

INTRODUCTION and WELCOME LETTER

Welcome to Young Leaders Academy. We are honored and privileged that you have chosen our facility for your childcare needs. As parents to four children, we have always envisioned a place that nurtures and teaches the necessary tools to become future leaders in the community. This has motivated us to extensively research and find tested methods that promote this kind of environment for all children. Our center strives to be affordable while preserving the status of a prestigious daycare center.

At Young Leaders Academy, we are committed to providing quality childcare. Young Leaders Academy aims to prepare its students to excel as great leaders of tomorrow by combining an exclusive collegiate-based curriculum tailored specifically for children with enhanced, first class child care services. We incorporate innovative methods of providing care, such as advanced technology programs, after-school tutoring, arts and crafts, dance, and physical fitness, all in one location.

We believe that children are the most precious gift in life. To be trusted with the life of a child is both a serious and a privileged task. We pledge to share this precious gift with all Young Leaders families. We will strive to make everyone's stay with us a wonderful experience. We are proudly family owned and operated. It is important that we foster a professional relationship with our students and families.

NON-DISCRIMINATION POLICY

In providing services to children and their families, Young Leaders Academy does not discriminate on the basis of gender, religion, race, disability, color, cultural values, national origin, political affiliation, marital status or sexual orientation. We will accept and care for children regardless of their backgrounds.

OUR PHILOSOPHY/STAFF QUALIFICATIONS

The staff at Young Leaders Academy consists of a Center Site Director, an Assistant Director, Teachers, Assistant Teachers and High School Aides. All staff meets, and in most cases exceeds, the Department of Early Education and Care requirements for formal education for their respective positions. We have had experience working with young children and their families, as well as EEC approved certification in First Aid and CPR. The staff enjoys and understands how young children learn and grow. We respond with sensitivity to each child's individual needs, desires, and interests.

Our Teachers will encourage curiosity and experimentation. They will incorporate materials that help increase your children's critical thinking and problem-solving skills. Our learning materials include but are not limited to water, blocks, sand, puzzles, dress ups, objects for scientific investigation, Chromebooks, computers, books, musical instruments, art and drawing supplies, and climbing structures with slides. Positive social interaction is encouraged by helping children develop their verbal skills and express their feelings in appropriate ways.

We recognize that each child is an individual as well as a member of a family unit. Strong, viable parent/teacher relationships promote effective communication and participation. The staff works closely with parents for the benefit of the child and includes families in the curriculum and special events.

As an academy, we welcome and encourage parents' participation in all aspects of our program. From sharing important family and cultural information with us, to joining your child for lunch, your support is greatly appreciated.

EDUCATIONAL GOAL

Our curriculum aligns with the Kentucky Early Learning Standards and allows children the opportunity to explore, observe, socialize with other children, problem solve, and experiment in a structured yet choice-based environment. The learning environment encourages children to ask questions, make conclusions, and develop independence. The different types of activities will stimulate a child's cognitive, social, emotional, and physical growth.

We want each child to:

- *Learn to work and play independently, and to have the opportunity to develop positive relationships with his peers and adults.

- *Develop a positive sense of self-esteem. This means fostering a mindset where each child values and believes in himself.

- *Be culturally aware, respect, and appreciate each other's differences.

- *Develop a love for learning, as well as be able to ask questions, do research, and use available resources effectively.

- *Learn that hard work can be overcome by perseverance, determination, and willingness to seek assistance where needed.

- *Feel comfortable with emotion. To be capable of managing feelings of anger, sorrow, fear, and joy in a healthy manner.

CLASS RANGES

Infant (6wks - 12mos)

Younger Toddler (1yr - 2yrs)

Older Toddler (2yrs – 3yrs)

Preschool (3yrs - 5yrs)

School Age (5yrs - 12yrs)

RATES

Rates are payable weekly in advance.

We accept: Cash, Debit Cards, Credit Cards, Money Orders, but NO CHECKS.

Program	Full-time Full Day	Daily Rate
Infants	\$160/week	\$35/day
Younger Toddlers	\$150/week	\$35/day
Older Toddlers	\$140/week	\$35/day
Preschool	\$130/week	\$35/day
School Ages	\$100/week	\$35/day

TUITION TERMS

Payment must be received prior to the first day your child attends. Thereafter, tuition is due at the beginning of each week. When withdrawing your child from Young Leaders Academy, a written two-week notice is required. If no notice is given, you will be required to pay tuition for the additional two weeks.

While we make every attempt to provide quality care and resolve any issues that may arise, should there be an occasion when we feel that you, your child or Young Leaders Academy would be more beneficial ending the enrollment, we reserve the right to cancel our agreement and discontinue services.

