

WHERE EVERY CHILD IS TAUGHT TO ADOPT A WINNING ATTITUDE



# **WINNERS' ACADEMY**

## ***PARENT HANDBOOK***

711 Dogwood Ave. West Hempstead, NY 11552

516-292-5050

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

**WELCOME:**

It is a delight to welcome you to Winners' Academy where every child is believed to be a "winner" and is taught to adopt a "winning attitude from the start". *The mission of Winners' Academy is to foster learning by creating and providing an enriched program which places a strong emphasis on (STEM) Science, Technology, Engineering, and Math. Our goal is to ensure that each child is adequately prepared for the mainstream education.* We do this by providing exceptional care and age-appropriate instruction by caring and professional teachers in a safe and nurturing environment. At Winners' Academy, we believe that each child has his/her own individuality and has the capacity to achieve excellence with the right coaching in the right environment.

Winners' Academy is *a multi-cultural faith based inclusive pre-school.* We place a strong emphasis on Christian values as depicted in the Bible. Some of these values include: respect for authorities and helping one's neighbor. Our primary goal is geared towards helping each child achieve his/her full potential through daily coaching while focusing on each child's strength. We believe that each child has greatness within and is capable of achieving academic excellence.

The purpose of this handbook is to outline the policies and procedures under which we operate. As a parent, you are the heart of our program, and we do maintain an open door policy. Please read this handbook carefully, and feel free to ask us any questions you may have.

**OUR PROGRAM:**

Winners' Academy uses the Pinnacle curriculum which is a "research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle is published in an easy-to-use, reusable format that includes lesson plan guides, activity enrichments, and long range goals linked to key standards." These comprehensive programs are offered for young children ages 2-5 and 6-12 years of age in accordance with New York State learning standards in all subject areas such as reading, writing, math, science, etc. In addition, we offer art, music, exercise/dance and language (Spanish, French & Sign Language). Our goal is to ensure that children feel safe, cared for and welcome when they come to the program. The program nurtures and promotes a child's creativity, self-esteem, independent thinking and physical growth (through indoor and outdoor play). The ultimate goal is to ensure that each child is adequately prepared for mainstream education by age 5.

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**OUR STAFF AT WINNERS' ACADEMY:**

We are a devoted team with certifications/credentials and experience in early childhood development. Our staff members are selected for their experience, warmth, creativity and insight. Staff members are required to attend educational workshops and meetings to further their professional development at winners' academy. All staff members are trained to watch for physical and behavioral indicators of abuse. They are also trained to examine the indicators as part of the overall pattern of the child, not in isolation. Overall Winners' Academy employee's primary focus is the *happiness and well-being* of our students.

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**COMMUNICATION:**

Communication is very important to us. When we accept a new family into our program, we like to be sure that we can share openly any concerns or questions that may arise. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. It is only through parent/teacher interaction that a goal of quality, nurturing care can be achieved. Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. You are encouraged to call us at any time. If you would leave a message on our voice mail, we will call you back before the end of the day, or next business day. In the event a parent has an immediate concern/question, he/she will ask for an emergency conference with the director. Winners' Academy remains committed to ensure parents and children have an exceptional experience. Occasionally, a parent may feel that his/her child's needs are not being met to his/her expectations. A parent may also feel frustrated by a bureaucratic process or program implementation, or even a teacher's attitude or action. We take our parents' concerns very seriously and we are committed to address and resolve any issue being brought up. We do ask, however, that all sensitive matters be discussed in private away from children. Winners' Academy has zero tolerance for staff's disrespect to parents and children or vice versa. There is no use of profane language or verbal aggression towards any of our staff while on premises. ***Winners' Academy reserves the rights to terminate childcare service for any child (children) at its own discretion without notice.***

**Please keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the forms. If you have any questions regarding the completion of these forms, please feel free to ask.**

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**REGISTRATION:**

Winners' Academy is a non-discriminatory program. All children will be evaluated for admission regardless of race, religion, ethnic background or national origin. Your child will be formally registered and scheduled for the days of your choice upon receiving the completed forms. **Upon enrolling your child at Winners' Academy, you are giving us permission to photograph/and or videotape you and your child during daily program activities and other events we may have through the course of the year or any of your guests.** These images will be displayed in the center and used for publication in connection with public relations indefinitely; including promotional use such as brochures, website videos and any other forms of advertisement.

