

Parent Handbook



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Welcome to
Early Life Academy!



Dear Parents,

Thank you for choosing Early Life Academy, where there's no limit on a child's learning.

We are a learning facility that believes that every child has their own unique learning ability. Our job is to help develop their learning ability such that he/she will be fully equipped for their next educational phase.

Our staff is dedicated in providing a fun, educational, and most importantly, a safe environment for your child. Our parents are welcome to visit at any time, and participate in any festivities.

Sincerely,
Donna L. Hines, M. Ed
Founder/Director

OUR VISION/MISSION ~

Early Life Academy is more than the traditional day care service. E.L.A. will help children reach their highest individual potential in their early stages of life. We care for children, and know that they can excel even in their beginning stages.

Also, we are a culturally relevant center where children will learn about different ethnic group's traditions, foods, life styles and more. E.L.A. will also offer a bilingual setting, and multiple hands on activities. In addition, Early Life Academy will serve as an academic enrichment and tutorial program for school age children. We will provide homework assistance, extra curriculum activities, and field trips. Early Life Academy will ensure that our children have a well rounded experience, and an experience to look back upon.

PROGRAMS WE OFFER

Infant Care

Toddler Care

Preschool (School Readiness)

School Age Care

E.L.A. Summer Program

POLICIES AND PROCEDURES

Hours of Operation

- Monday – Friday from 7:00a.m. - 6:00 p.m.
- School Age Before and Aftercare Program 7:00 a.m. - 9:00 a.m. & 2:30 p.m. - 6:00 p.m.
- Summer Program 8:00 a.m. to 5:00 p.m.

Excluding E.L.A. school calendar holidays

A subsidized/ private funded child cannot attend more hours than approved

Early life Academy follows the public school weather closure days

Holidays/Closings

Early Life Academy is closed on the following holidays (dates are as subjected to change):

- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's
- Martin Luther King
- Memorial Day
- In-service days

Early Life Academy follows Philadelphia Public School closing for inclement weather

Non-Discrimination Policy

Early Life Academy admits children of any racial, national, religious, ethnic origin, or ability level from all backgrounds, beliefs, family dynamics and orientations.

All children are welcome at E.L.A.

Child Abuse/Neglect Policy

Physical and verbal abuse of any kind is prohibited.

According to the law, we are required to report suspected child abuse or neglect to the local Department of Human Services or the local law enforcement agency.

Drop Off & Pick Up Policy

Parents must sign their child in and out every day when arriving and departing. Your child will only be released to his or her parents, or person designated on their Emergency Contact Form. All designated persons must have identification and must be 16 years of age or older.

Parents who decide to have their child care hours between 8a.m. & 6p.m. must note that children should be picked up later than 5:45p.m ; however, parent will not be penalized for picking up after 5:45 pm

Any parent or designated person to whom we are releasing a child that was in our care that has his or her face covered or guarded, must uncover their face or lift up their guard to ensure that they are who they say they are.

Birthdays

Parents may choose to celebrate their child's birthday at our facilities during hours of operations. Birthday parties are allowed any time after our designated snack time. Any food that is bought in to distribute to other children must be store brought. Hazardous party favors are prohibited. Please make sure that party favors are age appropriate. Two-week notification is advised.

Daily Reports

- **Infants/Young Toddlers**
 - Daily reports will be given daily to parents
- **Toddlers**
 - Daily reports will be given daily to parents
- **Preschool**
 - Daily reports will be given daily to parents in forms of a generating weekly summary
- **School Age**
 - Weekly Progress Reports

Termination Policy

If you would like to withdraw your child from Early Life Academy we ask that you provide a written 10-day notice.

Early Life Academy has a right to suspend or terminate child care services for any of the following reasons listed below:

- Failure to pay weekly fees or co-payment
- Inappropriate behavior by the child or the parent(s)
- Repeated pick up past the center's closing time

Educational Setting Transfer

If you are transferring your child from another educational setting, Early Life Academy has the right to contact the institute verifying the reason for transfer, to make sure protocol was followed in accordance with their termination or transfer policy, and if all fees were cleared before transfer.

If you are interested in transferring your child to another educational setting you must

- Give a 10-day notification
- Make sure your account is paid and not delinquent
- Contact your CCIS representative

If the parent follows our termination or transfer policy at parent's request, we will transfer any documents as requested.

Observations

During the course of your child's enrollment here, your child will be observed once a week. These observations will help us to better care for your child. You are welcome at any time to read what was observed of your child. Your child will also receive a standard observation 45 days after your child's initial enrollment, and twice a year thereafter.

Observations will be sent home with the child for family review. Once you have reviewed your child's assessment, you must sign and return this document for storage in your child's file. If for any reason you would like to discuss the assessment, we will assign a meeting for you to do so with your child's teacher.

Nutrition

Early Life Academy linked with CACFP (Child and Adult Food Program) to ensure that we provide nutritious and balanced meals to your children. The meals we serve are: breakfast, lunch, snack, and dinner.

Parents must complete an application for their child/children to receive the free meals provided by Early Life Academy.

Additional meals or snacks are permitted; however, we will not allow any candy or junk food. We are a peanut free facility; therefore, peanuts of any kind will not be permitted. Also if your child is allergic to any foods there is a form to be completed by your child's physician; once completed meal components will be replaced.

