

Elite Preparatory Academy



**2016-2017
Pre-School
Parent / Student Handbook**

Where Learning Exceeds the Outer Limits

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Absences/ Vacations

There will be no refunds, credits, or price adjustments made for days missed due to illness, holidays, or acts of nature. A space has been reserved for each child enrolled in the program that cannot be filled on a short-term basis. Holiday closings are included in the tuition cost. If your child does not attend class for two consecutive weeks without paying tuition, your child will be considered withdrawn from the program, and his/her space will be filled from our waiting list. **Two weeks notice is required if you withdraw your child.** To gain re-entry, the normal registration process must be followed. We can not guarantee that space will be available.

Arrival

For the safety and security of our students, Elite Preparatory Academy utilizes an electronic keypad / fingerprint entry system. This helps to prevent strangers from entering the school unattended. Once enrolled, parents/guardians will be given a code for access into the school during business hours.

Parents/guardians are required to accompany their children to their classrooms and **must sign in /out every day.** For the safety of every child please accompany your child to his/her classroom.

Biting Policy

If your child bites another student twice in one day, you will be contacted to pick your child up immediately. After three incidents, your child will be suspended from school for one day. After 30 days of habitual biting, you will be asked to remove your child from our facility for a total of six months.

Celebrations

This section is to formally inform all guardians about our policy regarding the celebration of holidays. We celebrate all national holidays, which include but are not limited to the following: New Year's Day, Valentine's Day, Mardi Gras, President's Day, St. Patrick's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Halloween, Veteran's Day, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and New Year's Eve. If you wish for your child to not participate in any of these events, please send in written notification to the director or, if you choose, find alternative childcare for these days. However, if you choose for your child to not attend school during these events, tuition will NOT be prorated. NO EXCEPTIONS! In addition, we celebrate our freedom here in America by saluting the flag every morning in reciting the Pledge of Allegiance. If you wish for your child to not participate,

please give written notification to the principal. If any of the eleven following holidays fall on a normal school day, in which we would normally be open, the school will be closed in recognition of these holidays. These eleven holidays are as follows: Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, and Independence Day. Written notification will be posted to remind all parent's that the school will be closed on these days.

Code of Conduct

At EPA we are partnering with families to develop wholesome young learners to instill a quality foundation of lifelong success. Manners and respect are of high importance and will be applied daily. We ask that you work with us to maintain these standards of conduct. Rules have been set in place for the safety and well being of everyone at Elite Prep. All students will be taught these rules and are expected to follow the rules. Repeated behavior problems will be grounds for suspension. We will not permit smoking on the premises, hitting, pushing, biting, kicking, spitting, pinching, or obscene or derogatory language. Respectful treatment of people and property is expected at all times. Willful destruction of property will be charged to the parent.

Communication

Elite Preparatory Academy desires to keep the lines of communication open between the school and parents/guardians. Although conferences are not a routine part of your child's program, both the parent and/or school faculty may request one at any time if the need arises. Please notify the front desk staff and/or your child's homeroom teacher in writing if you wish to arrange a conference. Be sure to include the times that you will be available and a brief description of the reason for the conference.

To further keep you informed, Elite Prep publishes monthly calendars and regular newsletters/memos that highlight special activities and events sponsored by the school. Weekly lesson plans are posted outside each classroom to provide information concerning the current curriculum and themes. Reports of your child's progress are sent home on a quarterly basis to keep you informed about your child's academic development.

Curriculum

Elite Preparatory Academy is keenly interested in the healthy development of our students. We are committed to offering a high-quality program, and our curriculum will help to build a firm foundation for future learning. Our preschool program covers basic skills, pre-math and math skills, life skills, science skills, art, foreign languages, music, ballet, gymnastics, and more! The goal of our curriculum is to challenge each child and introduce him/her to a variety of subjects through the use of developmentally appropriate practices. There is a curriculum fee of \$39.00

per year, per child, unless otherwise stated.

