

# Emergent Preparatory Academy



# Parent Handbook

[www.emergentprepacademy.com](http://www.emergentprepacademy.com)

## MISSION AND GOALS

We at Emergent Preparatory Academy, believe in fostering early childhood experiences through developmentally appropriate practices. Ensuring school readiness for each child. We focus on enhancing the social, cognitive, physical, emotional development and growth of our children.

- We believe in providing opportunities to learn and grow in a **child-centered** environment.
- We believe in preparing our children through the use of our **curriculum** (Creative Curriculum) aligned DC Early Learning Standards. Applying assessment
- We believe in our **commitment** to family's engagement and empowerment.
- We believe in **cultural diversity** and building a strong foundation in sensitivity through inclusionary practices.

Emergent Preparatory Academy Child Development Center will develop and deliver experiences that promote the physical and emotional and educational well-being of children. We are committed to providing services to families that facilitate the child's ability to reach within and emerge upward towards themselves. Our goal is to facilitate curiosity for learning through the imagination and the ability to utilize the resources within and external to them, to observe, think, and problem solve through developmentally appropriate hands-on/hands-off-learning experiences. Emergent Preparatory is an equal-opportunity child center serving the community on a non-discriminatory basis.

We will work in partnership with families, community-based organizations, and entities to collaborate services and programs for our children, while ensuring a safe, nurturing and comfortable overall environment.

## OUR PROGRAMS

Our programs are based on the life cycle of a Butterfly. As advanced insects, butterflies and moths have a "complete" life cycle. This means that there are four separate stages, each of which looks completely different and serves a different purpose in the life of the insect. Children develop and grow through our program at different phases of development into who they are and ready for their world.

**Infant / Toddler (LARVA)**

Toddler (PUPA)

Preschool (CATERPILLAR)

**\*\*\*\*\*PreK (BUTTERFLY) - (ENHANCED PROGRAM)**

EPA uses the Teaching Strategies Gold Assessment System, the accompaniment to the Creative Curriculum. The Gold Assessment System is an authentic observation-based assessment system for children from birth to kindergarten. The primary purpose of Teaching Strategies Gold is to document children's learning over time, inform instruction and facilitate communication with families and other stakeholders. There are a total of 38 objectives with a 3-checkpoint system. Gold presents progressions of development and learning in the areas of social-emotional, physical, language and cognitive development and in literacy, math and english language acquisition. A 10 point scale of "Not Yet" to level 9 is used to determine where children are along the objectives color bands.

**SCHOOL SPECIFIC INFORMATION**

**HOURS OF OPERATION**

Emergent Preparatory operates year round, Monday through Friday, 7:00 a.m. through 6:00 p.m. while observing the following holidays each year.

1. New Year's Day
2. President's Day
3. Veterans Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Martin Luther King, Jr. Holiday
8. Columbus Day
9. Thanksgiving Day and Friday following
10. Christmas Eve and Day
11. Emancipation Day

## CENTER CLOSINGS

The Center is closed on ALL STATE HOLIDAYS and CLOSINGS. Additional closing for PROFESSIONAL DEVELOPMENT as required for compliance with State Regulations. All professional development closing shall be posted in advanced around the center.

### Inclement Weather & Emergency Closing

We take the safety of our families and staff serious and as a priority. In the event of inclement weather, we follow DCPS closing and/or delay in opening. We post closing and delay information on TV Station FOX5 News. Please monitor your local news for closings.

In the event the Center is without heat, water, electricity, etc., we are obligated to follow our OSSE license and its rules and regulations regarding these events and will close the Center based on such guidelines. CONFIDENTIALITY

## ENROLLMENT POLICIES

### ENROLLMENT - STUDENTS ARE CONSIDERED ENROLLED WHEN:

- ORIENTATION IS COMPLETED
  
- ALL STATE REQUIRED, CACFP REQUIRED AND ANY AND ALL EMERGENT PREPARATORY ACADEMY'S ADDITIONAL DOCUMENTS ARE RECEIVED AND COMPLETE.

