

# PARENT HANDBOOK



## WELCOME TO THE FAMILY

DCF LICENSE C18SE0018



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**Joy Clore**

*"Founder and Owner"*

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# Welcome Message\_\_\_\_\_

When I started A Kids Gym in 1998, my philosophy was simple: to cater to the physical, emotional and educational well-being of all children in my care. Many successful years later, my philosophy remains the same.

Whether your child is registering for our Learning Academy, Gymnastics Program, After School Program, Oviedo Rascals Cheerleading or our Smart Start Gym Program, you can expect the same exceptional level of care and involvement.

On behalf of all the staff, I extend a warm welcome. If there is anything you need, know that my door is always open. Thank you for entrusting A Kids Gym Learning Academy with the important task of educating and caring for your child. I look forward to many years of sharing in the joy of your child.

With warmest regards,  
Ms. Joy and our Team at AKGLA

A Kids Gym accepts all children without regard to race, religion, or national origin.



# Learning Philosophy

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Learning primarily occurs over five domains: cognitive, physical, social, emotional, and sensory. When children develop skills in one domain, learning occurs in other domains as well. At AKG, we recognize the value of cross-dimensional learning and provide an atmosphere for this to happen naturally. The classroom schedule allows ample time for a variety of both teacher and child directed activities. Learning centers open the doors of learning, and allows each student to explore and play. Early literacy skills are enhanced through story-time and small group teacher-directed activities. All curriculums follow the guidelines of Developmentally Appropriate Practices. Your child's learning will be maximized as we provide a loving, supportive environment. Each of our educational learning environments contain specific areas for students to allow growth and development through the different areas of the brain.

We incorporate art activities, cognitive and language activities, building areas, dramatic play activities, fine motor activities, sensory exploration stations, gross motor activities, science and discovery activities, sand and water areas, music exploration activities, as well as early literacy activities into a well rounded day of learning through play, discovery and fun!





# AKG Philosophies

Learning through play.

## Our Vision

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AKGLA's vision is to be a premiere childcare provider of educational and physical programs. Enhancing the lives of the children and families in our community by offering high quality fitness based programs of education and gymnastics. With that thought we will create sharp minds, build strong bodies, and secure lasting memories through a creative curriculum led by nurturing staff; all in a safe, fun, educational and fitness-based environment that raises each 'little learner' self-esteem.

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## Our Mission

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AKGLA exists to further the happiness and health of our clients. To become friends and mentors for the 'little learners' and parents who come through our doors. To enhance the lives of children and their families by providing a place that is exciting, fun and safe, within a program of education, movement, and gymnastics in a non-competitive but challenging environment.

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## Curriculum Goals

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Our goal is to inspire in each 'little learner' a lifelong love of learning. We strive to equip every 'little learner' with the social, emotional, physical and mental capacities he/she will need to become a successful student through our Funshine Express Curriculum. Our curriculum focuses on whole child learning, and is based on Developmentally Age Appropriate Activities designed specifically for your 'little learners'. Whole child learning incorporates all domains of learning into each activity, while we also incorporate access to their large gross motor skills development through our incorporated gymnastics component.

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# Our Core Values

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## **01** Safety

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First, last and always.  
Cleanliness, love, positive interactions, inclusion and overall social and physical well being.

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## **02** Family

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Thrive with each other as a family. Serve and mentor families to create a love for learning and fitness.

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## **03** Purpose

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Purpose in all things for all reasons. Play with a purpose teaching teamwork, self confidence and strength.

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## **04** Kindness

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We Demonstrate Kindness. We lift each other up and act as role models to the children in our care.

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## **05** Fun

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To Do What you Love and Love What You Do and to know that it matters...  
ALOT!



# Our Other Values



## Cleanliness

### *"Organized Chaos"*

A clean facility reflects a clear path for all that we do.  
Although we strive to be clean, education can be messy!