Departure

Upon departure, **parents/guardians are required to sign their child out**; minors are not allowed to sign out in place of an adult for attendance verification reasons. You will also need to collect your child's belongings and check his/her folder for updated information. Your child will only be released to you or to persons whose names are on your emergency information card. No one else is allowed to pick up your child unless we have direct permission from you, either by note or telephone. Identification is required in such instances. Please ensure that all contact information and pick up authorization forms are up to date with current information and phone numbers.

Discipline Policy

After extensive research, redirecting children has proven to be the most effective method of discipline. If a behavioral issue occurs with your child, we will work with him/her in a positive manner to encourage life skills.

The following are the methods used for positive guidance:

- **Redirection:** When a behavioral issue arises, we will sometimes offer alternatives to the child. We may present another toy, suggest a new activity, or encourage independent play in order to redirect the child.
- **Acknowledgement:** At times, negative behavior is a result of a need for attention. The behavior often discontinues when it does not produce the desired effect. Unless safety is involved, we will ignore such behavior.
- **Verbal Intervention:** We will explain to the child why his/her behavior is inappropriate and model the appropriate way to handle the situation.

The following are the steps we will take if the above methods do not resolve the inappropriate behavior:

1. Observation and documentation of the child's behavior and the steps taken to alter the behavior.
2. A conference between parents and staff to determine a specific plan to address the behavior. This plan will include steps to be taken by the staff and the parents/guardians.
3. Consideration of outside resources.
4. Suspension from the program for a period of time.
5. Dismissal from the program if the above procedures are ineffective.

Elite Preparatory Academy may request immediate removal of any child whose behavior creates

a significant risk of harm to the health or safety of other children or staff, without following the procedures outlined above.

The following forms of discipline are not permitted for use by staff members of Elite Prep:

- corporal punishment
- punishing a child for lapses in toileting habits
- withholding food, light, warmth, clothing, or medical care
- ridicule, embarrassment, or humiliation
- physical restraint, other than restraint necessary to protect the child or others from harm

Dress Code

School uniforms are a required part of our program. Students are expected to wear their uniforms every **Monday** and **Friday**. The uniform requirements are as follows:

- Girls: Burgundy Plaid Jumper, White Peter Pan Collar Shirt, Burgundy Sweater Blazer*,
Burgundy Bloomers, Burgundy Knee-High Socks, and Black Dress Shoes.
- Girls Alternative: White Peter Pan Embroidered Shirt, Cross Tie, Burgundy Plaid Skort,
Burgundy Knee-High Socks, and Black Dress Shoes.
- Boys: White Embroidered Collar Shirt, Burgundy Plaid Tie, Burgundy Sweater Blazer*,
Khaki Pants, Black Dress Socks and Black Dress Shoes.

* Sweater blazers are seasonal, but may be required for field trips and/or special events.

Ballet and gymnastics are also a regular part of our program. Therefore, the appropriate attire for these activities is required on the assigned days for your child. On these days, students are to arrive dressed in their dance attire with a change of clothing on top or readily available in their backpack. Dance attire is as follows:

- Girls Gymnastics: Burgundy Leotard (NO Pink Tights or Ballet Shoes)
- Boys Gymnastics: Burgundy Gym Shorts and White Gymnastics T-shirt
- Girls Dance: Burgundy Leotard, Pink Tights, and Ballet Shoes (Ballet Skirt is optional)
- Boys Tae Kwon Do: Tae Kwon Do Uniform and Current Belt Level

We ask that all students wear clothing that is comfortable, seasonally appropriate, and washable. Our program includes extensive development of gross motor skills, so proper shoes and attire are required. Socks are required every day. We recommend keeping a pair of socks in your child's backpack or cubby in case he/she wears sandals or other shoes without socks. While we attempt to protect your child's clothing during the day, children sometimes have accidents. **Each child is required to keep a full change of clothing at school.** Please label all of your child's clothing items, including shoes. **Elite Preparatory Academy cannot be responsible for unmarked**

clothing or uniforms. Our lost and found basket is located near the front desk. Please check it periodically, whether you think you've lost something or not. The last Friday of each month unclaimed items from lost and found will be donated to a charitable organization.

