

Alphabet Soup Academy, Inc.

Building A Brighter Future

Parent Handbook

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A MESSAGE FROM THE DIRECTOR

HELLO AND WELCOME TO ALPHABET SOUP ACADEMY! I AM SO EXCITED FOR YOU TO SEE OUR FACILITY AND MEET OUR AWESOME STAFF! I STARTED OUT AS A SMALL IN HOME DAY CARE FOUR YEARS AGO WITH A GOAL TO HAVE MY OWN PRESCHOOL. I AM SO EXCITED TO BE A PART OF YOUR FAMILY'S LIFE AND LOOK FORWARD TO SEEING YOUR CHILDREN PROSPER.

MY STAFF AND I WILL BE WORKING VERY CLOSELY WITH YOU AND YOUR CHILDREN TO DEVELOP LONG LASTING RELATIONSHIPS THAT PROMOTE COGNITIVE AND SOCIAL/EMOTIONAL GROWTH. OUR CURRICULUM WILL FOCUS ON LEARNING THROUGH EXPERIENCES. YOUR CHILD WILL CREATE MANY NEW EXPERIENCES HERE AT ALPHABET SOUP ACADEMY.

WE HAVE AN OPEN DOOR POLICY. PLEASE FEEL FREE TO COME AND TALK TO ME ANY TIME ABOUT ANY PROBLEMS OR CONCERNS YOU MAY HAVE. MY STAFF AND I ARE HERE FOR YOU AND YOUR CHILDREN. WE CONSIDER YOU AS PART OF THE ALPHABET SOUP FAMILY AND ARE THRILLED TO HAVE YOU AS A PART OF OUR ORGANIZATION.

SINCERELY,

ANDREA MCGUFFIN

DIRECTOR

ALPHABET SOUP ACADEMY PARENT HANDBOOK

MISSION STATEMENT:

COLLABORATING TO CREATE A NURTURING ATMOSPHERE THAT STRIVES FOR EXCELLENCE IN SOCIAL/EMOTIONAL, PHYSICAL, AND COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD EDUCATION, AND TO CREATE A SAFE AND SECURE ENVIRONMENT FOR CHILDREN TO PROSPER.

PHILOSOPHY:

ALPHABET SOUP ACADEMY INC. IS DESIGNED TO TEACH DEVELOPMENTALLY APPROPRIATE SKILLS THAT ARE NECESSARY FOR EVERY CHILD TO SUCCEED AT A HIGHER LEVEL OF LEARNING THROUGH A HANDS ON STRUCTURED ENVIRONMENT. OUR PHILOSOPHY IS TO MAKE LEARNING SO EXCITING THAT IT WILL BE CONTAGIOUS. OUR GOAL IS TO GIVE THE CHILD A GOOD SELF IMAGE AND CONFIDENCE IN HIS/HER ABILITY TO SUCCEED AT NEW EXPERIENCES AND CHALLENGES.

MAKING YOUR CHILD FEEL WELCOME:

OUR STAFF WILL BE WORKING HARD TO MAKE THE TRANSITION FOR YOUR CHILD AS EASY AS POSSIBLE. VISITING THE FACILITY BEFORE THE CHILD'S FIRST DAY WILL MAKE THE TRANSITION SMOOTHER. ALSO COMING EARLY THE FIRST DAY YOUR CHILD WILL BE ATTENDING WILL HELP THEM GET ACCLIMATED TO THEIR ENVIRONMENT.

ENROLLING YOUR CHILD:

WHEN YOU ENROLL YOUR CHILD AT ALPHABET SOUP ACADEMY YOU WILL NEED TO SIGN AND FILL OUT THE FOLLOWING FORMS:

- INFORMATION FORM
- PHOTOGRAPH AUTHORIZATION FORM
- TRANSPORTATION FORM
- THE PARENT HAND BOOK

YOU WILL ALSO NEED TO PAY THE REGISTRATION FEE WHICH IS \$100.00 FOR AGES 0-5 YEARS AND \$125.00 FOR SCHOOL-AGERS. THIS WILL BE A REOCCURRING YEARLY FEE THAT IS NORMALLY PAID IN THE FALL. THIS WILL SECURE YOUR CHILD'S SPOT IN OUR PRESCHOOL FACILITY.