## Love

### *"It starts in the heart."*

Love is a foundational component in life and we strive to show our 'little learners' love is in everything. We plan to instill and develop loving relationships; a love for learning and a love for fitness in every 'little learner'.



## Dependability

### *"Lean on me, I'll be your friend."*

We own what we do and we value the follow through.



## Flexibility

### *"Physically and mentally."*

Providing a flexible learning environment for the "little learners", parents and families by offering many options for learning and growing.



## Harmony

### *"We really are better together."*

We work together to achieve and continue the well being of the relationships between our "little learners" and our families.



## Self-Esteem

### *"Developing Mindsets"*

We encourage helping students develop a positive self-esteem, in turn promoting independence and self pride. We instill an education component in attempt to grow life long learners.



## Honesty

### *"Self Accountability."*

Be honest, be open and be pure; we are building an environment on trust.



# Guidance and Discipline

We strongly believe that positive discipline begins well before a child's behavior ever exceeds acceptable limits. From the onset, age-appropriate behaviors are identified and clearly communicated. Teachers discuss sharing, taking turns, and appropriate play limits with each "little learner". It is essential that we maintain an environment that encourages "little learners" to explore, take risks, and make mistakes that are so vital in the learning process. To do this, a teacher's priority becomes "catching a "little learner" doing something right," and then praising that effort with smiles, hugs and attention. A teacher's job also consists of identifying potential trouble spots and eliminating them. With proactive planning and communication on a daily basis, we try to instill a positive sense of responsibility and accountability in each "little learner". Clear limits give "little learners" confidence, and allow them to successfully interact in the classroom environment. When inappropriate behavior does occur, it is important for students to know why that behavior is inappropriate. The teacher will immediately communicate to the "little learner" and redirect that behavior in a positive direction. These communications are handled respectfully and firmly, and are NEVER intended to embarrass or belittle a "little learner". Specific behaviors are identified as inappropriate, never the child him/herself.

This approach will affirm the value of each individual "little learner". Time-away is used as a last resort, with emphasis on removing the child from the situation and doing something else. If behavior continues, a parent conference will be requested for a quick resolution. A Kids Gym Learning Academy will NOT permit and will NOT use any abusive disciplinary actions including, but not limited to, spanking, grabbing, shaking, yelling, or embarrassing a child. A Kids Gym Learning Academy reserves the right to discontinue enrollment, based on a "little learners" behavior.

If A Kids Gym Learning Academy finds it necessary to dismiss a child due to behavior, there are steps that are taken prior to that occurring. When a child gets three reports for the same behavior, a parent conference will be requested. If the child shows no improvement with the modifications discussed during the conference, it will then be determined what arrangements will be made for the child. There are exceptions to this rule, based on the severity of the actions of the child.



# Health & Safety



**We strive to uphold a clean and safe environment within our school.  
With your commitment and help we can continue teaching a love for  
learning through physical fitness and fun.**

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## Health and Wellness Guidelines

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As a licensed child care center all the children in our care are observed daily for signs and symptoms of illness or communicable diseases. This is to try to limit the spread of colds and other viruses. It is very important for all parents to keep their children home if you see any signs or symptoms of an illness that could spread other children and staff. We do our best to maintain a clean environment for the children, but viruses spread before symptoms are seen. Therefore, it is important that parents respect each other by keeping children home if they are not well. Signs and symptoms of a possible communicable disease include the following, but not limited to:

1. Severe coughing or sore throat that's continuous or a cough that is making a whooping sound (bark sounding cough);
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period);
5. Vomit (once or more)
5. Temperature of 100.4 degrees or higher;
6. Conjunctivitis (pink eye);
7. Exposed, open skin lesions;
8. Yellowish skin or eyes;
9. Any other sign or symptom of illness
10. A child with head lice shall not be permitted to return until treatment has occurred and all nits removed whether they are live or dead.