Emergency Evacuation Plan

In the event of a fire or other emergency requiring evacuation of the school, all students and staff of Elite Preparatory Academy will follow the posted Emergency Evacuation Plan. The children will be quickly directed to the nearest emergency exit and encouraged to remain calm. Should it be necessary for us to leave the property, you will be notified of the location as soon as possible.

Enrollment Information

We must receive specific information regarding the care of your child in order to begin the enrollment process for your child. The following forms must be completely filled out, signed, and returned before your child can be accepted for enrollment in the program:

- Emergency Care Authorization
- Florida Certification of Immunization Record (Blue Form)
- Florida Student Health Examination Form (Gold Form)
- DCF Child Care Application for Enrollment Form
- Influenza Virus Form

Parents/guardians are required to keep the school informed of any change in address, telephone numbers, or other pertinent information listed on any of these forms.

Evaluation / Progress Reports

Students in our VPK and Pre-school programs will be evaluated throughout the year to monitor their overall development. Our written evaluations are helpful to both teachers and parents in assessing your child's level of development as it relates to his/her peers. These evaluations are not designed to reflect grades, but merely to act as a communication tool between parents and teachers so that we may work together to enhance your child's strengths and further develop weaker areas. **Please be sure to take the time to review communications that are sent home to you.**

Fees

Before your child begins attending Elite Preparatory Academy, all fees are to be paid in full. These fees include the following: application fee, registration fee, uniform purchase, and curriculum fee. Application and registration fees are non-transferable and non-refundable. **NO EXCEPTIONS!** The registration fees are to be paid annually at the beginning of each new year and is to be paid no later than January 1. Curriculum fees are due at the beginning of the academic school year August 15, 2016.

Hours of Operation

Our hours of operation are from 7:00 am until 6:00 pm, Monday through Friday. Your child is

allowed to remain at our facility for a maximum of ten hours per day. If your child remains at the facility past ten hours a day, additional charges will apply.

Illness Policy

The health and well being of all children attending Elite Preparatory Academy is extremely important to us. It is for the protection of all the children that we must insist on strict adherence to this Health Policy. Please read the illness policy carefully. There are a number of immunizations required by law that your child must receive before entrance into the school. Upon application for enrollment you will be asked to submit your child's current immunization record. You will be informed of any immunizations that will be needed before your child begins the program. If health forms expire, parents or guardians have 30-days to submit the updated forms. If forms are not submitted within 30-days, enrollment will be suspended until the required forms are submitted.

Even with all our precautions, children do get sick and/or hurt. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to the program. This is to ensure that a child does not return to Elite Prep when he/she may be in danger of exposing others to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. Children with the symptoms below may not attend Elite Preparatory Academy. **If a child develops the following symptoms while at school, he/she must be picked up within one hour of receiving notice from Elite Preparatory Academy.** Failure to do so will result in a \$25 per hour fee, as he/she will need one-on-one care in an isolated area. Please have a plan in place should your child need to be picked up unexpectedly. If your child is picked up you must sign the form stating you understand that your child may not return to school until they have been symptom free for 24 hours. Symptoms requiring children to be kept at home or picked up immediately include:

- Diarrhea
- Temperature of 100 degrees or higher when in conjunction with any other signs of illness
- Vomiting
- Conjunctivitis (pink eye or eye infection)
- Head Lice
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Exposed, open lesions
- Unusually dark urine and/or white stool
- Yellowish skin or eyes
- Severe pain or discomfort
- Communicable disease that is still in the contagious stage (ringworm, chickenpox, measles, mumps, flu, strep throat, hepatitis A, impetigo, scabies, or pertussis)
- Any other unusual sign or symptom of illness

Children with these symptoms may not return to Elite Preparatory Academy until they have a doctor's note and they have been symptom-free for 24 hours without medication.