**REGISTRATION FEE:** A Registration fee of \$100.00 (**non-refundable**) is payable when you enroll your child for the first time and every school year thereafter. The school year runs from September 1st-August 31st. Re-registration for the new school year will begin after January 1st for our current families. In order to ensure your days of choice for the new school year, it is advisable to re-register at this time. The registration fee is non-refundable even if your child does not attend. All applicable forms must be filled in their entirety. Parents must ensure that the information provided to our office is accurate. **All applications will be evaluated for admission.**

## **TUITION POLICY:**

- ❖ Tuition increases every year. Parents will be notified in writing within 10-days regarding any tuition increase prior to the increase. Tuition payments are to be made on a monthly or weekly basis. The parent will choose their best option. **PAYMENTS MUST BE MADE IN ADVANCE BEFORE THE SERVICE PERIOD, NOT AT THE END.**
- ❖ Every child attending our program must have a current registration form on file. Parents are responsible for ensuring that the information on file is current. **A non-refundable registration fee of \$100.00 is due upon registration.** Spaces are limited. Unless the registration fee is paid, we can neither guarantee a spot (or any promotional rate whenever available).
- ❖ A late payment fee of \$25.00 will be charged to each account that is not paid in full by Monday for **weekly payments** and by the 1<sup>st</sup> of every month for **monthly payments**.
- ❖ There is a 10% discount for any additional child (sibling only).
- ❖ Service will not be extended to families whose accounts are not paid in full (including any late fees incurred). All late pick up fees are due on the day you are late, not after.
- ❖ **Winners' Academy opens at 7am and closes at 6pm each day (please follow your financial agreement schedule)** If a child is not picked up by the agreement time, the parent/guardian will be charged and must pay immediately, a late pick-up fee of \$1.00 per minute. **Children not picked up by 6:30 will be placed in the custody of law enforcement officials.**
- ❖ If a parent has an extenuating circumstance that causes him/her to be unable to make the tuition payments according to the policies outlined above, he/she must take the responsibility to speak with **the Program Director before payments are due. No one else has the responsibility to make any decision on this matter.**
- ❖ If a parent/guardian would like to withdraw his/her children from the program **he/she must notify Winners' Academy in writing at least 2 weeks before the date of withdrawal.** If the parent/guardian fails to give adequate notice, he/she will be responsible for, and must pay, one month's tuition.
- ❖ New Students must make the initial payment before the student starts attending.
- ❖ A receipt will be issued at the time of payment. **Please file your receipts for proof of payment and tax purposes.** There is an administrative fee of \$15 for tax identification number letter at the time of request. The Tax ID is not given without a letter.
- ❖ **We expect all children to behave properly. Students may be suspended or withdrawn from the Program for the following reasons:**
  - a. Excessive Late Pick-ups
  - b. Discipline Problems
  - c. Nonpayment of Tuition and/or Late Pick-up Fees
  - d. Parents' non-involvement in the child's education or non-compliance with program rules, or any other issue ***deemed*** inappropriate for this establishment by Winners' Academy. **We reserve the right to terminate childcare service at our discretion without notice.**

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**APPLICATION FORM:** *Please list all allergies, special beliefs, or any special circumstances that may help us relate to your child. Please make sure that we are supplied with proper information in case of emergency.*

**ENROLLMENT POLICY:** Your child's attendance is anticipated and the staffing requirements have been met for the benefit of your child. In the event of a change, please notify the office immediately. We can only be as flexible as our enrollment allows us to be. If a pattern of extra days occurs, you will be given a new financial agreement and/or charged accordingly. If you wish to change your days for the summer months (June-August), you will be given a new summer enrollment application form. You will then be financially responsible for only the days for which you are enrolled. Children should be present for class by 9:00am. **PARENTS ARE REQUESTED TO TELEPHONE THE CENTER IF THEIR CHILD WILL ARRIVE LATER THAN 9:00AM.** If your child will be out for the day, please notify the school by 9:00am. Our program runs from September through June. Our Summer Program runs from July through August. All parents must register if their child (children) plans to attend summer camp. **A registration fee of \$250.00 is required for summer camp.** Please note that you may be required to provide references prior to admission.