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In the event your child becomes ill at AKG, the staff will contact the parents immediately for pickup. We ask that you please pick up your child within 45 min of notification.

Constant hand washing is a simple way to help reduce the spread of germs and viruses.



## Safety

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Safety is top priority at A Kids Gym Learning Academy. We will, at all times, take necessary precautions to prevent injury and keep all children safe. However, accidents and injury are a natural part of the learning process. To keep your child as safe as possible, dress your child so that they may run, jump and climb without being hindered. Dresses or skirts are prohibited attire for the gym. Bare feet are safest in the gym, and closed-toe shoes are best for the playground. Keep all emergency contact information up to date so you can be reached in case of an emergency. Be advised that children will only be released to the people listed on the emergency contact list & no minors.

# Medicine



## Medicine Administration Policies and Procedures

- Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the child care facility.

- Procedures

### Written Authorization

**We can't administer over the counter pain relievers or cold medicines to children without a doctor's note specifying what the medicine is for and the dosage. Over the counter medicine needs to be labeled and stored in a lock box not a diaper bag or cubby.**

1. Medication will be administered only if the parent or guardian has provided written, signed and dated consent to include:

- i. The official Authorization form
- ii. The name of the child, birthday and date of form must be filled out
- iii. The medication, reason for medication, start and end date, dosage, side effects and special handling instructions must be filled out
- iv. Parent information and signature
- v. Over the counter medicine form must be filled out to administer over the counter medicine. It must be in the original container, be labeled with the child's name, must be accompanied with a note from the parent with a date and written instructions.

2. Medication will not be given if:

- i. Not in the original container
- ii. Beyond the expiration date
- iii. Without written authorization
- iv. For non-medical reasons

### c. Storage

- i. All medications brought in to the center will be given to the director for review and approval
- ii. Medications will be stored in a sturdy, child resistant, locked container that is inaccessible to children and prevents spillage, non-refrigerated medicine will be stored in the check-in counter in a child-proof cupboard. This is where the children will all go for medicine administration. The medicine log book will be stored with the medicine.
- iii. Medications will be stored at the temperature recommended for the type of medicine. A box will be in the refrigerator for medicine.
- iv. Emergency medicine will be stored unlocked hanging on the office door.

### 4. Training

- i. Only persons who have medication administration training will administer medicine.
- ii. A staff member trained in medication administration will be on site at all times.

### 5. Documentation

- i. A medication log will be maintained for each individual child and stored in the medication administration binder
- ii. The child's name, date, time and amount and type of medicine given and the name and signature of the person administering the medicine shall be recorded for each administration.
- iii. Only one medication on each form
- iv. Spills, reactions, and refusal will be recorded on this log
- v. No documentation is required for over the counter topical ointments

### 6. Medication Error

- i. In the event of a medication error, the appropriate first aid or emergency action will be taken
- ii. Director, parent/guardian and as needed the physician will be notified and disposal:
- iii. A medication error incident report will be prepared



# Safety

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## Arrival

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Carseats can't be left in the lobby or the classroom. We do not have space for them and it can be a safety hazard. The only exception is on a field trip day.

We ask that your child arrives no later than 9:30 each day. Our teachers work hard to teach consistency in their daily schedule and this helps the children thrive. When your child comes late it interrupts the flow of the day. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. We may remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. We are striving to teach independence, so please allow your child to put away their belongings on their own and put their coat and shoes on. Students will not be admitted after 9:30am.



## Confidentiality

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Within AKGLA, confidential and sensitive information will only be shared with employees of AKG who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents/guardians, as AKG strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with AKGLA.

Outside of AKG, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by law. Parents/guardians will be provided with a document detailing the information that is to be shared outside of AKG, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of AKGLA are strictly prohibited from discussing anything about another child with you.

# Health & Safety

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## Fire Drill

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Preschool and Gym evacuation procedures . Toddlers will be placed in a crib and will be rolled to their designated evacuation meeting site.