KEEPING YOUR CHILD SAFE:

KEEPING YOUR CHILD SAFE IS OUR FIRST PRIORITY. WHEN PICKING UP AND DROPPING OFF YOUR CHILD YOU WILL HAVE A CODE THAT YOU WILL NEED TO PUNCH INTO A COMPUTER AT THE FRONT DESK TO GET INTO YOUR CHILD'S CLASSROOM. THOSE WHO DO NOT HAVE THE CODE, BUT WILL BE PICKING UP A CHILD, WILL BE ID'D AND APPROVED BY THE PARENTS BEFORE PICKUP.

THERE WILL ALSO BE SECURITY CAMERAS PLACED IN EACH ROOM TO SECURE YOUR CHILD'S SAFETY. THERE WILL ONLY BE TWO PLACES TO VIEW THE CONTENT OF THE SECURITY CAMERAS. IN THE DIRECTOR'S OFFICE AND ON A PASSWORD SECURE WEBSITE THAT ONLY THE PARENTS WILL BE ABLE TO ACCESS. YOU SHOULD BE ABLE TO SEE YOUR CHILD THROUGHOUT THE DAY. THE ONLY TIMES YOU MAY NOT BE ABLE TO SEE THEM IS WHEN THEY ARE SLEEPING DUE TO THE LOW LIGHT IN THE ROOM.

OUR CURRICULUM:

INFANTS, TODDLERS AND TWO'S:

THE CREATIVE CURRICULUM FOR INFANTS, TODDLERS, AND TWO YEAR OLDS WILL FOCUS ON MEETING BASIC NEEDS, FOSTERING SOCIAL/EMOTIONAL DEVELOPMENT, DEVELOPING SECURE ATTACHMENTS, AND SUPPORTING BRAIN DEVELOPMENT. OUR TEACHERS WILL BE ABLE TO DO THIS BY CREATING RESPONSIVE ENVIRONMENTS, USING DAILY ROUTINES, AND BY GIVING THE CHILD HANDS ON EXPERIENCES EVERY DAY.

THREES, FOURS AND FIVES:

THE CREATIVE CURRICULUM FOR AGES THREE AND OLDER CONCENTRATES ON HOW CHILDREN DEVELOP AND LEARN THROUGH THEIR ENVIRONMENT, AND THE TEACHER AND PARENTS ROLE. THEIR CURRICULUM WILL FOCUS ON BLOCKS, DRAMATIC PLAY, TOYS AND GAMES, ART, LIBRARY, DISCOVERY, SAND AND WATER, MUSIC AND MOVEMENT, COOKING, COMPUTERS, AND THE OUTDOORS.

INFANTS:

WHAT A PRECIOUS AGE! WE KNOW THE PRESSURES ON A PARENT WHEN DROPPING OFF THEIR NEWBORN. IT'S NOT EASY BY ANY MEANS. WE WILL MAKE THIS PROCESS AS EASY AS POSSIBLE FOR YOU. YOUR NEW BABY WILL BE ASSIGNED TO ONE OF THE TEACHERS IN THE ROOM. WE DO THIS BECAUSE IT CREATES A STRONGER BOND AND GIVES THE NEWBORN SECURITY. THERE WILL BE ONE TEACHER AND THREE ASSISTANTS WORKING IN THE INFANT ROOM. THERE CAN ONLY BE 12 INFANTS TOTAL. THIS EQUALS OUT TO BE FOUR INFANTS TO ONE TEACHER WHEN WE ARE FULL. WE HAVE AN OPEN DOOR POLICY SO PLEASE FEEL FREE TO VISIT ANYTIME DURING THE DAY. YOUR CHILD WILL HAVE THEIR OWN CRIB AND CUBBY TO KEEP THEIR BELONGINGS IN. YOU WILL NEED TO BRING:

