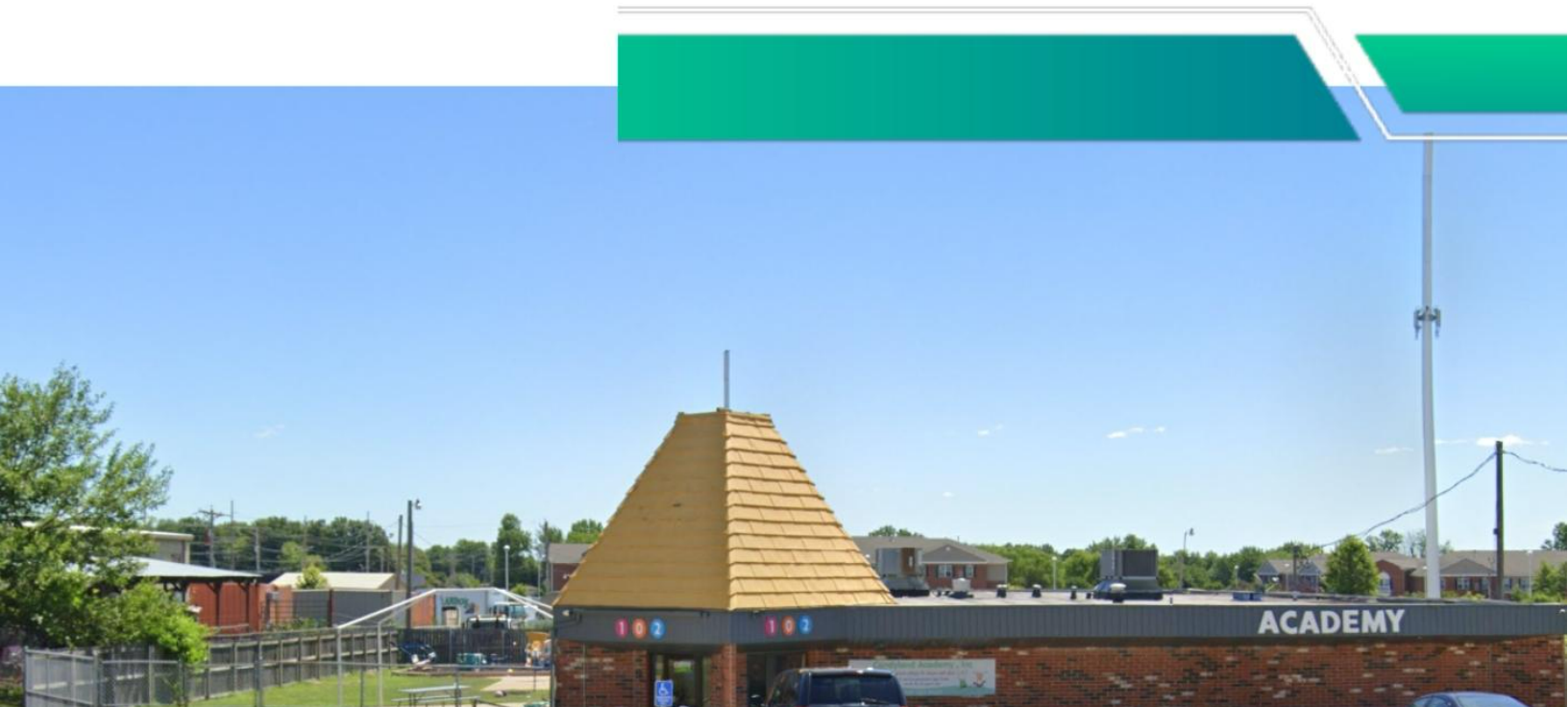




ELITE SCHOLARS ACADEMY

# PARENT HANDBOOK

Contains basic guidelines that must be understood and agreed upon by all parents





102 Birdie Hills RD  
Saint Peters, MO, 63376  
636-397-4000

## **Our Mission:**

At Elite Scholars Academy, our goal is to provide outstanding childcare for children birth to 16 years of age. We are committed to offering a safe child friendly environment. We present academic and social, physical, and emotional learning opportunities for each child in our care.

## **Our Values:**

We honor and value all children, by guiding them to their individual full potential despite their background, conduct, or living circumstances.

Parents are the most important element in their child's development. Elite Scholars Academy seeks to partner with parents in the development process, by providing structure with a solid foundation, so that every child will become an honorable member of their community.

Every effort is made to sustain the best staff, excellence in our facilities, and outstanding curriculum. Parents are always welcome to make suggestions on improving the quality of our services.

## **Non-discriminatory Policy:**

Elite Scholars Academy does not admit children based on race, color, or origins. We do not discriminate in any way.