- ii. Teachers will take a headcount before you evacuate and when you arrive to a meeting spot
- iii. Teachers will match head counts to attendance lists.
- iv. Emergency backpacks will be taken with the staff member.



## Emergency Procedures

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In the event of severe weather, fire or other emergencies, parents will be contacted to pick their child up. We will follow Seminole County Public School's protocol for closing. Tune in to local news or radio broadcast for public school closing information. Evacuation routes are posted in each classroom. A Kids Gym Learning Academy is equipped with fire alarms and sprinklers. Monthly fire drills are performed to prepare children accordingly. In the event of minor, non-life threatening injuries & wounds, A Kids Gym Learning Academy staff will use basic First Aid. This will include such things as applying ice, or cleaning and bandaging. Accident reports will be completed for all injuries that occur at the facility. For severe injuries, A Kids Gym Learning Academy staff may contact emergency personnel before contacting the parent or guardian. We will make that decision based on the severity of the injury and the well being of the child.



## Visitors

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If additional services are needed i.e. speech therapy, behavioral therapy etc. Please advise the front desk staff. Proper I.D. will be required upon arrival and must be worn throughout facility.



## Parent Involvement

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You are always invited, always welcome, and always appreciated. Wanna come in and read a story or help with art? A Kids Gym Learning Academy maintains an open door policy regarding Parent Involvement. We ask that parents coordinate all volunteer activities with their child's teacher. This allows the teacher to prepare the students for the visitor and plan activities for the volunteer to participate in. Visitors are required to check-in at the front desk. Only parents/guardians or authorized contacts listed in the child's file are permitted to volunteer. Parents can improve the programs effectiveness through open communication. We ask every parent to download the ProCare Engage App. It is available in the Apple and Android play stores. This allows you to get immediate messages or information as soon as it posts regarding your child and/or their classroom. Please keep teachers and administration informed of events that may affect your child's behavior or attendance.



# AKGLA Expectations

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## Registration

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An annual enrollment fee of \$100 is required for all children enrolling at AKG. A supply enrichment fee of \$150 is required each year, paid in 2 payments of \$75 in September and January. These charges may be subject to proration based on your child's date of enrollment. Placement in any program is based on birth date; a child must turn 1 on or before September 1 to be eligible for the 1 year-old program, and so on. In the event that space is not immediately available, with paid registration your child will be added to a waiting list until space becomes available. We begin fall registration online during the first week of February. Current students and members will be given re-registration priority over non-member to adjust your child's schedules if necessary. If not auto enrollment occurs with the same schedule.



## VPK Registration & Attendance Policy

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If your child is doing State Paid VPK only, the registration and supply fees will be waived when you start. Wrap around care and add on gymnastics class will require a registration, supply enrichment fee, and monthly tuition. Enrollment in the VPK program requires that your child attend more than 80% of the school year program. This means that the children need to be on time, and miss no more than 3 days per month. Please see someone in the office if your child is going to miss due to illness or other extenuating circumstances. Parents will be required to verify their child's attendance each month by signing a VPK Long Form at the end of each month detailing all the days the child attended for the month. Students must arrive by 9:15am by state regulations.



## Financial Policies

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All tuition is autobilled monthly through tuition express or [www.myprocare.com](http://www.myprocare.com). It is due the first of the month. Payment not received by the 6th is considered late on the 7th. A 10% late fee will be charged to the account. If tuition is not paid by the 10th of the month, parents will not be permitted to drop their child off. If there is a balance on your account at the end of the month, there will be fee of 10% of the balance due.

The amount of tuition is published and available prior to enrollment. A multiple child discount is offered in the amount of 10% off the lesser of the tuition rates to full time students. Discounts will be applied to monthly rates only, and will not be applied to supplemental services, such as daily rates or extended day programs. We accept the following types of payment: check, money order, and any debit or credit card through Tuition Express. We require that everyone enrolled in our center use tuition express for payment. This is our auto payment plan. You can use a checking account. If you use a credit card or debit card additional 3% fee will apply.