Parent Engagement

We encourage our parents to participate in our center activities and events. The third week of each month (excluding June-August) we have "Parent's Week." During this week parents, guardians, and grandparents are allowed to come and participate in our special events or regular schedule routines.

Rest Time

Parents are responsible for providing blankets for nap-time. Pillows are acceptable as well. Blankets are to be provided every week and taken home every Friday for washing.

Children do not have to nap; however, we do encourage them to at least rest their mind and body for a short period of time. If your child does not fall asleep he/she will be given a quiet activity.

Toys

Children may bring age appropriate toys/devices from home. We strongly suggest that toys be brought in on Fridays only. It is also suggested that the toy is labeled prior to bringing it into the facility. Any toy or device that is missed placed, breaks or is broken will not be the responsibility of Early Life Academy or its staff.

Homework

We will assist our school age children with their homework; however, it is the parent's responsibility to complete and review it for accuracy. Homework sessions are 30 minutes – 45 minutes.

Preschool children have age appropriate homework Monday-Thursday

Older Toddlers have age appropriate homework twice a week

We strongly encourage parents to assist their children in completing their work.

Uniforms

Children ages 2-5 years of age are to wear uniforms Monday-Thursday, red top & navy blue bottoms.

Special Needs

In which your child has received an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we would like a copy of the plan so we can provide the best possible learning experience for your child. We also request knowledge of the programs or individuals who work with your child in regards to these special needs.

Child Care Materials

Sippy Cups & Bottles

All sippy cups and bottles must be taken home every day, washed, and labeled.

Updated March 2016

Blankets and other Belongings

Blankets and other belongings must be labeled. Blankets must be taken home every Friday and washed. E.L.A. is not responsible for any belongings that is misplaced or lost.

Clothing

Parents should provide extra clothing. Clothing should be labeled prior to placing them in their cubbies. Children clothing should be comfortable and washable. Children should always be dressed according to the weather.

Early Life Academy is not responsible for misplaced hair accessories or body accessories.

Cubbies

Every Friday all belongings in children cubbies should be take out and took home.

Sick Policy

- Fever of 101.5 or higher
- Vomiting more than once
- Constant diarrhea
- Contagious conditions (rashes ect.)
- Symptoms of illness which holds a child from participating in daily activities

If your child shows any signs of these symptoms they will need a doctor's note to be readmitted. Earl Life Academy follows "Managing Infectious Diseases in Child Care and School" American Academy of Pediatrics

Medications

E.L.A. designated staff member may give proper medication, however; these things must be provided first:

- Child's first and last name must be provided on the medication
- Prescription filled date
- Expiration date
- Name of health care provider
- Specific instructions for administration

Action Plan

Parents should make an action plan for if and when your child may take sick. An action plan is made to assist you in preparing for unusual circumstances, in which your child may be sent home. Having a reliable aunt, uncle, friend, or neighbor who is on the emergency contact will ensure that there is always someone available for situations that you may not be available for.

Absenteeism

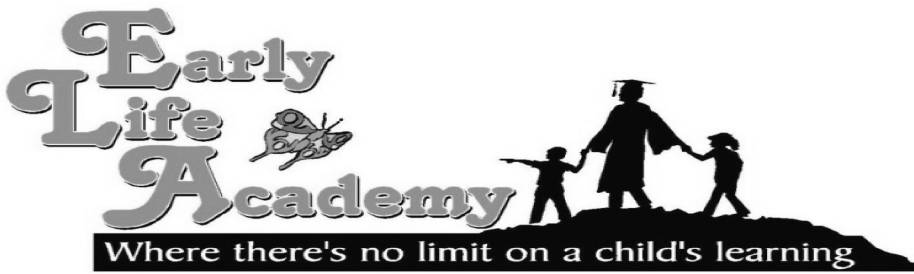
If your child is absent for *five* consecutive days CCIS will be notified and your childcare service will be affected. In addition CCIS provides *twenty-five* paid days for absences for the fiscal year (July 1st –June 30th), if your child is absent for more than allotted days, you will be charged by Early Life Academy the daily private pay rate.

Field Trips

Field Trips are given throughout the year. Parents are encouraged to participate. All trips are out of pocket expense for the parent unless otherwise noted on the trip slip. Trip slips must be filled out for children to attend. Early Life Academy t-shirt will be worn by the children for easy identification. **Children under 2 years of age must have a chaperone to attend trips.**

Fees

- A. Private and Co- payments are due every Monday
- B. Full payments are due regardless of the number of days your child attended, holidays, snow days, and in-service days
- C. Returned checks will be charged an additional \$35.00 towards their payment. Future payments will only be excepted by, cash, money order, or certified checks
- D. If your payment is not received by Wednesday an additional \$5.00 will be charged towards your current payment
- E. Non-payment of co-payments will be reported to the appropriate agency
- F. There is also a \$1.00 per minute late fee assessed after the designated closing time, per child. Late fee assessments are due the next day of child's attendance. Ten-minute grace periods are given if you notify us 30 minutes in advance.



I have received, read, and fully understand the information in Early Life Academy's Parent Handbook.

A staff member has thoroughly explained all policies, which I understand and agree to abide by all of them.

Parent/Caregiver (Print) _____

Signature _____

Date _____

Early Life Academy Administrator (Print)

Signature _____

Date _____