



FOUNDATIONS SUCCESS ACADEMY

Parent Handbook

**4333 North West Avenue
Fresno, CA 93705
FSAFresno.com**

PARENT HANDBOOK ACKNOWLEDGEMENT

Foundations Success Academy parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at Foundations Success Academy. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the Foundations Success Academy Family.

WHO ARE WE?!

MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

*“We’re empowering a **generation**. By teaching the **LEADERS** of tomorrow, the skills to begin leading **TODAY**.”*

At Foundations Success Academy, we are structured to provide a stimulating, multicultural environment with developmentally appropriate activities for intellectual, emotional, social, and physical growth. Promoting self-reliant young leaders who possess high self-esteem and positive attitudes. These are all attributes that they will carry on into adulthood.

OUR VALUES

To achieve our mission, we will conduct our academy with the following Core Values in mind:

*“We are a **family**. We display **integrity**.*

*We will impact a community, by empowering our **posterity**.”*

We are a family....

Families are an essential component of the program. A competent and active part of their child’s ongoing learning experience. They are not considered consumers but partners in the support of the needs and interests of their child. We encourage parents to participate in project work, special events, and in the program.

We display integrity...

The environment at Foundations Success Academy (its classrooms, common spaces, and play areas) is viewed as a “third teacher.” At Foundations we strive to ensure a community that nurtures lifelong learners. This means that each child will consistently witness honest, strong, caring, relationships, between students, staff, and families.

We will impact a community...

At Foundations we encourage community involvement. We believe that sometimes very important lessons are best taught outside of the classroom. We often host or partake in community outreach projects. All our Foundations family (Staff, children, parents) are encouraged to participate, as this will provide physical, cultural, intellectual, and social experiences.

By empowering our posterity...

Every child is strong, capable, independent, curious, and full of imagination. We empower children to think, question, investigate, explore, and help navigate their journey of learning. These are all skills and abilities that are needed to mold a young child into a successful adult.

HOURS OF OPERATION

Monday 6:30 a.m. to 6:30 p.m.

Tuesday 6:30 a.m. to 6:30 p.m.

Wednesday 6:30 a.m. to 6:30 p.m.

Thursday 6:30 a.m. to 6:30 p.m.

Friday 6:30 a.m. to 6:30 p.m.

Saturday **CLOSED**

Sunday **CLOSED**

Foundations Success Academy

INFANT CLASSROOM (6M -24M) DAILY SCHEDULE

6:30 – 8:00	Early Bird Arrival
8:00 - 8:30	Children Arrive/ Wash Hands/ Free Play
8:30 – 9:00	<i>Breakfast</i>
9:00 – 9:20	Clean-up/Diapers/Free Play
9:30 – 9:45	Learning Circle
9:45 – 10:15	Small Group Activities / Cognitive Groups
10:15 – 10:30	Social Emotional Learning
10:30 – 10:45	Outside time / Gross Motor development
10:45 – 11:00	Clean Up Outside Clothes/Diapers
11:00 – 11:20	Fine Motor Activities
11:20 – 11:50	Free Play/Sensory/Art
11:50 – 12:00	Clean Up/Wash Hands/Sit for Lunch
12:00 – 12:30	Lunch (A.M. – Dismissal)
12:30 – 1:00	Clean-Up/ Diapers/Get Ready for Nap/Story Time
1:00 – 3:00	Nap Time
3:00 – 3:15	Diapers/Clean up Nap Time
3:15 – 3:30	<i>Snack</i>
3:30 – 3:40	Handwashing / Clean up / Get ready for outside
3:45 - 4:15	Fresh Air / Gross Motor / Physical Education
4:20 – 4:45	<i>Afternoon Snack</i>
4:45 – 5:00	Clean – up from snack / manipulative play (P.M.
Dismissal)	

EXTENDED DAY PROGRAM

5:15 – 5:30	Continue Manipulative play / busy bins
5:30 – 5:45	Diapering if needed
5:45 – 6:00	Extended Day Snack
6:00 - 6:30	Extended Day Departure

Foundations Success Academy

TODDLER (18M -36M) CLASSROOM DAILY SCHEDULE

6:30 – 8:00	Early Bird Arrival
8:00 - 8:30	Children Arrive/ Wash Hands/ Free Play
8:30 – 9:00	<i>Breakfast</i>
9:00 – 9:20	Clean-up/Diapers / Potty Time
9:20 – 9:45	Structured Free Play
9:45 – 10:00	Learning Circle
10:00 – 10:15	Small Group Activities / Cognitive Groups
10:15 – 10:35	Outside Time/Gross Motor
10:35 – 10:45	Clean Up Outside Clothes / Diapers/ Potty Time
10:45 – 11:00	Social Emotional Learning
11:00 – 11:20	Small Group Activities / Cognitive Groups - Math - Language - Fine motor
11:20 – 11:50	Free Play/Sensory/Art
11:50 – 12:00	Clean Up/Wash Hands/Sit for Lunch /Diaper / Potty time
12:00 – 12:30	Lunch (A.M. – Dismissal)
12:30 – 1:00	Clean-Up/Get Ready for Nap/Story Time
1:00 – 3:00	Nap Time
3:00 – 3:15	Diapers/Clean up Nap Time
3:15 – 3:30	<i>Snack</i>
3:30 – 3:40	Handwashing / Clean up / Get ready for outside
3:45 - 4:15	Outside Time / Gross Motor
4:15 – 4:30	Physical Education
4:30 – 4:45	Daily Review
4:45 – 5:00	Clean – up from snack / manipulative play (P.M. Dismissal)