# AKGLA Expectations



## Late Pick Up

Parents are expected to pick-up on time in order for A Kids Gym Learning Academy to maintain the proper program ratios. Pick up after closing time (6:30 PM), will be charged at \$2 per minute after 6:35, there is a 5 min grace period from 6:30pm-6:35pm. Excessive lateness could result in further action at the discretion of management.



## Camp Kids Gym Days

Camp Kids Gym is in session when school is closed. AKGLA follows SCPS calendar year for school and gym classes. Camp days are an additional cost for students, exception for full time 5D enrollments. Camp days are included with tuition for Full Time 5D 7-6:30 Enrollments. Registration for camp days occurs about 30 prior to the scheduled camp day at the front desk.



## Summer Tuition

The academic school year runs August through May. June - August we offer summer camp. Your child's space is automatically enrolled with your current schedule. We begin summer registration online during the first week of March to the public. Current students will maintain their schedule unless given thirty day notice. Full time (7-6:30) students continue monthly payments until 30 day notice is received. VPK and Afterschool Students will need to register for the Summer Camp weeks.



## Newsletters

We have monthly newsletters available for the school. Each class may have different ways to communicate monthly with parents.



## Snack Calendar

We have monthly snack calendars that go home for every class. Each child take a turn bringing in snack for the class. This cooperative effort helps us teach the children about sharing and responsibility.



## Supply Enrichment Fees

This covers additional materials and enhancements that enrich your child's learning experience. Accounts will automatically be charged in September and January. Proration occurs at only \$10 per month when proration is necessary for new students.

Preschool \_ \$75 in Sept - \$75 in January

Afterschool - \$50 In Sept - \$50 In January

# AKGLA Expectations

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## Withdrawal

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Parents are given 30 days from the date of registration to cancel and receive a full refund of registration fees if their child has not begun attending A Kids Gym Learning Academy. Once attendance has begun, enrollment, registration and supply fees are non-refundable.

AKGLA requires thirty day written notice for withdrawal. If written notice is not given thirty days in advance, a charge equal one months tuition will be charged to the account.



## Cleanliness

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We take the well being of your child very seriously and work hard to provide a learning environment that is as healthy as possible. We strive to keep our learning environments disinfected with antibacterial soap and water along with a sanitizer. Gymnastics mats are disinfected daily. Toys are cleaned and disinfected daily. Water-play tables are cleaned and disinfected daily. They are carefully supervised when in use. Hand washing is the most effective practice in prevention of spreading germs. Students continuously wash hands throughout the day.



## Check In/Out Procedure

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Please accompany your child into the lobby for check-in at the kiosk and drop off procedures. No parent is allowed through our locked door without proper permissions. This will provide a consistent, comfortable "goodbye" location for you and your 'little learner'. When dropping-off or picking-up any students, we require you to sign-in and sign-out using the Pro-Care Check In computer at the front desk. The first time you register a Photo ID will need to be presented; all parents and care givers have their own fingerprint/or code for our secure entry system. We will only allow pick up to be through the school entry door; at no time will pick up be allowed through the gym entry door. AKGLA will only release your child to people listed in the emergency contact section of the enrollment form. Changes to authorized emergency contacts must be made in writing or at [myprocare.com](http://myprocare.com) . Please do not leave your child or their siblings unattended at any time.



## Personal Belongings

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We ask that children enrolled at A Kids Gym Learning Academy refrain from bringing toys from home. We ask that your child be sent to school with a complete change of clothes, lunch and a water bottle. All items must be labeled with your child's first and last name. A Kids Gym Learning Academy cannot be responsible for lost or damaged items. We accumulate a large amount of lost and found items and encourage parents to check there in the event of missing items. A labeled backpack is the easiest way to avoid misplacing belongings in the classroom.