**ORIENTATION** - ARE CONDUCTED BY APPOINTMENT ONLY. CHILD MUST BE PRESENT AT ENROLLMENT. ASQ-SE ARE CONDUCTED COLLABORATIVELY WITH THE ENROLLING PARENT OR GUARDIAN. FAMILY DATA IS CAPTURED THROUGH QUESTIONNAIRE (TO HELP US UNDERSTAND THE NEEDS OF THE CHILD AND FAMILY TO INCLUDE CULTURE AND LANGUAGE).

**ENROLLMENT/ADMISSION** - OCCURS WHEN ORIENTATION IS COMPLETED, ALL DOCUMENTATIONS, INCLUDING VALID HEALTH AND DENTAL (IF REQUIRED) ARE RECEIVED, FORM OF PAYMENT FOR SERVICES ARE ESTABLISHED

**WITHDRAWAL & TERMINATION** - TWO WEEKS NOTICE IS REQUIRED. IN THE CASE OF TERMINATION BY DHS OR THE CENTER FOR CAUSE, A NOTICE OF TERMINATION WILL BE HAND DELIVERED.

### ADMISSION

Prior to admission, parent must provide a current child health certificate (annual physical exam, immunizations, tuberculosis screening results, lead screening results), Registration Record For Child Receiving Care Away from Home and an Authorization for Emergency Medical Treatment form. Forms are available in the office or on our website: [www.emergentprepacademy.com](http://www.emergentprepacademy.com).

## **IMMUNIZATIONS & PHYSICALS**

All children at the center must have up-to-date immunizations. Please check with your physician prior to the start of school to make sure your child's immunizations are up to date. Please notify us when your child receives additional immunizations.

An annual physical examination is required in order for your child to continue attendance. The examination form must be completed by a licensed physician, signature and dated. The Department of Health requires all children in school must have the TB test and lead-screening test and annotated on their health certificate, to include date administered and results.

## **OUTDOOR TIME**

All children participate in two hours of outdoor play every day. In the summer the children do not go out if there has been a code red or orange alert. In the winter the children do not go out if the temperature is below 32°F.

Hand washing is mandatory for all students entering the Center upon departure from outdoor play, bathroom breaks or whenever necessary.

## **FOOD AND NUTRITION**

The center's food program is developed according to the requirements set by the USDA. These dietary needs are based on each child's age and the length of the child's daily attendance. Each month's menu will be posted at the center and a shortened copy will be sent home. If your child has any food allergies or other restrictions, substitutions will be made by the parent. Breakfast is served from 7:00 a.m.-8:45 a.m., lunch at 11:30 a.m., with a 2:30 p.m. snack in the afternoon. We encourage parents to bring treats for holidays and/or birthday parties. Any treat brought to share with the children MUST be store bought. We cannot accept nor share homemade treats. The Center provides nutritious meals from the four basic food groups: fruit and vegetables, meat, milk, and bread and cereal. We encourage good eating habits by serving only nutritious meals. Parents are asked to ensure any foods brought from home to supplement or replace the foods served by the Center are equally nutritious and have must have the Supplemental Meal form completed by your child's physician.

## LARVA DAILY PROGRAM SCHEDULE



### INFANT / TODDLER

<b>7:00-8:00</b>	<b>Arrival Time / Clean Up</b>
<b>8:00-8:45</b>	<b>Breakfast/bottles</b>
<b>8:45-9:30</b>	<b>Diaper Changes</b>
<b>9:30-10:00</b>	<b>Floor time exploration</b>  Touching, feely books and textures  Talking, cuddling, and rocking  Listening and singing, Rolling, climbing, and crawling
<b>10:00-11:15</b>	<b>Outside Time (walk or Fresh Air)</b>
<b>11:15-11:30</b>	Lunch / Bottle / Diapering
<b>11:30-1:30</b>	Nap (as needed)
<b>1:30-2:30</b>	Snack/bottles
<b>2:30-3:00</b>	Floor time exploration
<b>3:00-5:15</b>	Touching, feely books and textures  Talking, cuddling, and rocking  Listening and singing, Rolling, climbing, and crawling
<b>5:15-6:00</b>	<b>Departure Prep: Clean Up / Diapering</b>

