

# **A**melia Academy

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# **2016 - 17**

## Preschool Parent Handbook

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# Preschool Hours, and Arrival and Departure Procedures

Amelia Academy Preschool is open Monday through Friday from 7:45 am until 3:00 pm.

All parents, guardians, or other adult bringing and/or picking up a child from Amelia Academy should follow the procedures listed below to insure the safety of the children at school:

- All parents bringing their children to school must sign them in with the teacher between 7:45am and 8:00 am. Those arriving after 8:00 am must sign in at the front office. You may use the loop or the parking lot in the mornings.
- Park in the parking areas provided, and turn off your car prior to entering the school.
- Do not leave children unattended in the car.
- Escort your child to his/her designated teacher and make contact with the teacher. **Children must never be allowed to enter/leave the school unattended.** Also, when picking up your child you should make contact with your child's teacher.
- You must sign the daily attendance sheet with your name and time at the time of arrival and departure.
- If you have a child with you that is not enrolled at Amelia Academy, you must keep that child with you and under your immediate supervision at all times.
- Please be alert and cautious in the parking lot areas. Supervise your child closely. Children should never be left alone in this area.
- State law requires all children to be properly restrained in car seats, booster seats, and/or seatbelts.

These procedures were developed for the safety of your child, and all of the children at Amelia Academy. Please follow these procedures carefully and make sure that any adult authorized to pick up your child aware of them.

## Pick Up Authorization

Your child will only be released to authorized individuals. Initial authorization is given on our Registration Form. In order to authorize additional individuals, you must submit their names and your authorization in writing. Anyone not recognizable to a staff member will be asked to show photo identification. Please advise all authorized individuals to have this identification ready if it's requested. All persons authorized to pick up your child must be at least sixteen years old.

If you have sole custody of your child and the child's other parent is not allowed to pick him/her up, the center must be notified of this situation. You must supply a copy of the court order confirming the custody arrangement for our files. The center cannot refuse to release a child to a parent or legal guardian who shares legal custody of the child, and who presents acceptable photo identification. If you are experiencing custody difficulties, it is your responsibility to keep the Amelia Academy staff fully advised of any circumstances which might affect the center.

# Infection Control

The following guidelines and policies have been developed in an effort to help keep the children and staff at Amelia Academy healthy. If your child shows any of the symptoms below, you will be called and asked to come and get your child. We expect parents to respond promptly in order to protect the other children.

- Fever of 100° or higher
- Severe coughing
- Recurring vomiting or diarrhea
- Pink eye (tears, redness of eyelid lining, followed by swelling and discharge of pus)
- Unusual spot or rashes
- Headache and stiff neck
- Sore throat
- Any parasitic infection (lice, scabies, etc.)

If a child has any of the above symptoms at home, we ask that you keep him/her out of preschool until the following conditions have been met:

- Absence of fever for 24 hours
- Diarrhea and vomiting has subsided for 24 hours
- Antibiotics for 24 hours for bacterial infections
- Physician has approved readmission
- Lice are under treatment, and NO NITS are present on hair
- Pink eye had diminished and been treated to the point that the eyes are no longer discharging
- The child has completed the contagious stage

It is important that we all work together to keep all of the children and staff at Amelia Academy as healthy and safe as possible. We thank you in advance for your cooperation.

## Attendance

Please inform us when your child will not be present or will be arriving late. Our number is (804)561-2270. Preschoolers are expected to arrive by 7:50 a.m. If absent without notification, the school will have to call to confirm absence.

## Transportation

Amelia Academy preschool will participate in field trip activities that compliment and enrich our units of study. On trips, children will be transported by Amelia Academy school buses. A permission slip will have to be signed by the parent/guardian before a student will be allowed to participate.

Pre-School students riding the bus to AmeriKids will be placed on the bus by the lead teacher, and the pre-school students will be riding on transportation with kids of varying ages, including possibly up to 18 years old. Once they arrive at AmeriKids, the AmeriKids lead teacher will sign them off the bus.

## Behavior Management

One of our goals at Amelia Academy is to provide children with a secure environment where they can work and play together in a friendly, cooperative way. Developmentally, children are very self-centered. Strong socialization skills are something that develops over a long period of time. To help guide the children through this process, our teachers and administration will establish a behavior management system that reinforces positive behaviors and provides the children with ongoing opportunities to develop solid self-discipline skills, while maintaining a safe classroom situation.

In most instances, we can effectively manage inappropriate behaviors through redirection and rewarding of "good" behaviors with praise and special recognition. We do have certain rules that children must follow for the health and safety of the entire group. When a child does not follow the rules in a way that is physically aggressive towards another individual the following will occur:

- **First Offense**           Teacher has a conference with the student
- **Second Offense**       Teacher contacts the parent
- **Third Offense**         Teacher arranges conference with the parent and student
- **Fourth Offense**        Teacher refers the student to administration for disciplinary action
- **Fifth Offense**         Violations deemed severe by the teacher may be referred directly to administration. The administration will arrange conferences with the parent, teacher and student.

