

Weare Village Kidz Academy



PARENT HANDBOOK

Established 2014

Mission Statement

Weare Village Kidz Academy will provide a warm and enriching atmosphere which allows children to develop at their own pace. By providing a balanced curriculum, we will promote each child's total development (including physical, emotional, intellectual and social development). We will also create opportunities to challenge the child's sense of discoveries and imagination.

Philosophy

Weare Village Kidz Academy (WVKA) believes that play is a child's work and that learning occurs during developmentally appropriate, child-centered activities. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Children learn concepts best when they are meaningful and relevant to them. They acquire knowledge through the active exploration of their environment. It is the teacher's responsibility to provide an enriching environment which provides stimulating and challenging learning experiences for them. The teacher facilitates learning, individual growth, and development of a positive self-image by encouraging, promoting and reinforcing a child's attempts, questions, skill development, problem solving and discoveries.



Weare Village Kidz Academy does not discriminate on the basis of race, religion, ethnic background, gender, marital or veteran status, or the presence of handicaps or disabilities.

Inclusion involves the careful assessment of the needs of each student and the application of measures that will meet those needs. Properly implemented through teamwork, collaboration, co-planning, and co-teaching, inclusive practices benefit all students. Some of the many gains made through inclusive practices are in the areas of social interaction, language development, appropriate behaviors, self-esteem and academic performance.

Licensing

Licensing requires compliance with state regulations. To enhance the quality of care we provide, we limit the number of children in each group to maintain staff-to-child ratios in accordance with the guidelines set by the state licensing board. Some forms for WVKA are required to be filled out by parents/ guardians, which must stay on file in order to stay compliant with the state of New Hampshire. Weare Village Kidz Academy is licensed by the State of New Hampshire to provide childcare for children ages 6 weeks through 4th Grade.

Operating Hours and Holidays

Weare Village Kidz Academy's hours are 6:30 am until 6:00 pm, Monday through Friday. For staffing reasons, we ask that you tell us your child's pick-up and drop-off times. Should any of these times need to change, please inform a staff member.

Drop Off & Pick Up

Children 6 weeks to 3 years must be brought into the school by a parent/guardian. Please note, parking for parents is designated. Children 3 years and up arriving in the morning between 6:30 am and 7:30 am will be met at the door by a staff member and brought into their classrooms.

We will be closed in observance of these holidays:

Memorial Day
July 4th (Day before or after 4th, dates to be announced each year)
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day and the Friday after
Christmas Break Dec. 25 - Jan. 1

Registration Fee

An initial, nonrefundable registration fee of \$50 per child, not to exceed \$100.00 per family, is due at time of registration. (A two (2) week notice is required when disenrolling your child.)

Late Fee Procedures

<i>If Child Departs Later Than...</i>	<i>We will...</i>
Usual pick-up time, but before 6 pm	Appreciate a courtesy call to keep us informed and your child reassured.
6 pm (closing) but before 6:15 pm	Require that a \$20 CASH late fee be paid to staff at pick-up.
6:15 PM (cutoff)	Expect you to keep us updated by phone as to when you will arrive or what other arrangements you have made for your child to be picked-up. Otherwise, we will call the person(s) you have designated as emergency contacts to pick up your child immediately. Director will discuss the circumstances with you and the amount of additional late fees will be assessed at her/his discretion.

Tuition



Tuition is due each ***Thursday***.

Checks are to be made out to Weare Village Kidz Academy/WVKA and deposited in the payment box.

Cash payments (preferably exact amount) must be given directly to the Office Manager, who will provide you with a handwritten receipt.

When Weare Village Kidz Academy is closed for a scheduled holiday, you are not responsible to pay for that day.

When a child is absent due to illness or by parental choice, tuition must be paid for the days we have reserved for your child.

If your tuition check is returned by the bank for insufficient funds, you will be charged a **\$35 fee** to cover bank processing charges. A two-week notice is required when disenrolling your child.