- Tuition is based on enrollment NOT attendance. Full payment is required for weekly students even if the child is not in attendance, regardless of absences or closings.
- All 3Cs recipients whether part time or full-time attendees must pay full co-pay regardless of weekly or daily attendance.
- Young Leaders Academy reserves the right to close the center for weather or safety-related reasons.
- All children are required to arrive at the academy before 11 AM.
- After 6:30 PM, pick up time, a \$10/child fee will be charged immediately and a late fee of \$1.00 per minute/per child will be charged until pick up time.
- Parents are required to check each child in and out every day. Children who are not properly checked in will not be covered under our insurance. Children cannot check themselves in/out of the academy.
- If fees are not paid by Wednesday morning at 11:00 AM a \$15.00 late fee will be added.
- If fees are not paid by Friday morning at 11:00 AM an additional \$15 late fee will be added.
- Non-payment of tuition is grounds for immediate dismissal from the academy.
- Children are allowed to stay a maximum of 10 hours per day.

Young Leaders Academy will be open year-round from Monday through Friday for the hours of 6:30AM to 6:30PM.

HOLIDAY CLOSING

Young Leaders Academy will be closed for the following holidays:

- * New Year's Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day
- * Friday following Thanksgiving
- * Christmas Day.

Full tuition will be charged these weeks.

BIRTHDAYS

Parents are encouraged to allow their child to share his/her birthday with the class. The teacher will let you know how many children to prepare for. Only store-bought items may be served. We are not allowed to serve homemade items as this makes it impossible to monitor for dietary restrictions. Parents are also welcome to visit during this time. Our center also provides birthday packages to alleviate the stress and hassle from parents. We offer three types of packages: we have the Basic package for \$150, the Gold for \$250, and the Premium package for \$350. All packages include Birthday cakes, goodies bags for peers as well as emailed photographs from the party. A breakdown of packages will be available at the reception office.

NURSERY SUPPLIES FOR INFANTS

Please pay special attention to your baby's Diaper Bin/Drawer. The teachers will try to help remind you, but it is your responsibility to check daily. No child will be left in our care without a complete set of nursery supplies. These items are for your baby's comfort in your absence. Under no circumstance do we borrow from other children (i.e. diapers, clothing, etc). All items should be labeled with your child's first and last name. Below are the daily needed nursery supplies:

- *Diapers (ample supply for the week)
- *Diaper Wipes
- *Bottles (Prepared and labeled with first & last name and date, we **do not** prepare bottles) **
- *Baby Food, Cereal, or any finger foods you desire given
- *2 Complete changes of clothing including: 2 pairs of shirts, pants, socks, etc.
- *(Remember to label shoes)

*A thermometer

*Diaper bag

CUBBY SUPPLIES FOR TODDLERS AND PRESCHOOL

Remember, it is the **parent's responsibility** to check his child's cubby each day. All cubby articles are essential in the proper care of your child. Therefore, no child will be accepted without a complete set of cubby articles. All items brought in to the center

must be labeled. Young Leaders Academy is not responsible for lost or stolen items of any type. The articles needed are:

*A complete change of clothing (including socks & shoes), multiple sets if your child is potty training.

* Pull-ups (At least five daily)

*Weather appropriate outerwear

*Sleeping bag and pillow

Stuffed animals are prohibited in the center.

ADMISSION REQUIREMENTS

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. Upon arrival at Young Leaders Academy the parent, or adult dropping off the child, must escort the child into the facility and ensure that the provider is aware of their presence.

Forms needed:

*Registration Form

*CACFP Food Program Form

*Birth Certificate

*Parent's Valid Drivers License

*Social Resume

*Parent / Policies and Procedures Handbook

*Tuition Contract

*Kentucky Immunization Record

*Student Health Record Form

*Permission to Administer Medication

*Doctor's Note for Any Known Allergies

*For Infants: Infant Feeding Schedule

ANNUAL ENROLLMENT

A non-refundable enrolment fee of \$50 per Single Child or \$75 per family is due upon enrollment.

Enrollment is open to all children between the ages of 6 weeks and 12 years whose needs can be met by Young Leaders Academy. We encourage parents to visit our center with their children to meet our staff, observe in the classrooms, and obtain enrollment forms.

Upon enrollment you will be required to sign and complete an enrollment agreement stating that you have read, understand, and agree to all of our policies.

CAPACITY

Young Leaders Academy may enroll up to a maximum of 49 Children per day. As of winter 2020 Young Leaders Academy will have an Infants Room, a Toddler Room, two Preschool Rooms, and a School Aged Room.

MEALS and SNACKS

A full-service kitchen is operated on the premises and provides breakfast, morning snacks, lunch, and afternoon snacks. Meals are included in tuition prices. Monthly menus are posted on the bulletin board. All children are served the same meal unless they have dietary restrictions noted by a parent or physician.

Please note our meals and snacks are served on a specific schedule, which must be adhered to. It is very hard to maintain a structured environment when someone arrives late with outside food. We encourage that your child arrives before our scheduled meal time and to not bring in food from outside the center.