- CRIB SHEET, BLANKET, AND BUMPER (IF DESIRED)
- DIAPERS AND WIPES
- FORMULA, BOTTLES, BABY FOOD (WE WILL PROVIDE FINGER FOODS)
- EXTRA CLOTHES
- PACIFIER (IF NEEDED)

TODDLERS:

WHAT A CURIOUS AGE! ONE YEAR OLDS LOVE TO EXPLORE AND FIGURE OUT THEIR SURROUNDINGS. OUR TODDLERS WILL HAVE LOTS OF FUN ENGAGING IN ART PROJECTS, MUSIC, BUILDING, LISTENING TO STORIES, AND SOAKING UP ALL

THE KNOWLEDGE THEY CAN. OUR TODDLER ROOM WILL HAVE A MAXIMUM OF 10 TODDLERS. THERE WILL BE ONE TEACHER AND ONE ASSISTANT TEACHER. THE RATIO FOR THE TODDLERS IS 1:5. TODDLERS LOVE TO BE MESSY SO PLEASE DRESS YOUR CHILD APPROPRIATELY. WE WILL ALSO BE GOING OUTSIDE TWICE A DAY AS LONG AS THE WEATHER PERMITS US TO. EACH CHILD WILL HAVE THEIR OWN CUBBY TO KEEP THEIR BELONGINGS IN. YOU WILL NEED TO BRING:

- COT SHEET (SAME AS CRIB SHEET)
- BLANKET
- EXTRA CLOTHES TO KEEP IN CUBBY
- DIAPERS AND WIPES

TWO-YEAR OLDS:

TWO-YEAR OLDS ARE DOUBLE THE TROUBLE AND DOUBLE THE FUN! THEY LOVE TO GET DOWN AND DIRTY AND EXPERIENCE LIFE. OUR TWO-YEAR OLDS WILL BE DOING A LOT OF READING, WRITING, DRAWING, COLORING, BUILDING, SINGING, DANCING, AND OF COURSE THEY WILL BE GOING OUTSIDE EVERY DAY AS LONG AS THE WEATHER PERMITS US TO. YOUR TWO-YEAR OLD WILL BE DOING A LOT OF HANDS ON ACTIVITIES. THROUGH THEIR HANDS ON EXPERIENCES THEY WILL LEARN MORE THAN YOU CAN IMAGINE. THIS IS ALSO THE TIME TO START POTTY TRAINING YOUR CHILD. POTTY TRAINING CAN BE QUITE THE DAUNTING TASK, HOWEVER, IT CAN BE GREAT IF WE WORK TOGETHER. WHEN YOUR CHILD DOES START TO POTTY TRAIN, WE ASK THAT YOU BRING YOUR CHILD IN PULL-UPS THAT VELCRO ON THE SIDES. THIS MAKES IT MUCH EASIER FOR THEM TO GET TO THE TOILET. WE ALSO ASK THAT YOU DRESS YOUR CHILD APPROPRIATELY. THE WORST PIECE OF CLOTHING THEY CAN WEAR ARE THE DREADED BIBS. IT IS VERY HARD FOR A TWO-YEAR OLD TO CONTROL THEIR BLADDER ESPECIALLY WHEN THEY HAVE TO TAKE DOWN BIBS. POTTY TRAINING IS VERY MESSY AT TIMES TOO. PLEASE BE SURE TO DRESS THEM IN CLOTHING THAT IS EASILY WASHABLE. ALSO, REMEMBER TO BRING EXTRA CLOTHING TO PUT INTO THEIR CUBBIES. YOUR TWO-YEAR OLD WILL BE PLACED ON THE POTTY AT LEAST ONCE EVERY TWO HOURS. THIS TENDS TO VARY PER CHILD, WHATEVER THEIR NEEDS ARE WE WILL ADAPT. YOUR TWO-YEAR OLD WILL NEED:

- EXTRA CLOTHING (MORE THAN ONE SET)
- CRIB SHEET FOR THEIR COT
- BLANKET
- PULL-UPS AND WIPES

PRE-SCHOOL:

THREES, FOURS, AND FIVE-YEAR OLDS WILL GET TO EXPERIENCE MANY NEW ADVENTURES. NOT ONLY WILL THEY BE ABLE TO TAKE FIELD TRIPS, BUT THEY WILL

ALSO GET TO HELP TRANSFORM OUR LAND INTO A BEAUTIFUL GARDEN AND HELP PUT IN PATHWAYS TO EXPLORE NATURE IN THE WOODS. THEY WILL BE GOING OUTSIDE EVERY DAY AS LONG AS THE WEATHER PERMITS US TO. THEY WILL ALSO HAVE QUIET TIME EVERY DAY. THEY WILL HAVE A COT TO SIT/LAY DOWN ON. THEY MAY LOOK AT BOOKS OR TAKE NAPS OR SIMPLY REST DURING THIS TIME. YOUR PRE-SCHOOLER WILL NEED:

- CRIB SHEET FOR COT
- EXTRA CLOTHING
- BLANKET

SCHOOL-AGE:

DURING THE SCHOOL YEAR, WE WILL PROVIDE BEFORE AND AFTER SCHOOL CARE FOR THE SCHOOL-AGERS. EVERY MORNING WE WILL PROVIDE BREAKFAST FROM 7:00 TO 8:00 A.M. WE WILL PROVIDE TRANSPORTATION TO AND FROM PEPPER RIDGE, FOX CREEK, AND TRINITY LUTHERAN ELEMENTARY IF NEEDED. AFTER SCHOOL WE WILL PROVIDE YOUR SCHOOL AGER WITH AN AFTERNOON SNACK. THEY WILL THEN HAVE THE OPTION TO DO THEIR HOMEWORK, USE THE COMPUTERS, USE ART SUPPLIES, PLAY WITH DIFFERENT MANIPULATIVES, PLAY BOARD GAMES, OR SIMPLY PLAY OUTSIDE.

DURING THE SUMMER THE SCHOOL-AGERS WILL BE GOING TO THE PARK/POOL TWICE A WEEK AND TO A SPECIFIC PLACE ONE DAY A WEEK, FOR EXAMPLE: THE BOWLING ALLEY OR THE PET STORE.

DISCIPLINE:

POSITIVE DISCIPLINE IS HOW THE TEACHERS AT ALPHABET SOUP ACADEMY WILL DEAL WITH ANY PROBLEMS THAT ARISE. POSITIVE DISCIPLINE PROMOTES SELF-DISCIPLINE, RESPONSIBILITY, COMMUNICATION SKILLS, CONCERN FOR OTHERS, MUTUAL RESPECT, PROBLEM-SOLVING SKILLS, AND COOPERATION. OUR TEACHERS WILL WORK HARD TO HELP YOUR CHILD THINK THROUGH THEIR ACTIONS AND HELP THEM MAKE THE RIGHT CHOICE. IF THIS IS NOT ENOUGH WE WILL USE TIME-OUT. IF THE CHILD IS OUT OF CONTROL THEY WILL NEED TO COME TO THE DIRECTOR'S OFFICE TO DISCUSS FURTHER ACTIONS SUCH AS CALLING THE PARENTS.

BITING:

OUR CENTER WILL NOT TOLERATE BITING. WE UNDERSTAND THERE IS NOT MUCH WE CAN DO FOR CHILDREN AGES ONE AND YOUNGER. WE WILL HAVE HELPFUL SUGGESTIONS FOR YOUR ONE-YEAR OLD IF THEY FEEL THE NEED TO BITE. MAKE SURE TO LET YOUR TEACHER KNOW IF THERE ARE ANY PROBLEMS WITH YOUR CHILD BITING SO WE CAN GET AN EARLY HANDLE ON THE SITUATION. IF YOUR

CHILD IS OVER THE AGE OF TWO AND BITES ANOTHER CHILD INTENTIONALLY MORE THAN TWO TIMES IN ONE DAY YOU WILL BE REQUIRED TO COME PICK THEM UP. IF BITING PERSISTS, THE TEACHER AND YOU WILL NEED TO COME UP WITH A PLAN TO KEEP THE CHILD FROM BITING. IF NOTHING SEEMS TO WORK AND YOUR CHILD IS PUTTING OTHER CHILDREN IN DANGER YOU WILL BE KINDLY ASKED TO REMOVE YOUR CHILD FROM OUR PROGRAM.