EXTENDED DAY PROGRAM

5:00 – 5:30	Continue Manipulative play / busy bins
5:30 – 5:45	Diapering if needed
5:45 – 6:00	Extended Day Snack
6:00 - 6:30	Extended Day Departure

Foundations Success Academy
INTERMEDIATE PRESCHOOL (36m-48m) CLASSROOM
DAILY SCHEDULE

6:30 – 8:00	Early Bird Arrival
8:00 - 8:30	Children Arrive/ Wash Hands/ Free Play
8:30 – 9:00	<i>Breakfast</i>
9:00 – 9:20	Clean-up/Diapers / Potty Time
9:20 – 9:40	Social Emotional Learning
9:40 – 10:10	Outside/Gross Motor
10:00 – 10:15	Handwashing
10:15 – 10:35	Learning circle
10:35 – 10:55	Small Group Activities / Cognitive Groups - Math - Language - Fine motor
10:45 – 11:00	Clean up
11:00 – 11:20	Free Play/Art/Sensory Bin Open
11:20 – 11:30	Clean Up/Wash Hands/Sit for Lunch /Diaper / Potty time
11:30 – 11:50	<i>Lunch</i>
11:50 – 12:00	Wash up after lunch
12:00 – 12:30	Outdoor exploration (A.M. – Dismissal)
12:30 – 1:00	Clean-Up/Get Ready for Nap/Story Time
1:00 – 3:00	Nap Time
3:00 – 3:15	Diapers/Clean up Nap Time
3:15 – 3:30	<i>Snack</i>
3:30 – 3:40	Handwashing / Clean up / Get ready for outside
3:45 - 4:00	Outside Time / Gross Motor
4:00 – 4:30	Physical Education
4:30 – 5:00	manipulative play (P.M. Dismissal)
	EXTENDED DAY PROGRAM
5:00 – 5:30	Continue Manipulative play / busy bins
5:30 – 5:45	Diapering if needed
5:45 – 6:00	Extended Day Snack
6:00 - 6:30	Extended Day Departure

Foundations Success Academy
PRESCHOOL (36m- entering kindergarten) CLASSROOM DAILY
SCHEDULE

6:30 – 7:00	Early Bird Arrival
7:00 - 8:30	Children Arrive/ Wash Hands/ Free Play
8:30 – 9:00	<i>Breakfast</i>
9:00 – 9:20	Clean-up/Diapers / Potty Time
9:20 – 9:40	Outside/Gross Motor
9:40 – 9:55	Handwashing / Transition
9:55 – 10:15	Social Emotional Learning
10:15 – 10:35	Learning circle
10:35 – 10:55	Small Group Activities / Cognitive Groups
	- Math
	- Language
	- Fine motor
10:45 – 11:00	Clean up
11:00 – 11:20	Free Play/Art/Sensory Bin Open
11:20 – 11:30	Clean Up/Wash Hands/Sit for Lunch /Diaper / Potty time
11:30 – 11:50	<i>Lunch</i>
11:50 – 12:00	Wash up after lunch
12:00 – 12:30	Physical Education
12:30 – 1:00	Outdoor Exploration
1:00 – 1:15	Washup / Potty / Prepare for naptime
1:15 - 1:30	Storytime
1:30 – 3:00	Nap Time
3:00 – 3:15	Clean up Nap Time
3:15 – 3:30	<i>Snack</i>
3:30 – 3:40	Handwashing / Clean up / Get ready for outside
3:40 – 4:00	Physical Education
4:00 - 4:30	Outside Time / Gross Motor
4:30 – 5:00	manipulative play (P.M. Dismissal)

**This is a very
disciplined classroom.
A child's transition
into this classroom is
based upon age,
maturity, behavior,
and being fully potty**

EXTENDED DAY PROGRAM

5:00 – 5:30	Continue Manipulative play / busy bins
5:30 – 5:45	Diapering if needed
5:45 – 6:00	Extended Day Snack
6:00 - 6:30	Extended Day Departure

RIGHTS OF THE LICENSING AGENCY

Childcare centers in California are required to be licensed by the Community Care Licensing Division of the State Department of Social Services. All programs must meet the regulations specified in Title 22 of the California Administrative Code, which is based on the Health and Safety Code

101200 INSPECTION AUTHORITY OF THE DEPARTMENT

(a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.