We accept State Scholarship Funds. Financial emergencies will be addressed on an individual basis. Parent/ guardian is responsible for cost share and for any unpaid days from the State. Any changes to your child's scholarship need to be given to the office staff. If necessary, a budget can be set and agreed upon until outstanding balance is paid. Should you not follow the agreement WVKA reserves the right to terminate your child's enrollment!

Full Time Discount

If your child is enrolled three (3) or more days a week, you will receive a tuition- free week of absence. Advance notice to the director is required, and the vacation **must be taken in a one week block**. Parents employed by any public/private school system are responsible for days their school is closed, whether your child attends WVKA that day or not.

Monthly Payment Incentive

If you choose to make tuition payments monthly, you will receive one free day of childcare per month. Monthly payments are expected by the first week of the month you are paying for. If you have siblings attending, their payment would be expected no later than the middle of that month.

Sibling Discount

First Child: Full Rate (must attend 3 or more days per week)
Each Sibling: \$10 off child's total if attending 3 or more days per week

Referral Discount

You can receive additional tuition- free days if you refer another family to Weare Village Kidz Academy. If the new child remains enrolled for 60 days and attends at least the same number of days per week that your child attends, you will be eligible to receive tuition- free days equal to the number of days your child normally attends per week.

Emergency Closings

Weare Village Kidz Academy reserves the right to close due to inclement weather for the safety of the children and the staff. If the school is going to close before 6:00 pm, a staff member will call and advise you of the closing time. Safety is our priority. Should WVKA put the emergency plan into effect, you will be notified/ directed where to pick up your child.

Health Forms

The State of New Hampshire's child care licensing regulations require that immunization records be received upon entry. Physical examination record must be received within 90 days of enrollment and updated yearly. WVKA will give you a reminder of when the physical report is needed.

Immunization Law

Pursuant to NH RSA 141-C:20a, we must have official documentation from your child's physician that he/she is currently in compliance with state immunization requirements. Your child cannot be admitted until we have the required proof on file. If after enrollment, your child does not receive



subsequent vaccination doses as required by state law, we will bring the situation to your attention and ask that you make an appointment with your physician to bring your child into compliance. Failure to comply in a timely fashion will result in your child being excluded from our facility until the required vaccinations are received (or until a notarized exemption form is submitted on the basis of religious or medical grounds).

NH RSA 141-C:20-a Immunization.

I. All parents or legal guardians shall have their children who are residing in this state immunized against certain diseases. These diseases shall include, but not be limited to, diphtheria, mumps, pertussis, poliomyelitis, rubella, rubeola, and tetanus. The commissioner shall adopt rules under RSA 541-A relative to other diseases which require immunization.

II. No child shall be admitted or enrolled in any school or child care agency, public or private, unless the following is demonstrated:

- (a) Immunization under paragraph I;
- (b) Partial immunization relative to the age of the child as specified in rules adopted by the commissioner; or
- (c) Exemption under RSA 141-C:20-c.

Illness

Parents will be notified of any contagious diseases that may affect children in our care. If your child presents any of the following symptoms, they should remain home:

- **FEVER AT OR ABOVE 101**
- **PERSISTENT DIARRHEA (MORE THAN 3 EPISODES IN A TWO HOUR PERIOD)**
- **CONJUNCTIVITIS - MAY RETURN AFTER COMPLETION OF A 24 HOUR PERIOD OF DOCTOR PRESCRIBED RX**
- **UNUSUAL RASH OR SPOTS**
- **VOMITING (MUST BE MORE THAN 6 HRS. FROM LAST VOMITING EVENT BEFORE RETURNING)**

When a child presents any of these indicators of ill health, we will notify parent immediately. If we are unsuccessful in reaching a parent within 20 minutes, we will contact the documented emergency contact person.

For prevention, and to provide the body with the rest it needs, a child must NOT attend school without taking prescribed medication that they have received the daily dosage required (ex: twice a day prescription.) If a child has a dose at night, then another in the morning, they may attend school. If your child comes in contact with active Covid19, they must be tested and may return with a negative result in hand.