## **Hours of Operations/ Holidays and Vacation:**

Elite Scholars Academy is open Monday-Friday 6:30AM-6:00PM. We will be closed on holidays. Tuition will remain the same for any week including a holiday. Elite Scholars Academy will take an annual summer vacation.

## **Admission Policy:**

All children who are accepted to the center will be enrolled on a trial basis for a period of 10 days. At that time the staff and parents will be assessing the child's needs and our ability to meet them. We enroll on a first come first serve basis. If the center is full your child will be placed on a wait list until space is available.

## **Registration Requirements:**

There is an annual registration fee per child. This fee covers curriculum and supplies. To enroll in our center parents must submit the following prior to start:

\*Registration Fee +First week tuition

\*Completed Application

\*Medical and Physical Record

\*Signed agreement



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## **Tuition Policies:**

Tuition is calculated on a weekly rate and based on how many days your child is enrolled to attend. First week's tuition is always due upon admission payable to the front office only.

In order to secure center services on Monday tuition is due the prior Wednesday. A late fee of \$35.00 per day will be assessed until the account is current. No account may exceed one week in arrearage, or your child may be discharged from the program. There is a \$45.00 minimum fee for bad debts and returned checks. These items will be turned over to a collection agency.

**Note:** Children 3 years of age will be charged tuition rate of a two-year-old if not potty trained. The center will provide a tuition statement in January upon request.

## **What Parents Supply:**

Backpack or bag with Breast milk, formula, bottles, diapers, pull ups, small blanket, pacifiers, and a full change of clothes including socks and underwear are to be supplied by the parents.

Weather appropriate attire shall be supplied as needed: swimsuit, light jacket, snow gear- hat, boots, mittens, snow pants and heavy jacket. Children will be permitted outdoor play if the temperature is 35 degrees or above.

**Note:** All items should be labeled. The center will not be responsible for personal toys. Please leave these items at home.

## **Drop-Off/Pick-Up**

Each child must be signed in and out daily. Only authorized adults will be allowed to pick up children from our center. A parent must call Elite Scholars Academy, for any child to leave with an authorized adult. An ID will be required.

Each child is allotted the days and time frame on their contract not to exceed 9 hours at the center per day. A warning will be issued for the first late pick-up; any further late pick-ups will inquire a \$4 per minute late fee and a \$5 per minute late fee if after 6:00 pm. If you are requiring additional time, please see the director.

## **Discounts:**

Military families and families with two or more children at the center will receive a discount.

## **Inclement Weather:**

Elite Scholars Academy will notify parents of any closings or late starts via Fox 2 News, Parent App, and/or Email. Outdoor activities are always as weather permits.



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### **Communication:**

Each month we will have a newsletter, calendar, and menu, for parents to view. A daily report is available for each child. You will find the above information on Posted on Procure.

### **Daily Activities:**

Our day will consist of one or more activities from the curriculum. This will allow children to learn new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

### **Curriculum:**

Our curriculum is designed to develop the whole child. It will include:

- |                              |                          |                         |
|------------------------------|--------------------------|-------------------------|
| *Fine and Gross motor skills | *Communication skills    | *Problem solving skills |
| *Creative expression         | *Safe and healthy habits | *Arts and Crafts        |
| *Music and finger play       | *Listening adventure     | *Poems, books, stories  |
| *Large and small muscle play | *Numbers and counting    | *Letter recognition     |
| * Social development         | *Kindergarten readiness  | *Individual play time   |
| *Weekly themes               | *Computer time           |                         |

**Note:** While we will have a nightly schedule, it will change frequently to meet the needs of each individual child.

### **Nutrition:**

Food for the children in daycare is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet 1/3 of the nutritional requirements, and snacks will include 2 items from the 4 food groups.

### **Rest/Nap:**

Elite Scholars Academy requires all children to have a rest period after lunch. Infants will rest according to their individual schedules in cribs. Children 1-6 will rest or nap on cots. All children are required to bring a blanket, and sheet. Linens will be sent home weekly for cleaning.

### **Diapering:**

At this time Elite Scholars Academy does not provide diapers, wipes, pull-ups, or diaper cream. It is the parent's sole responsibility to ensure your child has enough supplies each day they are in attendance. It is



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also the parent's responsibility to check periodically to see if or when your child needs additional items.



Diapers are checked frequently and changed when required. Diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider and child is performed after each diaper change. Childcare providers are required to wear gloves at each diaper change. The gloves must be changed for every child.

**Note:** Written permission must be given to our staff prior to use of any ointments, medication, or cream in the diaper area.

### **Toilet Training**

At Elite Scholars Academy we are more than happy to encourage potty training as long as the child is ready (in our 2- and 3-years old class). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least four weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

### **Discipline Policy:**

Elite Scholars Academy asks that the parents' partner with us to ensure consistent and positive guidance as discipline issues arise. Our primary disciplinary measures are redirection, apologies, and removal of privileges. We request each parent discuss with the director the guidance that works best with their child.