## PUPA DAILY PROGRAM SCHEDULE

### TODDLER



7:00 – 9:00	Breakfast/Table Activity/Bathroom Break
9:00 – 9:30	Morning Circle (Calendar, Math, Read Aloud)
9:30 – 10:00	Center Choice (Social Skills & Exploration)
10:00 – 11:00	Outside or Gym Activities
11:00 – 12:00	Bathroom Break / Lunch
12:00 – 2:30	NAP / Rest Time
2:30 – 3:00	Bathroom Break / PM Snack
3:00 – 4:00	Small Group
4:00 – 5:00	Indoor or Outdoor Gross Motor Activities
5:00 – 5:30	Story Time / Choice Time
5:30 - 6:00	Prepare for Closing, Including Puzzles, Blocks and Toys & Music Small Groups

# CATERPILLAR DAILY PROGRAM SCHEDULE



## PRESCHOOL

7:00 - 8:45	Breakfast / Table Top Activities
8:45 - 9:00	Bathroom / Hand Washing
9:00 - 9:30	Circle Time / Morning Meeting / Literacy
9:30 - 10:00	Large Group Activity
10:30 - 11:00	Small Group
11:00 - 12:00	Indoor or Outdoor Gross Motor Activities
12:00 - 12:15	Bathroom Break / Hand Washing
12:15 - 2:30	NAP Time / Rest Break
2:30 - 3:00	PM Snack
3:30 - 4:00	Read Aloud
4:00 - 4:30	Indoor or Outdoor Gross Motor Activities
4:30 - 5:30	Clean Up / Choice Time
5:30 - Closing	Prep for Closing





## **BUTTERFLY DAILY PROGRAM SCHEDULE**

### **PREK**

<b>7:00 - 8:45</b>	<b>Breakfast / Transition to Classroom</b>
<b>8:45 - 9:00</b>	<b>Morning Meeting</b>
<b>9:00 - 10:00</b>	<b>Language Arts / Literacy Station</b>
<b>10:00 - 10:30</b>	<b>Math / Science</b>
<b>10:30 - 11:00</b>	<b>Bathroom Break / Choice Time</b>
<b>11:00 - 12:00</b> <b>Activities</b>	<b>Indoor or Outdoor Gross Motor</b>
<b>12:00 - 12:30</b>	<b>Lunch</b>
<b>12:30 - 1:30</b>	<b>Nap / Rest / Quiet Time</b>
<b>1:30 - 2:00</b>	<b>Snack Time</b>
<b>2:00 - 3:00</b>	<b>Social Studies</b>
<b>3:00 - 3:45</b>	<b>Reflections &amp; Dismissal</b>

## SUPPLIES REQUIRED

On the first day of school, your child will need the following:

One box of soft facial tissues (**also supplied at the beginning of each semester**)

One box of baby wipes (for quick clean ups) (**also supplied at the beginning of each month**)

One bag with an extra set of clothes (shirt, pants, sock, and underwear) all marked with your child's name. Please be sure your child has an appropriate change of clothes at all times that is in accordance with the season.

One crib size sheet and blanket, Sheets and Blankets are sent home each Friday to be laundered, and returned on each Monday.

One package of pull-ups for children not potty trained. Teachers will communicate with parents when their supply is getting low. Parents are responsible for checking on their child's supply. If a child runs out of diapers, parents are charged \$0.50 per pull-up supplied by the Center (no exceptions will be made).