**SECURITY DEPOSIT:**

In the event a security deposit is required, parents will have to pay one week deposit (equivalent to current market weekly rate) before a child is admitted into the program (refer to your financial agreement). This deposit will be credited toward your last week's tuition as long as you give us two weeks' notice. We say credited because your rates may be higher at termination than when your child was enrolled. If that is the case, you will be billed for the difference for the final months. It is non-refundable if your child does not attend.

**PAYMENT PROCEDURES:**

Monthly payments are due by the 25<sup>th</sup> of every month before service is rendered. A fee of \$25.00 will be charged for payments received after the 1<sup>st</sup>. Weekly payments are due every Friday before the service period. There will be a fee of \$25.00 if payment is not received by Monday. **Payments are requested in cash.** However, money orders/tellers' or personal checks will be accepted. ***If your check is returned, you are responsible to pay returned check fee in the amount of \$40.00.*** There are limited numbers of spaces available. The space that has been reserved for your child cannot be filled on a short-term basis. Therefore, tuition payments are not based on child's attendance. No refunds are given for late arrivals/early departures, or exclusion due to illness. Parents are responsible for paying the full amount for each week or each month.

**LATE POLICY:**

Our center closes at 6:00pm. It is unfair to the teachers and staff to keep them past their scheduled hours. Please adhere to the late policy. There will be a fee of \$1.00 per minute for late pickups (**Please see your financial agreement schedule**). Late payment fee is due at time of pick up on the same day the parent is late. Parents are encouraged to contact the office if they are running late. This allows us to be sure your child is supervised and is aware that you are delayed. In accordance with the licensing

agency's requirement, and to meet the nutritional requirements for children, the maximum number of hours that a child can be under our supervision is 10 hours per day.

**TAXES:**

We will supply you with a year-end summary of all tuition fees paid during the year for tax purposes. This will be given to you upon request. There is an administration fee of \$15.00 for each summary. Tax ID will only be provided with a letter detailing your payment for the year.

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**HEALTH FORM:**

NYS Child Care regulations require that each child has a health form filled out and signed by a physician. You will be asked to provide an updated physical each year and all forms must be kept on file at Winners' Academy. **Lead testing is recommended for your child.** Children with asthma or allergies are required to have an "Action Plan" on file. It is the parents' responsibility to keep us informed of any changes in their child's health. **No child will be admitted without an originally signed medical statement form.**

**AUTHORIZATION FORM:**

Only people listed on this form and those who have signed the agreement form will be able to pick up your child from school. An additional three people other than those who have signed the agreement form are required, as well as phone numbers. Picture ID is required. No person under the age of eighteen (18) may pick up your child. **There are NO exceptions.**

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**ARRIVAL AND DEPARTURE:**

Please send your child dressed in clean uniform for the day. **Please make your goodbye brief** (no more than a couple of minutes). The longer you prolong departure the harder it gets. **Never leave without telling your child goodbye.**

Please be brief at pickup times also. Sometimes, if both a parent and a staff are in the same area (i.e. drop-off, pick-up, parties, etc.) a child may forget the rules or test the boundaries. Please help show your child that you respect us, our rules and our property by reminding them that the same rules apply whether you are around or not. We will also remind them of the rules and correct them if needed. Please be in control of your child during these times. ***Always remember to sign your child in and out.***

Please do not allow your child to run out to your car while you are still inside or on our property. The safety rule is: **"no one goes outside without their parent."**

Our normal procedure is to release the child only to his/her parents or someone the parents have designated. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day if this person is on the list of people who are authorized to pick up your child. **If the person is NOT on that list, we must have written permission to release your child.**

Please inform all emergency contacts, or people designated to pick up your child, that if we do not know them, we will need to ask for photo identification. We do not mean to offend them; this is simply a measure taken for your child's protection. We will not let a child leave without a parent's verbal permission even if that person is listed as one of your designated pickup people.