Medication

Although every child has a medical report on file, children who require medication must also have a completed and signed Permission to Administer Medication form on file, for any and all medications. **All medications must be in its original container, have the prescription label attached, and must list name of doctor, dosage, prescription date, name of medication, and expiration date.**

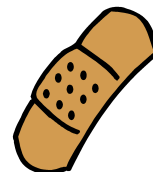
Over-the-counter medications (ex: Tylenol, Motrin) will be administered only with a signed "Permission to Administer Medication" form.

Lice/Nit Policy

Should your child have any lice/nits in their hair, the child will be sent home and cannot return until they are lice/nit free. Staff will check children for the Lice "Life Cycle" which is 21 days.

Injuries

Our staff are First-Aid and CPR certified and will tend to a child who receives a minor cut or bruise. An Accident Report will be completed and the parents notified at pick-up. In the event of a serious accident or illness, the parent will be notified immediately and the proper actions will be taken.



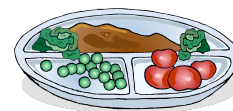
Child Abuse

Caregivers are required by the State of New Hampshire to report any suspected case of child abuse or neglect to the appropriate authority.

Meals and Snacks



A daily menu is posted in the lobby. Breakfast, lunch and afternoon snack will be provided, based on Federal Food Guidelines, except for special occasions, such as holidays and birthdays.



Naps and Rest Time



Preschool age children attending a full day are required to rest or nap. We ask that you **not send toys or nap buddies to school with your children**. A small blanket the size of a bath towel can be sent in for nap. The blanket will be sent home for cleaning as needed.

Daily Needs

Parents are responsible to provide clothing to change into when needed, and weather appropriate clothing/shoes for outdoor play. All clothing should be labeled with your child's name.

Discipline

At Weare Village Kidz Academy we believe that discipline is not punishment but rather teaching, guidelines and redirecting. The word "discipline" comes from an old English word meaning "instruction," and that is our approach to discipline. We teach children to behave in an acceptable way, to learn self-control and to get along with others, both adults and children. Disciplining children in this way helps them to become responsible, confident children who will grow to care for themselves and others. We encourage and support a sense of community.

Behavior Protocol: WVKA will make every effort to redirect, use a cozy corner, and/or have the child go outdoors for a change of environment. However, safety is our priority. Should any child's behavior become unsafe for staff or student, the parent will be called and expected to remove their child from the school for that school day. If the child exhibits additional unsafe behaviors a behavior plan will be created by the Staff and with the parent input, creating a healthy, safe environment.

Curriculum



Our qualified and experienced staff will model a sense of adventure as well as bring their personal characteristics and individuality to Weare Village Kidz Academy. Our goal is to build an adequate foundation for the child's public school years and guide all children to reach their full potential to become self-reliant, self-confident, responsible and respectful. The program we pursue is geared toward helping children develop habits of observation, questioning and listening. We want to ease the transition from home to school, encourage a sense of community, and help children learn how to get along with each other and with adults. We help children develop skills and promote emotional development through active games and group activities.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. We will maintain communication of your child's growth and development.

Promotion of Independence

Children have a drive to be independent and do things on their own. This is a healthy part of normal child development. As children grow, they learn to do more challenging tasks. We help them become independent by allowing and encouraging them to take responsibility for themselves whenever possible. When children practice self-help skills such as helping with daily jobs, they are developing their large and small motor skills, gaining confidence in their ability to try new things, and building their self-esteem and pride in their independence.

Preschool age children are expected to recognize their own coats, hats, shoes, socks, etc., and to dress themselves. We provide encouragement when needed, and help with challenging steps like zipping and buttoning. They also learn how to put their own things away when they come in from outside. This provides the feeling of accomplishment when they have mastered these skills, and to help peers as needed (building a community). Preschool age children attending WVKA must be 90% potty trained.