# AKGLA Expectations

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## WE ARE DIGITAL

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**MYPROCARE.COM** - New Students - Please enroll your account at [www.myprocare.com](http://www.myprocare.com) this is the hosting site to pay your bill, see your child's information, allergies, access year end taxes reports, emergency contacts and update as necessary. Current students use myprocare.com to log in. Please use the same email from your enrollment form.

**PROCARE ENGAGE APP** - This is our parent-teacher-school communication tool. Please download the app and we will send you the notification on the first day of attendance to get you access to your child's profile.

**WWW.AKIDSGYM.COM/PARENT-INFO** - The Parent Information Station online. It hosts our parent handbook, daily class needs list, AKG swag store, enrollment forms and myProcure portal links for registration and child information updates.



## Nutrition

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A Kids Gym Learning Academy participates in a snack co-op. Parents will be responsible for providing snack for the entire class approximately one or two days per month. A snack calendar is provided by your child's teacher at the beginning of each month. A snack guideline is included in your enrollment packet. We ask that parents refrain from sending overly sweet items, such as cookies or candy. Graham crackers, Goldfish, vanilla wafers or pretzels are examples of snacks you can provide. You also provide an After school and extended day snacks are provided by A Kids Gym Learning Academy. Please provide lunch in a lunchbox for your child. AKG does not provide lunch. Lunch refrigeration is not provided, so please provide an icepack in your child's lunchbox.

Camp Kid Gym participants will need to provide their own lunch as well.



## Holidays/Birthdays

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We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the teacher. You are more than welcome to participate in ANY activities we have planned. We prefer brownies, cookies or rice krispie treats over cupcakes and cake as it is easier to clean up.



## Choices and Art

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Your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Our approach to child development is child centered and child directed. Children are offered choices whenever possible. Your child will bring home a newsletter each month, which will give a brief overview of what we will be doing. Just because you are not seeing anything in the way of papers does not mean that we have not been busy.

# AKGLA Expectations



## Biting Policy

We understand that a child biting another child is one of the most common and most difficult behaviors in group childcare and preschool. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the bitter victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

The staff of AKG after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms. For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." 2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people. "Or "That hurts Johnny when you bite him, he is sad."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the incident.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child first and do not address the biter that only rewards the negative attention.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to handle it.
4. "Shadow" children who indicate a tendency to bite. Bring in floater or director if needed.
5. Head off biting situations before they occur.
6. Teach non-biting responses to situations and reinforce appropriate behavior.
7. Adapt the program to better fit the individual child's needs, start an IEP for the child who is biting.
8. "Shadow" children who have a tendency to be bitten:
9. Teach responses to potential biting situations: "No" or "Don't hurt me!"

At AKG we will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations with the teacher and/or director as needed. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.

Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

At AKG teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of our incident report form, so please check your ProCare as well as from desk. When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem.

Biting is always documented on our standard incident report form. We keep the name of the child who is bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on putting an end to the biting.

# AKGLA Expectations



## Diapers and Wipes

If your child is in the Genius, Scholars or Einsteins Program, please make sure you supply diapers/pull-ups, wipes or labeled diaper creams to keep your 'little learner' clean. Each student has their own labeled space in the room. Diapers are checked frequently and changed when necessary or every two hours. Teachers wear gloves for each child's diaper change. The diaper changing tables are cleaned and disinfected between each diaper change and hand washing of teacher and 'little learner' is performed after each diaper change. We ask for you to provide two or three packs of wipes a month for your student/s.



## Tiolet Training Policy

Potty Training can be both exciting and stressful for a child and his caregivers. It is our belief that potty training should begin at home with the child's parents at a time when there isn't a lot of stress in the child's life. To alleviate some of the stress it is best to work as a team to help the child achieve the goal of being potty trained. AKG will help will assist your child in becoming potty trained once signs of readiness as outlined in the potty training readiness sheet have been observed by the parents and teachers.