**If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in file to that effect; otherwise we cannot prevent the non-custodial parent from picking up the child. We must also have the court order document in file.**

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### **SICK POLICY:**

In case of illness, no credit shall be given. In case of extended illness (after one tuition week), please contact our center. You will be liable for tuition for the first week of illness. Upon consecutive days thereafter, no charge will be rendered. However, when tuition is waived, a doctor's statement is required.

You will be asked to pick up your child for the following reasons:

1. If your child's temperature reached 100 degrees or higher.
2. Your child has three diarrhea movements in a two hour span.
3. If your child vomits.
4. Inappropriate behavior has been demonstrated which may cause harm to themselves, other children or staff.

No child will be permitted with contagious diseases. The center will notify you for pick up if staff is suspicious of a contagious disease. The Director may request a doctor's statement noting the child is free from contagious disease and may return to school.

A parent **MUST** keep the child at home if the child has:

- **Impetigo or any rash until it is identified as not being contagious.**
- **Diarrhea, which is a watery or greenish runny bowel movement that looks different and is more frequent than the child's usual stool.**
- **Conjunctivitis or pink eye or any type of contagious eye infection.**
- **Vomiting which is more than the usual spitting up.**
- **A severe cold with fever, sneezing and nose drainage.**
- **With the following contagious diseases the child must be kept away from the program:**
- **Measles**
- **Chicken pox**
- **Mumps**
- **Roseola**
- **Scarlet fever**
- **If a doctor diagnoses an ear or throat infection and places the child on an antibiotic, the child must remain away until he/she has been on the medication for a minimum of 24 hours.**

These guidelines have been established by childcare associations and are quite reasonable. We cannot realistically care for a sick child and give proper care to other children in our groups. These guidelines are also made with the children's best interest in mind.

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**SAFETY MATTERS:**

Winners' Academy is a safe warming place for our children. We are proud to say that we are very cautious to our duties of keeping a safe environment for the children. Some safety features are:

- Inspections by the Nassau County Board of Health
- Monthly Monitored fire Drills
- Locked Doors and Fenced-in on our outdoor playground
- A yearly Physical must be handed in every beginning of the school year
- Every Classroom and hallways are equipped with an electrical plug protector
- All Cabinets are kept locked with a child proof safety lock

**CHILD ABUSE DETECTION AND REPORTING:**

Winners' Academy is a mandatory reporter of child abuse and child neglect. As such, all employees and volunteers of Winners' Academy who come into contact with the children must be trained in all of the following:

- Child abuse and neglect law.
- How to identify children who have been abused or neglected.
- The process for reporting known or suspected cases of child abuse or neglect.

All staff members are trained to watch for physical and behavioral indicators of abuse. They are trained to examine the indicators as part of the overall pattern of the child, not in isolation. This means the employee has a legal obligation to report any suspicion of child abuse—if a child is often covered with bruises, for example—the employee has to report it to the NYS Child Abuse & Maltreatment Register (24hrs. 7 days): (800) 635-1522.

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**SCHOOL HOURS**

Pre-School 9:00 a.m. - 3:00 p.m.

*Extended hours:*

Before School 7:00 a.m. – 9:00 a.m.

After School 3:00 p.m. – 6:00 p.m.

Summer Program July-August 9:00 a.m. – 4:00 p.m.

**INCLEMENT WEATHER/ POWER OUTAGE/SCHOOL CLOSING POLICY:**

Our center is open year round, with the exception of major holidays and high Jewish holidays. In the event of inclement weather such as ice, snow, other storms, power failure, etc., we will evaluate each situation on its individual merit before making a decision to alter our normal business hours. In the event that we decide to close early, cancel transportation, or close for the entire day, we will update our

website, voicemail, and our Facebook page to reflect that. We will make every effort to remain open for working parents. However, if we find it necessary to close, we will not credit or discount tuition fees. We will make our school closing decisions.