You can help your preschooler master self-help skills at home. Encourage children to dress and groom by themselves; just provide minimal assistance. Show them how and where to put away their own clothing and toys. It can be faster to do things for children, but they learn responsibility from doing things for themselves.

Outside Play

Fresh air and sunshine are important for a child's health and well-being. All children will go outdoors every day that the weather permits. Our outdoor policy is the children cannot go outdoors if the temperature is below 25 degrees, including wind chill. A jacket/sweater that is season appropriate should be provided and **labeled**. Any child that does not have the appropriate clothing for the day will have to use borrowed school clothing, which will be the parent's responsibility to wash and return. Children **c** that will permit them to run and play without injury. Open toe shoes or flip-flops will limit your child's play and are to be worn for water play only. Safety is our priority. Sunscreen and bug spray will be used as needed upon receipt of your signed

permission slip. We also require a signed permission slip allowing your child to participate in our occasional neighborhood walks and field trips, as well as the kindergarten class' daily trips to and from Center Woods Elementary.



Photography

We photograph the children often in connection with class projects as a way to chronicle their growth and development. We may share the photos with parents via email or on our WVKA Facebook page. You may also see or receive a photo that includes other children besides your own, please respect their privacy and **PLEASE DO NOT POST THE PHOTO ON ANY PERSONAL FACEBOOK OR ANY OTHER INTERNET/SOCIAL MEDIA SITE.** We also ask that you not post to our WVKA Facebook page your own personal announcements, pictures, etc. as this is an informational site only for our families. If you have something you would like our Facebook page to include, please check with the Director and they will determine the appropriateness of the posting.

You will receive no further electronic photos or access to our Facebook page if you do not respect this request.

Security Cameras

Our facility is monitored using video cameras 24 hours a day.

Confidentiality Agreement

Parent(s) and applicable guardian(s), by their signature, agree to abide by the Understandings of Confidentiality, as required of all persons employed by, served by, or associated with Weare Village Kids Academy.

1. All student, parent, guardian, staff member information, whether written or relayed, either by parent, school personnel, medical provider, or any other community source is considered confidential information. This includes names, addresses, abilities and disabilities, employment, provider or insurance information, etc.
2. Confidential information related to children and families served by Weare Village Kidz Academy, or staff member employed by Weare Village Kidz Academy is in no way to be given to any person outside of the program, unless specifically authorized in writing.
3. Confidential records are maintained in a locked file. Only appropriate personnel within the program will have access to confidential records. Parents/Guardians have the right to review their child's records at any time, but we ask that you give WVKA a 24 hour notice to prepare files.
4. Weare Village Kidz Academy encourages families to understand the "Right to Know" laws. Parents maintain the right to review information compiled in a child's school record; however, it is also the right of the school to withhold information (ex: in order to protect all parties, information collected in child abuse situation, such as the reporter's name, will not be released).
5. Weare Village Kidz Academy does not encourage, nor discourage parents from seeking babysitting opportunities for staff outside of school hours. However, whether staff is on-site or off-site, sharing of information pertaining to other children, staff and/or parents of WVKA is considered a breach of confidentiality and may result in termination of your child's enrollment as well as termination of employment of the staff member.



Please read and sign the last page, acknowledging the receipt, understanding and agreement with the Parent

Handbook as presented and return to Weare Village Kidz Academy. Thank You!

Please sign and check off the appropriate boxes below, and then return this sheet to the office.

Child(ren's) name(s): _____

Parent(s)/Guardian(s):

Print Name

Relationship

Print Name

Relationship

It is my responsibility to understand and abide by the policies of Weare Village Kidz Academy's current parent handbook.

Signature

Date

Signature

Date

Please Check Box to Approve Service

- ☐ Bug-spray as needed
- ☐ Sunscreen as needed
- ☐ Pictures (to be used as documentation of development & growth)
- ☐ Neighborhood Walks
- ☐ I would like the newsletter e-mailed.

E-Mail address: _____

Approximate drop-off time: _____ Approximate pick-up time: _____