To maximize success, it is encouraged that the first steps towards potty training begin at home on a weekend when your child can stay home for an extended period and just wear underwear. Once your child has had a successful weekend in underwear they can begin wearing underwear to school. Please bring this signed form and notify the teacher when your child is in underwear. Please remember that in a group setting it is very difficult to take your child potty every 30 min, so your child will need to communicate the need to go potty with the teacher without reminders from the adult. We do have times when we go potty but communication is key.

Procedures:

When a parent and teacher feel a child is ready for potty training between ages 18-36 months both the parent and teacher will fill out this form.

1. Parents must read and sign the potty training readiness sheet.
2. Once a child is potty training no pull ups or diapers will be worn unless it is nap time.
3. Your child must wear loose fitting clothes that are easy to pull up and down
4. A supply of clothing with no less than 4 changes of clothes must be kept at the school daily. Including one extra pair of shoes and socks.
5. 4-5 pairs of training underwear (thicker underwear)
6. If your child is male, you must inform the teacher whether your child will be sitting or standing to pee.
7. You must have a supply of pull-ups at the school for nap time so they can continue pulling up and down their pants.
8. AKG does not rinse soiled clothing. It will be placed in a bag and labeled with your child's name on their coat hook. If it isn't taken home it will be discarded.
9. Your child won't be considered fully potty trained until they go all day without accidents and can wipe themselves. It is important that parents and teachers are properly teaching them to wipe themselves from front to back.

Please keep in mind that this takes time and it is normal for your child to be potty trained at home and take a little longer at school. If your child is at school and has more than 3 accidents in a day we will reevaluate readiness and try again at a later date. Patience is key, it may be frustrating but I promise your child won't go to college with a diaper. There is no right or wrong age but it will happen eventually.



# AKGLA Expectations

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## Parent Communication

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We use an online app for our observations, assessments and daily sheets. Please download Procure Engage, it will send you notifications to your email or text when your child's teacher posts pictures, videos and assessments. This is a completely safe and secure site. Any other events, newsletters etc. will all be communicated through email or Procure Engage app. PLEASE check your email/app often. We allow limited TV/IPAD viewing consisting of educational shows or movies that coordinate with our curriculum and themes only. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities. We will occasionally use youtube and go noodle as educational tools in the classroom. We have a NO SCREEN TIME for the children under age 2 policy. New referral bonus for families is \$150 off tuition 60 days after new family starts.



## Proper Attire

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**Please dress your child appropriately for active gym activities (Long Dresses can be unsafe in the gym). AKGLA WARNING -** School art and other activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend time outdoors. We ask you to supply a complete change of clothing in case of an accident; if the child has no spare clothing, the parent will be called to bring some. Your child will get muddy when the weather is wet. If your child is wearing a dress or skirt they need to have shorts underneath for gym safety. Proper winter attire is needed for the winter or you will be called to bring your child the proper gear.



## Cell Phones

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At AKG we have a Cell phone free policy within the classrooms. Please turn your phone on vibrate while volunteering and step outside to take calls. Children and direct care staff are not allowed to have their cell phones in the classroom, children are not allowed to bring cell phones. You may call the school or contact the teacher on Procure Engage if you need to check on your child. Only admin staff and managers have access to their phones and it is for work related situations only. Employees may not take pictures of the children on their phones and can only use the school tablets. Please contact staff only by calling the school, emailing the director or messaging in procure engage.



## Gym Class and Attire

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For the safety of the students please have them wear gym style clothing to school. Every student enrolled has a gym class daily or once a week. (except state paid VPK without gym add on).



# 2024-2025 Calendar

Learning Academy School Year Starts on August 12th  
Learning Academy Preschool Ends on May 28th

The Learning Academy will not hold preschool on the following days although Camp Kids Gym is available:

November 25-27, 2024 (3 day Camp)  
December 20 2024 - January 6, 2025  
March 14-21, 2025

Camp Kids Gym may be available on days A Kids Gym Learning Academy is out of session. Additional charges may apply.