For children not eating table food, they must receive their first meal of the day at home. It is simply impossible for our teachers to feed several hungry babies at once while also trying to greet parents, receive children, and tend to the morning routine.

FOOD ALLERGIES/RESTRICTIONS

Many children suffer from food allergies. Food allergies can range from allergies to milk products to severe life-threatening allergic reactions. If your child suffers from any food allergies, please speak to the kitchen manager/dietitian.

OUTSIDE ACTIVITIES

Unless you give instructions in writing to the contrary, every child will participate in all activities of the day, including recess and outside play.

During the warmer months, when sunscreen is needed, we require the following:

- 1) First application must be applied to your child prior to arrival. We will ONLY reapply in the afternoon.
- 2) Sign sunscreen waivers on file to apply the specific type of sunscreen you provide (we require face sticks and spray only)
- 3) Sunscreen to be kept in designated locked boxes (may not be stored in your child's cubby)

All of our playground areas require tennis shoes. Children not wearing tennis shoes will not be allowed on the playground. This is for safety and insurance purposes.

TOYS

We do not allow toys to be brought to school. Only on the days of Show-N-Tell will toys be permitted. Please remember to take these items home at the end of the day. Children in the school age program may bring a toy from home on days when there is no school. However, Young Leaders Academy is not responsible for lost or broken items.

DISCIPLINE

Here at Young Leaders Academy, discipline and guidance centers around respect and responsibility. At no time will a child be subjected to physical punishment, shaming, frightening or humiliating methods, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal. We foster respect for self, others, and materials in developmentally appropriate ways. We use positive guidance when dealing with incidents. Gentle reminders, redirection of negative energy, and using positive reinforcement and encouragement will be the key tools used. We aim to have an open communication with the parents to be consistent when dealing with inappropriate behavior.

EMERGENCY MEDICAL CARE

In the event of an emergency with your child, parents will be called, and First Aid/CPR emergency protocol will be used. EMS/911 will be called as well.

ADMINISTRATION OF MEDICATION

No child will be given any medication; prescription or over-the-counter, unless the parent gives written permission provided by a physician. Permission to Administer Medication forms are to be filled out each time your child will need medicine to be administered. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription

number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy.

ADVERSE REACTIONS TO MEDICATION

Parents will be notified immediately of any adverse reactions to medication.

PARENT NOTIFICATION

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury. These illnesses may require professional medical attention, or may produce symptoms such as elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

COMMUNICABLE DISEASE CHART

The current communicable disease chart of recommendations for exclusion of sick children from the home and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parents of all enrolled children will be notified of the occurrence either by a phone call, posted notice or a written letter.

Ill children may return to care 24 hours **AFTER** symptoms of the illness end, which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications.

EMERGENCY PLANS

The following procedures will be followed in the circumstances listed below:

Fire: Children will be brought to the parking lot with all staff as a first response. If unable to be on the premises, the children will be brought to Bon Air Library and conduct a head count to ensure all children are safely out. The center will call the fire department, the parents, and the Child Care Services within 24 hours.

Severe Weather: Children will be moved into a hallway or interior room away from windows. In case of a tornado, Young Leaders Academy will have the children place their heads between their knees with their backs to the wall. The center will listen to the radio for weather updates.

Loss of Electrical Power: Young Leaders Academy will call the power company to report power loss. If in hot weather, our windows will be opened if possible. In cooler weather, we will put on warmer clothing or get blankets out for the children. Parents will be called if the power

will be out for an extended period of time. Parents will be notified if relocating to nearing libraries such as Bon Air.

Loss of Water: Young Leaders Academy will have bottled water available for drinking purposes. Our academy will call the water department or the plumber depending on water issues. If water will be out for an extended time, we will have water available for hand washing and toileting purposes. Young Leaders Academy will call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: The center will start CPR/First Aid protocol and call 911. Our facility will keep the child calm and comfortable until medical service arrives. Parents will be called to report the injury.

*If any of the above circumstances arise, Young Leaders Academy may seek the assistance of the police department as necessary.

PARENTAL ACCESS

Parents may visit Young Leaders Academy unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the facility or the care of the child will be provided. Parents will be provided daily communication regarding the care of the child, especially with infants, toddlers, and nonverbal children.

CUSTODY

Parents or legal guardians can pick up the child from the center. When in question, non-custodial parents can show legal documentation to be able to pick up the child.

PETS

There will be no pets allowed at Young Leaders Academy.

PROHIBITED SUBSTANCES

No person shall smoke, use tobacco or prohibited substances on the premises.

INFANT SLEEP POSITION PRACTICES

Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back.

All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season.

When an infant can easily turn over onto his stomach, our staff will continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers.

Positioning devices that restrict an infant's movement in the crib will not be used.

REQUIRED REPORTING

Young Leaders Academy is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires us to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

Parent Handbook Agreement

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature	_____	Date	_____
Parent/Guardian Signature	_____	Date	_____
Provider Signature	_____	Date	_____