PAYMENT AND BILLING:

PAYMENTS WILL BE DUE ON MONDAY OF EACH WEEK. THERE WILL BE A \$10.00 FEE FOR EVERY DAY THAT THE PAYMENT IS LATE. IF WE HAVE NOT RECEIVED PAYMENT BY FRIDAY OF THE CURRENT WEEK WE RESERVE THE RIGHT TO REFUSE CARE FOR YOUR CHILD. WE HIGHLY ENCOURAGE YOU TO USE THE EFT SYSTEM OF DRAFTING PAYMENTS DIRECTLY OUT OF YOUR CHECKING EVERY WEEK AUTOMATICALLY. THIS WILL ELIMINATE HAVING TO REMEMBER TO BRING YOUR CHECK AND HAVING TO WASTE PAPER. IF YOUR CHECK BOUNCES, YOU WILL HAVE TO PAY A \$25.00 FEE. IF IT HAPPENS TWICE, YOU WILL BE ASKED TO PAY IN CASH FROM THEN ON. PLEASE NOTE THAT IF YOUR CHILD DOES NOT ATTEND ON A DAY THAT YOU ARE ENROLLED YOU STILL ARE REQUIRED TO PAY.

VACATION TIME:

IF YOUR CHILD IS FULL TIME THEY WILL RECEIVE FIVE DAYS WORTH OF VACATION PER YEAR THAT YOU DO NOT HAVE TO PAY FOR. IF YOUR CHILD IS PART TIME AND ONLY ATTENDS THREE DAYS A WEEK YOU WILL ONLY RECEIVE THREE DAYS OF VACATION PER YEAR. HOWEVER MANY DAYS YOUR CHILD COMES PER WEEK IS HOW MANY VACATION DAYS YOU WILL RECEIVE PER YEAR. A TWO WEEK NOTICE WILL NEED TO BE GIVEN BEFORE YOUR FAMILY TAKES VACATION SO WE ARE ADEQUATELY PREPARED.

HOLIDAYS:

WE WILL HAVE THE FOLLOWING PAID HOLIDAYS:

NEW YEAR'S DAY	THANKSGIVING DAY
MEMORIAL DAY	DAY AFTER THANKSGIVING
INDEPENDENCE DAY	CHRISTMAS DAY
LABOR DAY	*DAY AFTER CHRISTMAS
IN-SERVICE DAY (TBA)	(*WHEN IT FALLS DURING THE WEEK)

BREAKFAST, LUNCH AND SNACKS:

BREAKFAST WILL BE SERVED FROM 7:00 TO 8:00 A.M. DAILY. MORNING SNACK WILL BE SERVED AT 9:30 A.M. LUNCH WILL BE SERVED AT 11:30 A.M. AFTERNOON SNACK WILL BE AT 3:00 P.M. IF YOUR CHILD REQUIRES A CERTAIN

DIET OR DRINK YOU WILL NEED TO NOTIFY THE DIRECTOR, THE COOK, AND THE TEACHER IN YOUR CHILD'S CLASSROOM.

BIRTHDAYS:

WE WANT TO MAKE YOUR CHILD'S BIRTHDAY A SPECIAL DAY. WE WILL GO OUT OF OUR WAY TO MAKE THEM FEEL SPECIAL. YOU MAY BRING IN STORE BOUGHT TREATS IF YOU LIKE FOR THE CLASS. WE WILL NOT ALLOW HOMEMADE TREATS. WE WELCOME YOU TO JOIN THE CLASS FOR YOUR CHILD'S BIRTHDAY CELEBRATION. PLEASE SPEAK WITH YOUR CHILD'S TEACHER TO COORDINATE YOUR CHILD'S SPECIAL DAY.