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**SUPPLIES (subject to change) :**

Parents are responsible for the following items

- Jumbo size crayons
- Child size safety scissors
- Elmer's non-toxic, white glue
- 1 Marble Notebook
- Parent/Teacher Communication Journal ( **\$5.75 @ Winners Academy**)
- 3 boxes of tissue
- anti-bacterial hand soap,
- Unscented baby wipes
- Complete change of clothing (Extra uniform, underwear, socks, Diapers for children who are being potty trained)
- Sun block (summer camp)
- Blanket for nap time
- Book bag and lunch bag (No plastic bags please).
- **Supplies will remain in the classroom.** Parents will be notified when supplies run low.
- Toys are only allowed for show and tell.
- Label all items.

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**\*HOLIDAY SCHEDULE:**

We will be closed for all statutory holidays and inclement weather. Payments of fees will not vary.

\*\*Please note: Schedule subject to change without further notice.

- Jewish Holidays (to be announced)
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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**BEHAVIOR MANAGEMENT AND DISCIPLINE:**

Our philosophy is that one should use discipline to teach a child. We achieve this through love, consistency and re-direction. Rules are explained to the children frequently so that they know the

guidelines. Once a child understands the rules and disobeys them, hurts others or property, the following appropriate actions will be taken:

- 1) Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
- 2) Redirection: The child is redirected to another activity and given an opportunity to
- 3) Try again at another time.
- 4) Last Resort: When a child's behavior is continually upsetting or dangerous to others, the parent will be called in for a conference. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere.

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### **MEALS:**

Nutritious breakfast and snacks are provided daily. Parents must send lunch for their children. In the event parents forget to send lunch for their child, a cheese sandwich will be offered.

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### **POTTY TRAINING:**

We will be more than happy to help with the potty training provided that it is not done before the child is ready. Parents are asked to initiate the training at home (on vacations or weekends) before starting it in our program. Once training is initiated, parents are to supply several pairs of underwear and changes of clothes or pull-ups.

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### **CLOTHING/UNIFORM:**

Winners' Academy would like to teach our students about personal appearance and how important it is for them to be neat and orderly in how they present themselves. **It is our policy that ALL toddlers, preschooler's and kindergarteners wear uniforms.** Certainly, wearing a uniform is a cost effective way of dressing our students. Each child only needs limited numbers of the uniform items. These items are affordable and usually can be passed on to other family members or other students.

The uniform policy will be vigorously enforced, so parents are strongly encouraged to purchase the uniform items listed. Neatness will be emphasized throughout the day. For example, boys **MUST** always tuck in their shirts with pants. This should help in students' respect for school and learning.

### **BOYS:**

- Long or short sleeved polo shirt – red or yellow
- Pants – navy blue or khaki (shorts for summer)
- Black belt (web or leather)

**GIRLS:**

- Long or short sleeved polo shirt – red or yellow
- Pants, skirts or jumper – navy blue or khaki (shorts for summer)
- Navy blue sweater

**BOYS AND GIRLS:**

- Navy blue or gray sweat pants and shirts for cold days

Note: We require that all personal items be labeled with the child’s name. This can be done easily with a permanent marker. If a child is wearing a short sleeve shirt in the winter, a red long sleeves shirt can be worn underneath the uniform shirt. No other color is acceptable.

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**VALUABLE ITEMS:**

We encourage all parents to refrain from sending children to the center with valuable items. **We are not responsible** for any lost or damaged items such as bracelets, earrings, DS systems, MP3’s, etc.

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**NAPS:**

Children nap on a 2-inch infection control mat or a cot in the children’s classroom. The children nap from 12:00 pm to 2:00 pm Monday through Friday. Parents are to provide blankets for their child. Blankets will be sent home every Friday and to be returned to school on Monday.