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Camp Kids Gym activities include extra gym exploration, games to play, dances to do and loads of fun to be had. The "little learners" are split into age appropriate groups that will go to the gym, playground, enjoy arts and crafts, compete with friends on the Wii or enjoy quiet table games and a reading book. Camp Kids Gym provides two snacks during the day. Campers will need to bring a labeled lunch and a labeled water bottle.

A Kids Gym Learning Academy will be CLOSED (NO CAMP) on the following days:

September 2, 2024 (Labor Day)  
October 14, 2024 (AKGLA Professional Development)  
November 28 - 29, 2024 (Thanksgiving)  
December 25, 2024  
January 1, 2024  
January 20, 2024 (MLK Day) (AKGLA Professional Development)  
February 17, 2024 (President's Day)  
May 26, 2024 (Memorial Day)  
July 4, 2024 (Fourth of July)





# 2025-2026 Calendar TBD

Camp Kids Gym may be available on days A Kids Gym Learning Academy is out of session. Additional charges may apply.

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February 17, 2024 (President's Day)

May 26, 2024 (Memorial Day)

July 4, 2024 (Fourth of July)





# Afterschool Information

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## Bus Arrival

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We have 3 vans and one bus that transport from local schools and field trips over summer. Please allow students to enter the building prior to checking them out. This allows us to check each child properly into procare.



## Proper Attire

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Leotards for gymnastics and ninja gym shirts for ninja gym class. Rascals Cheer and Dance has a practice shirt and shorts. We do not allow any other attire in the gym for safety of the students,



## Homework

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We are busy here at AKGLA. We offer a quiet space after 5:00.



## Procare

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*Proper behavior expectation for all students is a top priority for safety at AKGLA.*



## Gym Class

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Our Afterschool students get one 55 minute class a week. You can choose between ninja, cheer or gymnastics. No make up classes are given when a student misses class due to sickness or missing proper attire. Leotards are worn for gymnastics classes. Shirt and gym shorts for ninja and cheer.



## Behavior

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AKGLA creed.



## Summer Camp

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Registration for enrolled students begins in February and opens to the public March 1st.



## Supply Enrichment Fee

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This covers additional materials and enhancements that enrich your child's learning experience. Accounts will automatically be charged in September and January. No proration applies at enrollment.

Afterschool - \$50 In Sept - \$50 In January



# Monthly Tuition Costs

Placement in any program is based on birth date; a child must turn 1 on or before September 1 to be eligible for the 2 year-old program, and so on. Registration is \$100 per child.

## Toddler 1 6-18 Months

M-F	7:00AM-6:30PM	\$1256 (includes camp days)
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## Toddler 2 18-30 Months

M-F	7:00AM-6:30PM	\$1196 (includes camp days)
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## Two/Three Years

	9:00-2:00	7:00-6:30
M-F	\$886	\$1120 includes camp days)
T-TH	\$505	\$874
M-W-F	\$656	\$756

## Three/Four Years

	9:00-2:00	7:00-6:30
M-F	\$791	\$1050 (includes camp days)
M-W-F	\$656	\$817
T - TH	\$505	\$633

## VPK - Four/Five Years

	9:00-12:45	9:00-2:00	7:00-6:30
VPK – 5 Day	N/A	\$663 includes gym	\$894 includes gym*
VPK – 4 Day	State Paid	\$621 includes gym	\$829 includes gym
VPK – 3 Day	N/A	State Paid	\$648 includes gym
VPK - 3 Day	N/A	State Paid / \$300 till 2:45pm add on Gymnastics	

\*Camp Kids Gym Days included for full time 5D 7-6:30 VPK students\*

## School Age

1 child with PM Pickup Only: \$418  
 Subsequent child with PM Pickup Only: \$398