The teachers and administration will establish limits that are understandable, fair, and developmentally appropriate, and consistently applied. Both the group as a whole, and the child as an individual, will be considered when determining how to handle a situation. Classroom rules will be explained to the children.

### Acceptable/Unacceptable Behavior for Punishment

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- A. In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:
1. Respect personal privacy;
  2. Respect differences in cultural, ethnic, and family backgrounds;
  3. Encourage decision-making abilities;
  4. Promote ways of getting along;
  5. Encourage independence and self-direction; and
  6. Use consistency in applying expectations.

- B. Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

## Injuries

An Amelia Academy staff member will notify a parent/guardian immediately if a child has an accident at school. Written documentation of a child's injury must be signed by the parent/guardian and will be retained in the child's permanent file.

The parent/guardian will be asked to escort the child to see a physician when the injury warrants professional medical attention in the administration's opinion. If parents/guardians or designated emergency contact individuals cannot be located, Amelia Academy staff will summon medical aid or take the child to a doctor.

## Child Abuse/Neglect/Molestation

Child Abuse: School employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the school administration, who will call the local office of Social Services or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. Faculty and staff may also contact department of social services."Child" is defined as any unmarried person under the age of 18. "Child Abuse" categories include: physical; neglect; mental injury; threat of harm; or sexual abuse and sexual exploitation.

- a) Contact Head of School.
- b) Inform Department of Social Services (804-662-9766) and/or law enforcement.
- c) Do not attempt to notify parents/guardians!

## Meals and Snacks

Amelia Academy DOES NOT provides snacks or lunches. Parents will need to pack snacks and lunch for their child or they may purchase them from the cafeteria. A menu will be sent home at the end of each month for the following month. Please follow the guidelines below when packing your child's lunch:

- All lunches must be in a lunch box with the child's name on it.
- Lunch boxes that contain perishable food must contain an ice pack

Please DO NOT pack any of the following items in your child's lunch:

- Glass
- Soda
- Canned foods that require a can opener

## Termination Policy

Termination of a contract is afforded a thirty-day notice, unless conditions warrant a more- timely ending. If your account becomes delinquent and no effort is made to correct this, the administration reserves the right to terminate the services.

## Organization/Lines of Authority

Amelia Academy is an accredited Pre-K through 12 independent school located near Amelia Courthouse, Virginia. The school, and all matters concerning it, is overseen daily by the Head of School, who is responsible for day-to-day operations and management decisions. Policy issues are approved by the Board President and are implemented by the Head of School and the administration of Amelia Academy. An organizational chart shows how the school is operated.



## Medication Administration

Any and all medication shall be administered in the office by MAT personnel. No one other than MAT personnel will be allowed to dispense any medicine. Parental authorization must be updated regularly, and outdated medication will not be accepted nor administered. All medication shall have the child's name on it, along with a "use by" date. All medication shall be in its original container, and the medication shall be locked in the office. Documentation attesting school personnel who are MAT certified are available in the office. Should a child have an adverse reaction to any medication, their parent will be notified immediately. MAT personnel will document the dispensing of medication, any adverse reaction, and any errors in administering the medication.

## General Information

Please bring a complete set of clothing, excluding shoes, for us to keep in the classroom. All items should be labeled with your child's name. Clothes should be brought in a large zip-lock bag, and be labeled with your child's name as well. Please remember to keep the set of clothes season – appropriate. All children must be "potty-trained" before admittance.

For the nap mat, please bring a sheet and a blanket (no filled comforters), labeled with your child's name, at the beginning of each week. These should be laundered over the weekend and returned at

the beginning of the following week. Blankets, stuffed animals, etc., that have security value to your child may be brought in the center for use at nap time.

Please dress your child appropriately for the expected weather. We will play outside every day, weather permitting.

Special instructions concerning your child must be in writing, dated, and signed by the parent/guardian. Please do not rely on your child to accurately relay a message to us.

Please inform us immediately if there is any change in your address, place of employment, and/or important phone numbers.

Parents are encouraged to participate in field trips and special activities whenever it is possible. We invite you to join your child for lunch from time to time, as a special treat for your child.

Written evaluations of your child's progress will be done at least twice a year. There are 2 scheduled parent/teacher conference days (see school calendar) per year; however, you may request a conference at any time you deem necessary.

**ALL REQUIRED PAPERWORK FOR YOUR CHILD MUST BE COMPLETED AND RETURNED TO AMELIA ACADEMY BY YOUR CHILD'S FIRST DAY OF ATTENDANCE. THIS INCLUDES REGISTRATION FORM, PROOF OF BIRTH, SCHOOL ENTRANCE HEALTH FORM, AND CUSTODY PAPER (IF APPLICABLE).**