## ARRIVAL AND DEPARTURE

1. All students must arrive on or before 9:00 AM. With the exception of extenuating circumstances (subject to the director's approval), students arriving after 9:00 AM will be denied entry.
2. All parents must pick up their child/children by: 6:00 PM or incur late fees
3. **All parents must sign their child in and out every day (after 5 missed sign in/out (termination may occur.)**
4. Parents should notify the Center director of doctor appointments at least 48 hours in advance.
5. Parents must notify the Center director if their child will be absent on any given day.
6. Parents must notify the Center director when students are absent two days or more.
7. Parents needing to take their child from the Center during the course of the day must inform the teacher and sign the child out.
8. Parents must notify the Center in advance if someone other than the parent will be picking up their child. Identification is required.
9. All parents must be sure that a staff member has acknowledged the arrival and departure of their child and that all children are dropped off and picked up by the

parent in the classroom. No child shall escort him or herself into or leave their classroom alone.

### **AUTHORIZED PICK UP**

No child will be released to a person not appearing on child's Authorized Pick Up form. In the event of "Not on Authorized Pick Up, then a written form of authorization is still required. This authorization may be in the form of email or text to the Director ONLY. For your child's protection, we will ask unfamiliar adults to submit a photo identification for verification and a copy will be placed in the child's file.

### **TUITION/ FEES**

Tuition payments are due on Fridays, by 6:00 pm, in advance of the week(s) services are to be rendered. For example, a weekly tuition payment received on Friday would cover services to be rendered Monday through Friday the following week.

### **LATE PICK UP**

There is an initial \$10 charge for parents arriving after the 6:00 p.m. closing and consecutive assessment will apply at a rate of \$1 period minute.

### **UNPAID BALANCES PAYMENT**

If an account goes unpaid for one week, your child will not be admitted for care and could forfeit placement space at the center. Parents will be responsible for payments regardless of their child's attendance. In cases of no payments made, your child will forfeit space in his/her program. Contracts can be broken or changed with two weeks written notice from parent. Contracts are renewed annually.

Voucher payments are accepted from outside agencies offering assistance. Children enrolled in our program during the fall, spring, or summer semesters will be charged their full fee each week the center is open, all or part of the week, whether or not the child attends. This policy applies to children enrolled either part time or full time. Each family will receive a detailed explanation of our fee policy at the time of enrollment.

### **PERSONAL CHECKS**

No Personal Checks Accepted.

### **REFUNDS, CREDITS, AND DISCOUNTS**

Three weeks of Vacation is granted each year. Parents should submit a written notice two weeks in advance of intended vacation time.

## **DELINQUENT ACCOUNTS**

Tuition is due in full regardless of illness, holidays, vacations, leave, snow closing, emergency closing, etc. We reserve the right to refuse service to any child whose account is one week delinquent. All accounts with outstanding balances equal to one week of tuition and/or unpaid fees are considered delinquent and will be treated so by the accounting department.

## **ACCOUNTING DISCREPANCIES**

Parents should keep all receipts and statements. Parents should notify the accounting department immediately with concerns regarding the accuracy of their account statement. Parents are expected to provide receipts in the case of unposted payments.

## **EMERGENCY PROCEDURES**

### **EMERGENCY PROCEDURES**

Emergency procedures in cases of fire is posted in each classroom. Practice drills are conducted on a regular basis. Our staff members are trained in first aid procedures, and there is always at least two staff member trained in infant and child CPR on duty at all times. In case of fire, children will be evacuated, and assemble at 2815 Stanton Road SE building (walking distance across the parking lot).

### **EMERGENCY EVACUATION PLAN**

In case of an emergency Emergent Preparatory Academy will evacuate the building and assemble at the corner of 28<sup>th</sup> and Stanton Road S.E.. As in fire drills, teachers will take the roll book and emergency bag with them when exiting the building. At the assembly area (the corner) the staff will immediately notify the fire department and take a head count to ensure that everyone is present and accounted. After the head count we will precede to 2815 Stanton Road. S.E. Washington, D.C. (the building separated by parking lot adjacent to the facility). Staff will then notify parents. Emergent Preparatory Academy will also notify OSSE/ECE.

