



# DELPHI ACADEMY® PRESCHOOL

11341 Brainard Avenue, Lake View Terrace, CA 91342  
www.DelphiLA.org / Phone: (818) 583-1070  
Delphi Academy Preschool facility number - 197750045

## 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

Our mission is to empower students to improve the condition of their lives and communities through the application of knowledge, reason, creativity and integrity.

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 and New Student Fees:** A one-time, non-refundable application fee of \$100 must be submitted along with the application. Once the child is accepted and enrolled, a New Student Registration Fee of \$300 is paid. Students returning for a consecutive year are not required to pay these fees, nor are students who move from the Preschool to Delphi Academy's Kindergarten program.

**Tuition:** Delphi offers fall term enrollment as well as a summer program. 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 camp period.

A monthly installment payment plan is available. The initial payment consists of first and last monthly installments paid in advance, with subsequent monthly installment 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 11th of the month.

**Additional Fees:** There is a small monthly materials fee which will be paid for full enrollment term at the start of enrollment. There is also a \$50/month diaper changing fee for the Mini Dragons class that will cease when the child is fully potty trained.

**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 term's fees can be made because of absence. Tuition continues to be charged in the event of absences for illness, exclusion for an unvaccinated child, vacation or any other reason.

## Attendance and Schedule

**Hours:** The school is in session Monday through Friday with the exception of holidays, and the summer, winter and spring breaks (see the annual school calendar issued separately). School hours are from 8:00am to 4:00pm.

Daily lessons begin at 9:15, so please ensure your child is in school by then. Please arrive no later than 12:00 noon. Children who need to nap do so between 12:30 and 3:00 each day. A detailed daily schedule is issued separately.

**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, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Martin Luther King Jr. Day, President's Day, the Friday before and Memorial Day, and Independence Day. There are two "early release days" in the spring requiring children to be picked up by 2:30pm. In addition, Delphi Academy is closed for a two-week winter break, a one-week spring break, one week before the summer program, and two weeks after the summer program. Please see the annual school calendar for the exact dates.

## Food Services

**Snacks:** We offer two snacks each day, at 10:00am and at 3:00pm. 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. 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.

**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.

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**Sick Child Policy (continued):** 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.

If a child becomes ill while at school, the parent will be contacted and 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 whenever your contact information changes.

## The “Baby Dragons” Toddler Class

The children in the Baby Dragons class enjoy a maximum teacher/student ratio of 1:6. They also have a separate playground area from the older Preschoolers. A child must be at least 18 months old to start in the Baby Dragons class. They would remain in this class minimally until the age of 2 years and could move up to the Mini Dragons 2-year-old class when they are ready, provided there is space to move up. The maximum age for the Baby Dragons class is 30 months. Potty training does not begin until the Mini Dragons class.

### Our Potty-Training Policy

For children in the Mini Dragons class, we work with the parents to begin potty training when their child is ready. The most important part of potty training is to always make it a positive experience for the child. Staff and parents need to work together as a team to make this as stress-free as possible for the child.

We do not clean or rinse out soiled underwear. We will bag it and return it to the parent at the end of the day or toss it out upon request. This policy is set up to maintain the sanitary standards for our preschool.

### Dress Code

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.

### **Discipline Policies (continued):**

- 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 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. Occasionally, a nominal fee may be requested to cover costs for special “in house” or on-campus programs.

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