ILLNESSES:

IF YOUR CHILD HAS ANY OF THE FOLLOWING SYMPTOMS YOU WILL BE CONTACTED AND YOUR CHILD MUST BE PICKED UP WITHIN ONE HOUR.

- 101 FEVER OR 100 UNDER THE ARM
- VOMITING
- DIARRHEA (MORE THAN TWICE IN ONE HOUR OR THREE IN TWO HOURS)
- NAUSEA
- SEVERE COUGH TO THE POINT OF PUKING
- PINK EYE
- SKIN LESIONS/RASHES THAT LOOK CONTAGIOUS
- SEVERE HEADACHE
- COMPLAINT OF SEVERE PAIN
- DIFFICULT BREATHING OR WHEEZING
- HEAD LICE
 - IN THE EVENT OF A CHILD WITH HEAD LICE ALL CHILDREN IN THE FACILITY WILL BE CHECKED BY THEIR TEACHERS.
 - IF YOUR CHILD HAS HEAD LICE THEY CANNOT COME BACK TO PRESCHOOL UNTIL THEY ARE "LICE-FREE" AND "EGG-FREE". YOU WILL NEED A PHYSICIAN'S NOTE THAT SAYS THEY ARE BOTH "LICE-FREE" AND "EGG-FREE."
 - REMEMBER THAT GETTING HEAD LICE IS COMMON AMONG CHILDREN AND THEY CAN GET IT SIMPLY BY BRUSHING THEIR HEAD ON A CONTAMINATED SURFACE. IT DOES NOT IMPLY IN ANY WAY THAT YOU OR YOUR CHILD ARE UNSANITARY.
- COMMUNICABLE DISEASES OR ANY OTHER TYPE OF ILLNESS THAT MAY BE PASSED ON TO OTHERS, WITH THE EXCEPTION OF THE COMMON COLD.

MEDICATION:

IF YOUR CHILD NEEDS ANY MEDICATIONS YOU WILL NEED TO FILL OUT THE REQUIRED MEDICATION FORM AND GIVE IT TO YOUR CHILD'S TEACHER.

SCHOOL CLOSINGS:

IF WE HAVE TO CLOSE DOWN THE PRESCHOOL OR DELAY OPENING DUE TO UNEXPECTED WEATHER WE WILL PUT IT ON OUR WEBSITE AND PUT A CALL INTO WBNQ AND WJBC.

PART -TIME ENROLLMENT:

WE DO ACCEPT PART-TIME ENROLLMENT. YOU CAN EITHER ENROLL YOUR CHILD TWO DAYS PER WEEK OR THREE DAYS PER WEEK. WHATEVER DAYS YOU ARE SIGNED UP FOR ARE THE ONLY DAYS YOU CAN BRING YOUR CHILD UNLESS YOU RECEIVE PERMISSION FROM THE DIRECTOR. YOU WILL NOT BE ABLE TO CHANGE THE DAYS YOUR CHILD COMES UNLESS WE HAVE OPENINGS. IF YOU ARE SCHEDULED TO BRING YOUR CHILD TUESDAYS AND THURSDAYS AND YOU WANT TO BRING YOUR CHILD ON A WEDNESDAY INSTEAD OF THURSDAY YOU WILL BE CHARGED AN EXTRA DAY FOR THAT WEEK SINCE THIS IS NOT YOUR NORMAL DAY. IF YOU MISS A DAY FOR ANY REASON YOU ARE STILL RESPONSIBLE FOR PAYMENT FOR THAT DAY.

WITHDRAWING YOUR CHILD:

IF YOU ARE CONSIDERING WITHDRAWING YOUR CHILD FROM OUR PROGRAM YOU WILL BE REQUIRED TO GIVE A TWO-WEEK NOTICE AND WILL BE RESPONSIBLE FOR THESE PAYMENTS EVEN IF YOU DECIDE TO LEAVE SOONER.

I HAVE READ THE ALPHABET SOUP ACADEMY HANDBOOK AND AGREE WITH ALL THE TERMS AND CONDITIONS.

PARENT SIGNATURE

DATE

PARENT SIGNATURE

DATE