### **MEDICAL EMERGENCY PLAN**

Emergent Preparatory will work hard to provide a safe environment for the children at all times. However, part of growing up can include bumps and bruises. Our Center is equipped with simple first aid supplies. Staff members maintain current infant, child and adult CPR and pediatric first aid certification. If a child has a minor accident the staff will administer appropriate first aid to the Child, contact parent or guardians by phone, and provide a written report to the family. If a child has a serious injury, a trained staff member will provide first aid and you will be contacted to pick up your child. If there is

an emergency requiring immediate medical attention, 911 emergency personnel will be called and the parent and/or the child's physician will be notified.

**Medical emergencies occurring on the Center premises will be handled in the following manner:**

- An ambulance will be called immediately.
- The parent will be called immediately. If the parent cannot be reached, the emergency contact will be notified.
- The Director, Assistant Director, or Teacher will accompany the child to the hospital in the parent's/guardian's absence.
- An Unusual Incident/Accident Report will be completed and filed with OSEE/ECE. A copy of the form will be given to the parent and the original form will be placed in the child's Center file.
- Emergencies occurring away from the premises will be handled in like manner. Teachers carry Emergency Treatment or Emergency Consent Forms and Parental Contact forms with them on field trips.

## **PARENT /GUARDIAN CONTACT INFORMATION**

**Current addresses and telephone numbers for both home and work must be kept up-to date AT ALL TIMES.**

## **TRANSPORTATION**

**Transportation (parents are responsible for transportation to and from the center).**

## **SECURITY**

Children safety are a top priority, a main door security system is installed. The main entrance shall be manned at all times. There will be no unidentified roamers in our facility. Therefore, when parents and children have entered the building, they will then sign in the child with the Administrative Assistant or staff member on duty that day, each day.

## **HEALTH**

It is our goal to keep the children as healthy as possible. In order to do this, the Office of the State Superintendent of Education, Licensing Child Care unit requires that each child have a current physical examination prior to admission. This medical evaluation is valid for one year and immunizations must be kept up to date.

**EXTREMELY IMPORTANT:** When a child shows symptoms of being ill, such as vomiting, chronic diarrhea, and/or fever of 100 degrees or higher, the parents must be called and arrangements made to take the child home. If a child is sent home with a fever or conjunctivitis (pink eye), he/she may not return until they are symptom free for 24 hours. Any child that returns before the 24 hours will not be admitted.

### **MEDICATIONS**

Emergent Preparatory Academy will not administer medication without written order from the child's physician. Medication must be in its original container, have the child's name on it and with prescribed dosage on its original label.

**The parent(s) must administer the first dosage to the child.**

### **ILLNESSES**

Parents must wash their child's hands each and every morning before dropping them off into class. The Center is inadequately staffed to care for sick children. Therefore, all children must be able to participate in all activities of the day, including outdoor play. Parents should

#### **Keep your child home if they:**

- Are extremely fatigued
- Are excessively irritable
- Are in need of one-on-one attention
- Children exhibiting signs of illness during a 24-hour period prior to scheduled attendance at the Center should be kept home until the symptoms of illness have disappeared. Upon arrival at the Center, a child exhibiting signs of illness will not be allowed to attend childcare that day. A child with a fever of 100°F or higher must have a normal temperature for 24 hours before returning to school. This 24-hour safety zone is also in effect for, but not limited to:
  - Diarrhea
  - Vomiting
  - Newly medicated infections
  - Contagious disease
  - Heavy runny nose or cloudy mucus
  - Persistent bloody nose
  - Any undiagnosed or contagious skin condition
  - Any and all communicable diseases, such as, chicken pox or Coxsackie's virus must be reported immediately and typically call for a one week absence from the center. In such cases, a follow-up doctor's visit is required and a doctor's note

before your child will be readmitted to the Center. If your child becomes sick during the school day, we will call you to pick him/her up within one hour. If you cannot be reached or are unable to pick up your child, we will call the next person listed as an emergency contact.

