis
- Impetigo (strep or staph infection on the skin)
- Untreated Conjunctivitis ("pink eye")
- An Unidentified Rash
- Head Lice

If a child has a fever, the fever should be gone for at least 24 hours without medication before returning to school. Additionally, a child who has been taking antibiotics for less than 24 hours should be kept home.

A child that has been exposed to a contagious disease must stay home during the incubation period.

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**Sick Child Policy (continued from previous page):** If a child becomes ill while at school, the parent will be contacted to discuss the symptoms and may be asked to take the child home.

Please notify your child's teacher if your child has not been feeling well or is acting "out of sorts," or has been exposed to head lice, chicken pox, measles, meningitis or any other contagious disease.

Additionally, a green nasal discharge may indicate an infection, requiring treatment by a physician. Please notify your child's teacher or the office if your child has contracted any of the above-mentioned conditions.

**Medication:** We understand that children will occasionally need to take medicine (such as antibiotics) at school. Your child's teacher will administer the medicine; however, you are required to complete a Medical Dosage Form and only medication in its original bottle will be dispensed. Blank forms are on the Parent Bulletin Board in each classroom. A Preschool Teacher is only authorized to administer medication only once per day. If a child needs to receive medication more than once in a 6 to 8 hour period, the child must be kept home.

Over-the-counter medication will be only given to a child if directed and approved in writing by the child's physician. The physician must prescribe specific amounts and intervals for a specific condition before any medication is administered.

**Medical/Dental Emergency:** All parents are required to fill out a "Consent for Emergency Medical Treatment form." In the event of a medical or dental emergency the parent or guardian will be notified as soon as practical. It is very important that you keep your emergency contact information up-to-date. Please contact the Preschool Director when ever your contact information changes.

## **Dress**

Children should wear comfortable, washable play clothes. During the winter months, please dress your child in layers. Children must wear shoes each day.

Please provide a change of clothing in case of accidents.

## **Discipline**

Delphi Academy pledges to provide a safe and secure environment for children and to maintain close communication with parents about all aspects of their schooling. We promote the child's rights to develop and learn as an individual and our activities and rules are structured to enable him to learn to contribute to his group.

The following behavior is unacceptable at Delphi Academy:

- Physical abuse i.e. hitting, biting, kicking, scratching, spitting, throwing dangerous objects, bodily injury, etc.
- Verbal abuse i.e. foul language or gestures, repeated disruptions, unusual sexual behavior, inappropriate behavior, etc.
- Property damage i.e. damaging school or other student's property.

Our intention is that each child learns that being compassionate and following the rules will help him to be happier and more successful at whatever he does in life.

### **Discipline Policies:**

- 1) Keep the child busy, completing the actions he begins.
- 2) Divert his/her attention and validate his good actions.
- 3) Make sure he/she has had enough food and rest, is not feeling ill and does not have to use the bathroom.
- 4) Show him/her why his action was not appropriate and give him/her the opportunity to make amends for it. Ask him/her what he can do, but do not force him/her to do it.
- 5) If the above actions are not successful and he/she is still disturbing the class, temporarily separate him/her from the group, always leaving him/her under adult supervision.
- 6) If he/she repeatedly causes disruption and all of the above have been done, a parent conference will be held. Based on the results of this conference, the child may be suspended for a period of time agreed upon mutually by the parent and school, with the understanding that when he returns, he/she will be on probation for one week.
- 7) If while on probation the child continues to cause disruptions, their enrollment may be terminated.
- 8) Children are not to be subjected to discipline which is severe, humiliating, frightening or associated with food, rest or toileting.
- 9) No spanking or corporal punishment of any kind is permitted for any reason by any staff member of the school.
- 10) The school reserves the right to exclude or dismiss at any time students whose conduct, influence, spirit, industry, progress, academic standing or physical condition is considered to be undermining the welfare of the other students or the school as a whole.

## **Transportation/Field Trips**

Due to safety concerns and car seat regulations, field trips will be “in house” for preschool children. A nominal fee may be requested to cover costs for special “in house” or on-campus programs.