Immunization Procedures

All immunization records need to be kept up-to-date. It is now mandatory for each parent to update all immunization and medical records annually with the doctor. When you schedule your child for a doctor visit, please pick up your child's records the same day so that your child's file can be updated. On average, most children do not suffer adverse reactions to inoculation; however, none of us know whether your child will be the one who does. Therefore, when your child receives his/her shots, he/she may not return to Elite Prep until 24 hours have passed. We recommend scheduling these appointments early in the morning, so that your child can return to school the following day.

Late Pick Up Policy

If a child is left at Elite Preparatory Academy after closing hours, our staff will attempt to make contact with the parents first. If unable to reach them, we will proceed to make contact with the emergency contacts listed in your child's file. If a child is left for an unreasonable length of time and we are unable to locate any authorized person to pick up the child, we are required by law to notify the Department of Children and Family Services. **A late pick up charge of \$10.00 for the first minute and \$1.00 per each additional minute will be due upon arrival to pick up your children.**

Lunches & Snacks

Elite Prep strives to provide a healthy, balanced environment for children. This part of our mission extends to mealtimes as well. We encourage children to eat a well-balanced meal and to drink milk or water with their meals.

Students may purchase lunch from Elite Preparatory Academy for \$2.00 per day, which also includes an afternoon snack. If your child is not purchasing a school lunch, they will need to bring their own lunch and an afternoon snack from home that does not require refrigeration or cooking. In order to keep cold items cold, ice packs are recommended for your child's lunch box. We will reheat meals for a maximum of 30 seconds in the microwave. Please do not send items such as Cup O' noodles, Ramen, frozen dinners of any kind, Easy Mac, etc. with your child as they take too long to prepare. We discourage the consumption of soda and "junk food" at meal times and snacks.

Medical Emergencies

We make every effort to ensure the safety of your child while in our care through both proper supervision and childproofing. Unfortunately, accidents may still occur. Minor injuries, such as bumps or scrapes, will receive the appropriate first aid treatment. In the case of a serious injury or illness, 911 will be called and your child will be transported to the hospital listed on your child's information form. You will be notified immediately. If we cannot reach either parent, we will call the emergency contact listed on your child's information card to make the medical decisions for your child. You or your family insurance is responsible for any costs that may arise from medical treatment, including emergency transportation, if required.

Medication

Medication will no longer be administered for minor colds, fever, etc. In the case of an emergency, when Elite Prep staff is required to administer medication to your child, the medications must be in the original container labeled with your child's first and last name, dosage instructions, and expiration dates. When arriving at school, parents must fill out the medication log, and leave medicine and measuring utensil with the principal. **DO NOT** leave any medication in your child's backpack or cubby hole. Please notify the director with the time of your child's last dose and possible side effects.

NSF Checks

Should your check be returned to us due to insufficient funds, a fee of \$35.00 will be charged. Enrollment will be suspended until full tuition payment and additional fees have been paid. After the second returned check, you will need to pay tuition with cash, money order, credit card or cashiers check for the following six months.

Optional Monthly Activity Fees

Every month you will receive a list of optional monthly activity fees. These are activities that will occur during the month listed. You may choose which activities that you wish for your child to participate in. **All fees are to be paid with CASH only in full by the first day of every month.** Please complete the form, sign and return with full payment to your child's teacher.

Organization

Elite Preparatory Academy is dedicated to introducing your child to the foundations required for life skills. We require our team to maintain as well as enhance their credentials. This allows our team to assist you at the highest quality levels.

Our organizational structure is as follows:

- Owner/Board of Directors
- Director
- Assistant Director
- Educational Staff
- Child Care Staff

We believe in the value of diversity. Each person can enrich our community with their culture, heritage, age, religion, ethnicity, creed, disability, gender, and orientation. We welcome you to our school family.

Parent Involvement

Parents are welcome and encouraged to be a part of their child's everyday learning experiences while here at Elite Prep. You can accomplish this by:

- Working with your child on homework projects
- Providing treats or other items for class parties

- Donating supplies
- Chaperoning field trips
- Volunteering to help with special events.