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**PETS:**

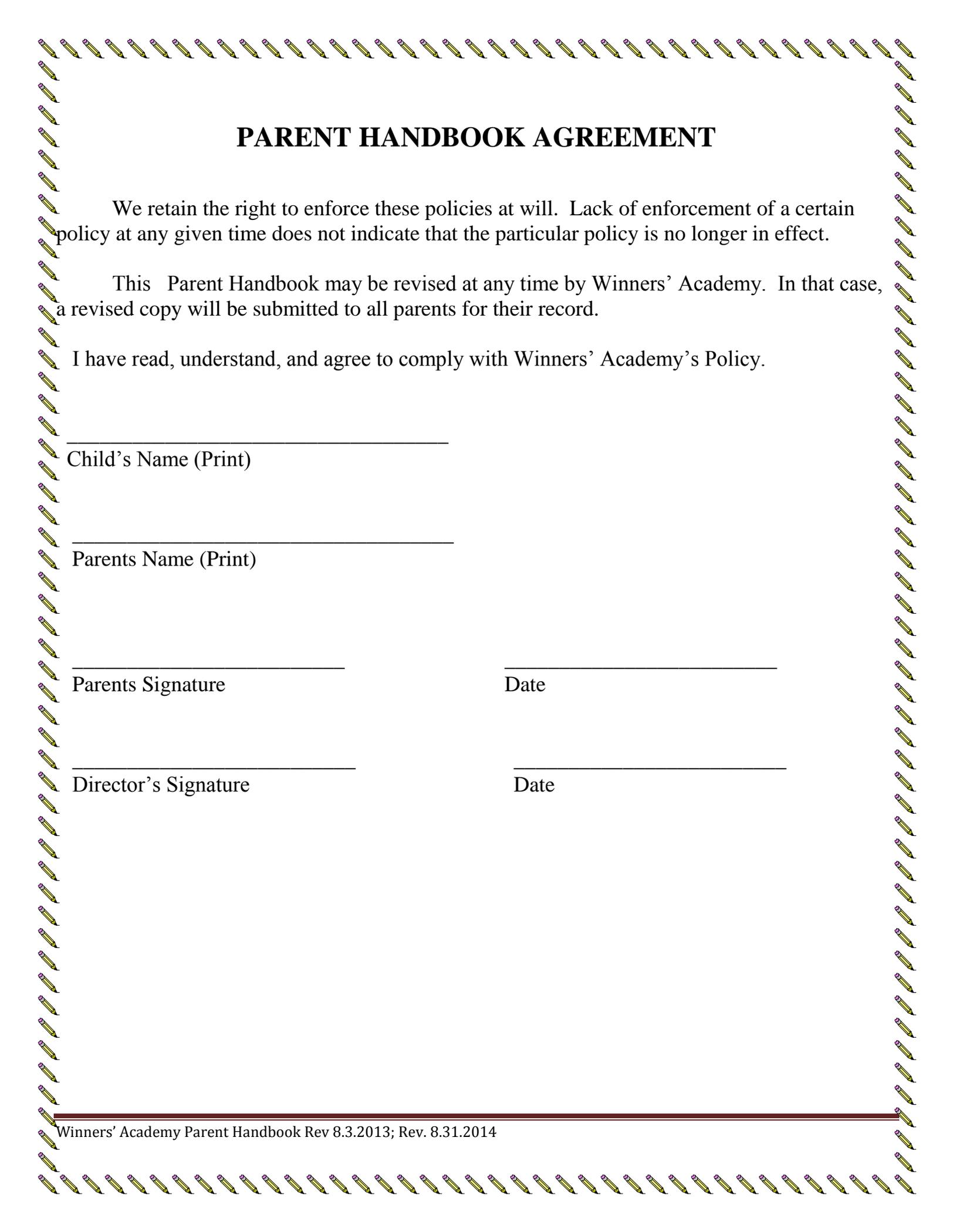
No pets are allowed on premises at any given time.

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**A FINAL NOTE:**

Referrals from parents are one of the biggest compliments we can receive. As a special thank you, we offer families a \$200.00 deduction for each referral that enrolls. Your \$200.00 will be deducted from your monthly fee after the referred child has attended for four weeks.

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# PARENT HANDBOOK AGREEMENT

We retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.

This Parent Handbook may be revised at any time by Winners' Academy. In that case, a revised copy will be submitted to all parents for their record.

I have read, understand, and agree to comply with Winners' Academy's Policy.

\_\_\_\_\_  
Child's Name (Print)

\_\_\_\_\_  
Parents Name (Print)

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Parents Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date