

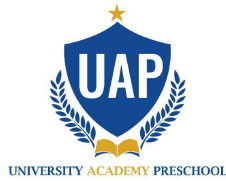
Parent Handbook

1401 S. State Road 7

North Lauderdale, FL, 33068

954-532-7569

UniversityA1401@gmail.com



Dear Parents,

Welcome to University Academy!

Thank you for giving University Academy (UA) the opportunity to provide quality childcare for your child(ren). Please read the attached handbook very carefully. As always, our policies and procedures come with the best of intentions.

Your child(ren) will learn through a hands-on theme-based curriculum. In every classroom, there is a “Parent Board” that we encourage you to look at every Monday so you know what concepts we are working on, and Friday night to see what concepts will be taught the next week. If you see that we are working on a certain color or concept during the week when your child(ren) is not at school, point it out to your child(ren) to continue with the process of learning at home.

Our goal is to create a successful program that meets the needs of the children as well as the program. The purpose of this information is to ensure that everyone is aware of the same guidelines. Please fill out all attached forms and return them to University Academy. All forms must be filled out to comply with State Regulations.

Most importantly, we want to thank you for sharing your child with us. We look forward to wonderful, fun-filled times with your family.

Thank you!

University Academy Team.

Mission

University Academy Mission Statement is to enhance our student's growth through love, respect, experiences, discipline with kindness, and learning to be warm citizens of our great nation.

Vision

University Academy Vision is for our students to grow to become tomorrow's leaders from their education experiences.

Arrival and Dismissals

Please remember to sign your child(ren) in and out daily to keep a quality record of your children's attendance and for safety. At drop off and pick up we ask that you refrain from using your cell phone for those few minutes to give your child your attention. Please check your child's cubby daily to see if any personal items are needed to ensure your child's daily care. No one under the age of 18 may pick up your child.

Tuition Policies

Tuition for all students is due on Friday for the next week. After Monday there will be a \$35.00 late inured at the end of day on Monday. Your child will not be accepted on Tuesday unless the full payment with a \$35 late fee is paid. NO Exception. If your child will be absent, tuition is due on their first day back. Please always call to notify the school if your child will be absent. **Please note that if your child is absent for more than two weeks your account will be closed and a re-enrollment fee of \$150.00 will be required.**

If your child is absent, you still need to pay your full tuition. There is no reduction if/when we are closed for a holiday, weather, natural disaster, or related situation.

UA reserves the right to discontinue enrollment for non-payment or if a parent does not follow UA policies as stated in the handbook. Please be advised that at UA we ask for a \$100 registration fee yearly, per child. **All tuition, deposit fees, or registration fees are NON-REFUNDABLE.**

UA Differential Fees

UA differential weekly fees. This fee will be assessed based on the age group of the child.

- Infants \$60.00
- Toddlers \$50.00
- Two's \$50.00
- Three's / Fours \$50.00
- After-schoolers \$30.00

Annual Tax Statement

At the end of the year, a tax statement will not be issued unless your account reflects a zero balance.

Health Records

You must provide us with current health records for your child. These forms can be obtained from a local pediatrician. These regulations are strictly enforced by our monitoring agencies Child Care License and Enforcement.

Schedules

Depending on age we have different schedules and prices available.

Hours of Operation

UA hours of operation are 7:00 am. to 6:00 pm. Monday - Friday. The facility will be closed on the following holidays: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Juneteenth, Good Friday, Memorial Day, and Independence Day.

Due to the academic nature of our preschool, it is important that your child arrive no later than 9:30 am. Please call us if your child will arrive later than 9:30 am. **No child will be accepted after 9:30 am without a priory phone call stating you will be late.**

Meals

UA provides breakfast, lunch, and snacks for all ages including infant formula that are listed on the state's food program.

During the year, we may have holiday or birthday parties which is when we might serve your child something off the sign-up list of party items. If you do not wish your child to have other foods, please notify the school in writing.

Children Attire

Uniforms are mandatory for children two-year-old and older. If your child comes to school without a uniform, one will be provided, and your account will be charged. NO EXCEPTION!

Monday-Thursday Polo shirts (school's polo only) royal blue, gold, or gray
Skirts / Pants (long or shorts): khaki, navy blue, or black

Friday is Spirit Day UA spirit shirt Must be worn with jeans.

Extra Clothing

Activities may get messy, and your child may not stay clean all day, please send a set of change of clothes that we may keep in your child's cubby. UA is not responsible for clothing that gets messy at school. Socks and closed-toe shoes must be always worn while at school. Sandals and Crocs are not permitted for the safety of your child.

Labeling Your Child's Belongings

All belongings must be labeled with your child's first and last name. **WE ARE NOT RESPONSIBLE FOR LOST ITEMS. Please label EVERYTHING** with 1st and last name. If it is labeled and goes missing, it will surely find its way back. Each child has a cubby to store belongings.