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**Please do not ask us to administer non-prescription drugs without a written order from your physician.**

The most common types of medications we are asked to administer are decongestants and cough medicines. Please ask your physician to prescribe a prescription form of these and other medications to be used at school, or give you a written order stating how often, and how much of the nonprescription medicine your child is to be given. In order to insure the safety of the children, the following steps must be taken in order for the staff to administer medicine to your child.

1. Submit physician's order with instructions to the Director.
2. Fill out a medicine slip with the name of the child, name of the medicine, amount, time needed to be given, parent signature and date.
3. Inform the caregiver that your child has medicine to take on that day.
4. Inform the caregiver if the medicine needs to be refrigerated.
5. Please make sure that all non-prescription medicines are labeled with the child's name. Also, we can only administer prescription medicine according to the label and it must be prescribed to that child (he/she cannot share medicines with siblings).

## **DISCIPLINE**

One of the goals in guiding young children is teaching them to become self-disciplined. However, self-control develop over time and requires nurturing and understanding from adults. Therefore, any corrective action teacher's use will be appropriate to the child's development level. Accordingly, we will not permit:

- Physically punishing, threatening, or shaming children.
- Denying food to any child.

Physical punishment is NEVER used at our center. However, when it does become necessary to manage or control the child's behavior, and he/she is over 24 months old, away shall be used. The child will sit for a short time (1 –2 minutes) with a staff member until he/she is able to talk about what happened. The teacher shall then discuss why the child needed to sit and how next time the child might handle the situation differently. If a child continues to be unmanageable, the parents may be asked to remove the child from the center temporarily or permanently.

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and

materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others. Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be studied and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline.

**At any time in this process if the child's aggression seems dangerous to themselves, other students, or staff, the child will be withdrawn from the program.**

## **BITING AND OTHER AGGRESSIVE BEHAVIORS**

When a child is biting or behaving in a physically aggressive manner toward other children or the staff, the Director is to be notified immediately. The child's parents are to be notified the same day of the behavior and how it was handled.

It is our policy to use a variety of techniques to discourage biting or aggressive behavior depending on the age and developmental stage of the child. They include but are not limited to:

- Redirection
- Giving more opportunities for oral stimulation (for biting)
- Teaching the child how to calm him or herself
- Separation from the group, logging each incident to look for stimuli, helping the child communicate their needs/wants
- Shadowing the child
- Logging each aggressive or biting incident. The log should include the name of each child involved, the time of day, how it was handled, and the cause of the behavior.

If the child persists in the aggressive behavior or biting (one or more times a week) the following are steps that may be taken:

- A parent/teacher/Director meeting to discuss the problem and possible solutions
- The parent may be required to shadow his or her child
- The parent may be required to remove his or her child from the facility for a pre-determined amount of time (i.e. the remainder of the day, week, etc.)
- The parent may be required to find permanent and alternative care for his or her child



## PARENT INVOLVEMENT

Parent Conferences - Conferences are held throughout the year and help the parent and teacher to communicate and share in the child's progress. There need not be a problem situation for you to request a conference.

Classroom Visits - Parents are welcome and encouraged to visit their child's classroom at any time.

Parent Meetings - Meetings are held throughout the year and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff. Parents are encouraged to help in developing topics of interest.

Parent Advisory Committee - This committee will consists of 5-8 parent representatives who volunteer to assist the director in planning parent meetings and social events, fundraisers, and assisting in other advisory capacities.

Grievances – In the case of problematic situations or grievances, parents are encouraged to speak first with the classroom Teacher, then the Director. Unresolved issues should be directed to the Executive Director.

## CHILD ABUSE AND NEGLECT

All cases or suspected cases of child abuse and/or neglect will be reported to the Child Protective Services Division of the Department of Human Services and/or the police department immediately.

Please sign below, indicating that you have received the attached Parent Handbook. Expanded policies are disseminated as required.

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_

Child(ren) Name(s): (PLEASE PRINT)

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