- Encouraging your child to talk about his/her experiences at school each day
- Keeping us informed about important events that are happening in your child’s life outside of school
- Helping your child to prepare for “show and tell” sessions

By staying involved in the program, you show your child that you value his/her experiences and help to form a stronger working relationship between home and school.

Payments

Our tuition is an annual tuition. However, you may choose to pay monthly in either one payment or multiple post-dated checks for the month with a monthly convenience fee. However, if you sign the annual enrollment agreement, all monthly convenience fees will be waived. If your child withdraws from our program before the annual enrollment agreement expires, you will be invoiced for the monthly convenience fees in which your child was in attendance to the school. Full tuition payments are due each month, regardless of attendance. Cash, checks, money orders, debit and credit cards are all acceptable forms of payments.

Regular Tuition Rate

3 year olds	\$155.00 per week	4 Year Old	\$125.00 per week
VPK Only	FREE	VPK wrap around Care	\$95.00 per week

A late fee will apply if tuition is not received by closing time on the first Monday of the month. The only exception is if your child is absent on Monday. If this is the case, you may pay on Tuesday. If tuition is not paid by closing time on Friday, your child will be subject to suspension from the program.

Personal Belongings

Please do not bring toys from home to Elite Preparatory Academy, as they are disruptive and can easily get lost or damaged. The only exception to this policy is a stuffed animal used for rest time. Occasionally we will ask students to bring an item to school for show & tell purposes. If toys are brought from home, they will be kept in your child’s backpack or cubby. Elite Preparatory Academy will not be responsible for any loss or damage of unauthorized personal items brought into the school.

Release of Damages

The parent/guardian agrees not to hold the owner, employees, or volunteers of Elite Preparatory Academy liable for any injury to, or illness of, you or your child, nor shall we be held responsible for any damage that may occur to you or your child’s property while in the care of

the school.

The staff of Elite Preparatory Academy will do their best to maintain proper health and safety standards in the facility and to ensure proper order. However, in the event your child unintentionally (or willfully) causes damage to any property in the school through destruction or unnecessary roughness, the parent/guardian will be responsible for any and all repair or replacement costs for the item(s).

Rest Time

Children in our care who are under the age of five will be given at least one hour to sleep, as required by Florida law. Rest time gives everyone a much-needed break during the day; therefore, even children who do not sleep will be required to rest quietly during this time. You are required to provide two articles of bedding, a crib sheet and a blanket.

School Closings & Holidays

Elite Preparatory Academy will be closed for the following holidays in the 2016 - 2017 school year. Tuition charges for the weeks that these holidays occur will be the same as if your child were present, since holiday closings are included in your tuition. Closing dates are subject to change with or without written notification.

2016	First Day of School	August 15th
	Labor Day	September 5th
	Columbus Day	October 10th
	Veteran's Day	November 11th
	Thanksgiving	November 21st – 25th
	Christmas Break	December 19th – January 1st
2017	Teacher work Day	January 3rd
	Martin Luther King Day	January 16th
	President's Day	February 20th
	Good Friday	April 14th & April 17th
	Memorial Day	May 29th
	Independence Day	July 4th

School Song

Presidents and steam engines,

We learn it all right here.
Planets in our Solar System,
Galaxies out there.
Learn my ABCs,
It's so easy!
Nothing's stopping me,
It's so fun!
The future starts with us,
So let's go to the Elite Prep Academy!

Security Deposit

A security deposit in the amount of two weeks of your child 's tuition is due upon enrollment. This security deposit is nonrefundable and nontransferable. The security deposit is to be applied to your child's tuition in the event that you do not give a proper two weeks notice for withdraw of your child from our facility. Security Deposits will be waived if you complete the Parent Confidential Information Form.

Solicitation of Services

Elite Preparatory Academy does not authorize, nor take responsibility for any services that Elite Prep employees may provide outside of our facility. Parents of Elite Preparatory Academy students should exercise caution and good judgment when soliciting staff members for outside services such as babysitting, tutoring, or transportation.