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words.

The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurting others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

**\*Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.

**\*Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**\*Time to myself:** The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is



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ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

***\*Last Resort:*** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to discontinue care at our facility.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

In an effort to keep every child safe, inappropriate or harmful behavior will not be allowed. First occurrence will receive a warning. If the behavior reoccurs the center will contact the parents.

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training and other forms of physical punishment is PROHIBITED.

### **Property Damage:**

Parents will be held responsible for damage caused by their child's dangerous or negligent behavior.

### **Visitors:**

Elite Scholars Academy welcomes family involvement. Visitors must sign in and out of the facility. We ask that you limit your visit to lunch time, outdoor play, and special events to prevent distractions or abnormal behavior in the classroom. Family members other than the parent must call prior to visiting.

Birthdays are a joyful time for families. Celebrations are welcome; however, all food items *must be store-bought and unopened*.

**Please Note:** Due to Covid-19, we are not allowing anyone in the building at this time. Masks are required in the lobby area.

### **Medications:**

An authorization form must be signed prior to administering any medications. All medications must be brought in, in the original container with instructions for administering it.

If you fail to bring your child's prescribed medication to daycare you will be asked to go home and get it or take the child home and give them the required dosage. We have a



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medication log that you can review at any time to see when your child was given his/her medications.

If a child will be on long term meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files. Only asthma type medications or EpiPens can be kept here to be used when needed.

### **Illness Guidelines:**

Promoting good health and safety is a goal at Elite Scholars Academy. To prevent the spread of childhood diseases and illness, parents are not allowed to bring ill children to the center until they have been symptom free (without meds like Tylenol) or on antibiotics for 48 hours.

If a child becomes ill while in our care, they will be isolated, and the parent will be called immediately. You are required to pick up your child within an hour of being notified of an illness.

We reserve the right to suspend or dismiss your child if you knowingly bring him/her to school ill.

### **Injury:**

Minor injuries will be attended to by the teacher and a report will be sent home. If it is a serious injury the parent will receive a phone call. We will call 911 first for life threatening injuries.

Please note, expenses incurred because of emergency care will be the responsibility of the child's parent.

### **Fire/Tornado drills:**

For fire drills, children will exit the classroom via the designated fire exit doors. We will gather in the restrooms for tornado drills.

### **Photos/Videos:**

Please be advised Elite Scholars Academy takes photographs and videos of children throughout the day as a part of our curriculum, documentation, and other center use. We retain all rights of usage, title and interest in any such materials taken of the children at our facility. We post some the photos online.

### **Withdrawal:**

In the event a child needs to withdraw from our center, parents are required to submit a written notice of intent to withdraw to the center director at a minimum of two weeks in advance. Failure to give proper notification will result in a full tuition for that time period being charged to the credit card on file.





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This agreement summarizes the services to be provided and the fees, which will be charged for these services. By signing the Parent-Provider Contract, the parent(s) agree that all of the policies and procedures of Elite Scholars Academy handbook are understood, legally binding, and agreed upon.

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary phone: \_\_\_\_\_

Email: \_\_\_\_\_

Father's SSN#: \_\_\_\_\_ Mother's SSN#: \_\_\_\_\_

Childcare for: \_\_\_\_\_

will be provided at Elite Scholars Academy. It is agreed that our services will be provided from \_\_am-  
pm to \_\_\_\_\_am-pm for the following days of the week:

M T W T H F S S (please circle days needed).

Elite Scholars Academy requires a credit card be kept on file. If tuition is not paid on Monday, we reserve the right to run the card on file for the amount due.

Elite Scholars Academy also reserves the right to run the card on file if two weeks written notice to withdraw is not given.

Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Parent/Guardian's

Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider's Name \_\_\_\_\_ Date \_\_\_\_\_

Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for allowing us to care for your child

Elite Scholars Academy



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## Tuition Agreement

Parents/Guardians of: \_\_\_\_\_,

Your child's tuition is based on enrollment not attendance (ex: illness, weather, holidays, vacation ...).

This fee is set at \$\_\_\_\_\_per week. Please be advised that tuition is due every **Monday Morning at drop off**. A \$25 late fee will be added to your child's tuition per day until the balance is settled. Overtime fees will be charged at a rate of \$4 per minute and are due at pick up.

Elite Scholars Academy reserves the right to suspend care for children if tuition has not been paid.

If your child is going to be absent, please give us a call so we can plan meals and staff accordingly.

If you choose to disenroll your child for any reason, please be aware that we require a two-week notice. Tuition will be owed regardless of if your child attends or not during those two weeks.

Thank you for your cooperation on this matter,

Parent/Guardian Signature

Date

\_\_\_\_\_  
Elite Scholars Academy Signature

\_\_\_\_\_  
Date