Transition Support

New students - The teachers at University Academy understand that transitioning to a new school can be tough. We want all your child's experiences and transitions to be positive and seamless. First, the University Academy staff will host the family in the classroom during an informal family visit where children are encouraged to play with their new friends, meet their teacher, and get familiar with the classroom while exploring the materials. Transition to the next classroom – The staff at University Academy will discuss and decide when children are ready for the next classroom. We will begin to transition your child from one room to another with short daily visits a few weeks before they are scheduled to move over. Once we choose a date, we will encourage you to visit with your child and join in for circle and snack time. If a child needs a little extra support during this transition time, we will create a social story or provide encouragement in any way that we can. Social stories may also be offered to the families to help with the morning or evening transition time that can be so challenging. Teachers will discuss transitions and how we can make them successful during individual conferences Throughout the day, transitions will be supported by giving warnings and using songs to encourage a smooth process without long wait periods.

Potty Training

We have a "Pull-up only" policy in the two-year-old class, **no diapers**, please. We will work with your child on potty training if they are not yet potty trained. Children are encouraged to go every 15 minutes and will be assisted if he/she needs to be. Children will go through the process of "pottying" every time they use the restroom. This consists of pulling down their pants, sitting on the toilet, redressing themselves, flushing, and washing their hands. We do not use candy or food treats to encourage toilet training. When accompanying a child to the toilet, the door always remains open, and staff will assist children with hand washing after

he/she has potty. Please provide a package of pull-ups upon the child's first day. We will notify you as supply runs low.

Toys from Home

Please do not bring toys to school. Your child will have the opportunity to share a special toy from home during specified days such as show and tell.

Beads and Jewelry

Beaded hair is not permitted in any classroom (only after-schoolers) for safety reasons.

Please do not send your child with any valuable jewelry to school, as we cannot be responsible for such special items.

Illness

To maintain a healthy environment for ALL our students and staff, we require that you DO NOT bring your child to school when they are sick or possibly contagious to avoid exposing others to this possible illness. UA and Child Care Licensing Enforcement policy defines that you must pick up your child within one hour of being notified. Children may not attend our school if they have the following symptoms:

*Fever of 100 degrees or more *Vomiting *Undiagnosed Rash *Inflammation and/or pink eye *More than one case of diarrhea *Too tired to participate in activities *Lice
*Any green discharge for a child's eye or nose * Chicken pox or any communicable diseases.

If a child is sent home your child may not return to school without a doctor's note stating your child is "Not contagious".

Medication

We will only dispense medication that has a prescription label on it. We only give medicine once a day unless a child needs a breathing type of medication.

Discipline

At UA, we strive to encourage appropriate behavior through positive reinforcement, praise, and modeling. Structuring the environment with thorough planning and activities that are geared to meet the children's needs and level of development minimizes inappropriate behavior. Most undesirable behavior can be handled with a gentle reminder, or by redirecting the child. More repetitive or hurtful offenses will merit a talk, walk, or quiet time. We will discuss why the behavior is inappropriate with the child, what is acceptable, and expected at school.

Children will not be subjected to discipline that is severe, humiliating, or frightening. Withholding of food, rest, or toileting will not be used as a discipline method. Spanking or any other form of physical punishment is **strictly prohibited** at UA. If a child hurts someone, that child may be suspended for a day or two at the director's request. If suspension does not work the child may be asked to leave UA and discontinue his/her enrollment.

Insurance info

Please understand that UA at 1401 S. State Rd. 7, North Lauderdale, FL 33068 does not supply a supplemental accident insurance policy for your child while he/she is in the school's care. I understand that I must provide insurance coverage for my child(ren).

Gross Motor

All children will participate in gross motor activities at least 30 minutes in the morning and 30 minutes in the afternoon. All children must wear closed-toe, closed heel shoes with socks. Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, at home, and in the community.

Social Media

I give UA permission to take photos of my child and hang them around the building, on UA website, UA Facebook, and other UA media, and during special occasions (events, graduation, class parties, etc.). If you do not want your child's photographs being used, please notify the director in writing.

Emergency

If a fire emergency arrives and we must leave the premises, you will be called to pick up your child at a nearby location. Reminder, we do lockdown, fire, and weather drills monthly. No parent may enter the building a sign will be placed on the front door stating that fact.

Other fees

*If your child damages his/her sleeping mat or other school material, you will be asked to pay for the item.

***If you pick up after the school's closing time (6 PM) a \$2 per minute fee will be charged with no exceptions.**

Staff Procedures Background Checks

All University Academy staff will have reference checks, a background check, and fingerprints on file with the Department of Children and Family Background Screening.

Staff Development

The State requires all staff to be CPR and 1st Aid certified. University Academy offers this certification every two years and at that time all current staff will be certified.

All staff must complete a department-approved standard precautions training that meets current Occupational Safety and Health Administration (OSHA) requirements prior to working with children. This training must be renewed annually and counts towards ongoing training requirements.

All staff must complete 8 hours of training/orientation in both the infant and toddler rooms before directly working with them.

All staff who works with children must complete a minimum of fifteen (10) clock hours of training each year.

All management-level staff has a CDA (Child Development Associates).

Offering our staff, the opportunity to pursue formal early childhood education is a priority at UA. Formally trained caregivers further our mission to provide high-quality childcare to working families in our region.

Thank you for choosing University Academy for your child's early education years. We look forward to having you as part of the family!

The following personal and Government agencies have access to all Children's Records.

*Owner, Director, Assistant Director, and Office Manager.

*Child Care Licensing and Enforcement. *The Early Learning Coalition.

*Health and safety personnel. *Child Care Food Program.

Revised 7/27/23.