Special Events

Birthdays are very important to children of all ages. Parents are encouraged to include the children in their child's homeroom class in their child's celebration. Parties are to be planned with the child 's homeroom teacher at least one week in advance, and should coincide with the class snack time. If providing cupcakes, all cupcakes must be store bought. All food and drinks for the celebration are the responsibility of the parent/guardian and should be carefully chosen. Special hats, napkins, plates, and other "extras" are not necessary to make the celebration a success but are welcome if desired. Any exchange of gifts should be done in a private party setting outside of the school premises. Elite Preparatory Academy is not responsible for transportation to or from privately planned parties, nor may the school be used for such events without the expressed permission of the owner. We have an open policy regarding cultural or religious celebrations and holidays. We ask that you notify us in advance about your plans and be considerate of all the children in the school.

Toilet Training

Potty training is an exciting and challenging time for both children and parents. The most ideal setting for potty training is one-on-one training at home with a parent or guardian for a week or two. However, as this is not possible for many parents, Elite Preparatory Academy has adopted

the following policy to help us work with you as your child approaches this important milestone.

Signs of Readiness: Your child will not begin training at school until he/she can:

- a. recognize that he/she is wet or soiled
- b. pull pants up and down unassisted
- c. display willingness to use the toilet

Frequency: Your child will be helped and encouraged to use the toilet at reasonable intervals (mid-morning, after lunch, after nap, etc.), but we will not take children to the bathroom every hour on the hour. Such behavior does not help children to learn bladder or bowel control.

Clothing: While in training, your child must wear training clothes, meaning:

- a. Clothing that is easy to pull on and off (thick sweatpants or other elastic waist pants/shorts that are loose fitting and absorbent are recommended)
- b. No buttons, snaps, zippers, jumpers, belts, overalls, long shirts/dresses. Your child has enough to master without struggling with clothing.
- c. Please provide at least *four* changes of clothing (including socks), one extra pair of shoes, and *six* pairs of pull-ups each day during the potty training process.

Parent Involvement: We will not attempt to work with your child on potty-training until a good routine has been established at *home* first! We require that your child be acquainted with the potty for at least *two weeks*, and have successfully used the potty at least *three times* during that period.

We are more than willing to work *with* parents on potty training, but the understanding is that it is a *partnership*. Your child cannot be successful if you do not put in the time and effort to train them at home. If you are not emotionally or physically ready to begin potty training with your child, it is best to put it off until you can give it your full attention. Potty training is not easy, but with mom and/or dad's patience, love, humor, and example, it can be a very exciting time.

Tuition Options

You may choose to pay your child's tuition in full, with monthly installments or with weekly post-dated checks. If you choose to pay with monthly installments or weekly post-dated checks, there is a \$30.00 monthly convenience fee. You have the option to waive this monthly convenience fee by signing an annual agreement. With a signed annual agreement, you are stating that your child will be enrolled for a full year, 52 weeks. Please see the Annual Agreement section on page 2 of this handbook.

Video Surveillance

Once you enter into our facility you and your child are on video surveillance. All cameras are recorded and can be accessed for up to one week. If in the event that an incident occurs, the recorded videos can be accessed and copied to a disk for your personal viewing. If anyone

would like to obtain a disk with a specific incident involving your child, please see the principal.

Withdrawal

In the event you choose to withdraw your child for any reason, please notify us in writing two weeks prior to your child's last day. Our withdrawal form is included with this handbook and can also be obtained from our front office or on our website. If you withdraw your child without giving notice, your security deposit will be applied. Please be aware that once your child is withdrawn, we cannot guarantee that space will be available should you choose to return to Elite Preparatory Academy.

Thank you for choosing Elite Preparatory Academy!

Contact Information:

License #: C070R0003

Address: 730 Sand Lake Rd. Suite 146 & 176
Orlando, FL 32809

Phone: 407-855-5811

Fax: 407-730-2953

E-mail: Administration@elitepreparatoryacademy.net

Website: www.elitepreparatoryacademy.net