(1) Health and Safety Code Section 1596.852 provides:

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

(2) Health and Safety Code Section 1596.853 provides in part:

(a) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing

(b) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the

licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter.

(c) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint, except where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

(d)

(1) Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours of a finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under Section 8210 of the Education Code for that jurisdiction

A LOOK INTO OUR PROGRAM

WHAT WE DO AND WHAT WE BELIEVE

Foundations Success Academy is a Childcare center that provides childcare and preschool services for infants, toddlers, and Preschoolers between the ages of 6 months and 6 years (or prior to their enrollment into kindergarten.) At Foundations Success Academy, we believe in meeting the needs of the Whole Child. The whole child approach means making certain that the student is healthy, safe, supported, engaged, and challenged. The children enrolled at Foundations will participate in innovating academic experiences, invigorating physical development, while engaging in a curriculum that is abundantly integrated with Social-emotional learning. At Foundations Success Academy we not only take immense pride in the care and education that we will provide our student's, but we also take pride in the relationship that we will develop with the surrounding community. Our scholastic calendar is filled with a plethora of community outreach service opportunities. We believe that we can better serve the families that we care for, by helping to improve the communities they live in. Staff members, alongside our families, will voluntarily host events such as mommy and me classes, Saturday sports, community feedings, community coat drives, and other community service events. This will allow our families to impact their communities while allowing their children the opportunity to develop an empathy and understanding for those around them.

THE ROLE OF THE FAMILIES

Families are an essential component of the program. A competent and active part of their child's ongoing learning experience. They are not considered consumers but partners in the support of the needs and interests of their child. We encourage parents to participate in project work, special events, and our community outreach.

THE ROLE OF THE TEACHER

Teachers, program leaders and children are partners in learning. By listening, observing, and documenting children's work, we are equipped to guide and support each child's learning and enrichment experience.

THE ROLE OF THE ENVIRONMENT

The environment at Foundations Success Academy (its classrooms, common spaces, and play areas) is viewed as a "third teacher." At Foundations we strive to ensure a community that nurtures lifelong learners. This means that each child will consistently witness strong caring relationships between students, staff, and families.

DESCRIPTION OF AGE GROUPS

INFANTS

This age group begins at 6 months to 24 months old.

THE INFANT ROOM IS A SHOE FREE ENVIRONMENT

With infants commonly on the floor, we want to provide a clean, safe, and healthy environment in this room. We practice a "shoe free" policy in this room. We ask that all adults who enter the infant room, please remove their shoes, or slip a pair of shoe covers over their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet. The infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible. In the infant classroom, we follow a wonderful daily flow. No matter what your babies individual sleeping and eating schedule is, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle, sensory exploration, and creative art. We also enjoy learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, shapes, and other manipulatives. We love learning about our weekly themes like shapes, colors, animals, and people. Our little ones are always nurtured, cuddled, loved, and adored.

TODDLERS

This age group begins at 18 months to 36 months old.

In the toddler classroom, we explore anything and everything we possibly can. Our little one's love wandering around the classroom learning through their senses. Our toddlers have a wonderful daily schedule of group time, outdoor exploration, meals, snacks, naptime, and playtime. During our group time we read books about transportation, family, and kindness. We talk about our day, how we feel and what it means to be together in our classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes consist of exploring our homes, families, pets, and animals. We develop awareness of movement, body position, creativity, and imagination while engaging in music and movement. Our toddlers love to dance, sing, and play. We encourage them to explore the world around them and learn something from everything. Socialization is especially important to our toddlers as they begin to share, use their manners, and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month, and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! In this age group, in collaboration with the parents, we begin to potty train. Students routinely visit the restroom as a group. It is our goal to have every child in this class completely potty trained by 36 months. Each child must be fully potty trained before their promotion into the preschool classroom.

PRESCHOOL AND PRE-K

**This age group starts at 3 years – 6 years old
(prior to entering Kindergarten)**

To transition to this group, the student must be fully potty trained. In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn

how to work together and how to conquer objectives by ourselves. We enjoy writing our names, exploring phonics, and learning to read. We enjoy extreme science projects that make us say “WOW!” and we dive into our sensory bin which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor skills. This age group helps to prepare our students for kindergarten. Our little ones are well on their way to a successful journey into the older ages!

INFANT CARE AND SUPERVISION

Each infant shall be constantly supervised and under direct visual observation and supervision by a Foundations Success Academy Staff member. The infant schedule has been developed, maintained and implemented to ensure the provision of indoor and outdoor activities designed to meet the need of the infant

INFANT NEEDS AND SERVICES PLAN

Prior to each infant’s first day at the center, the infant director or academy director shall complete a needs and services plan for each infant. Such plan shall be completed with the assistance of infants parent/guardian during a personal interview. The parent/guardian shall sign the plan to verify that he/she participated in preparing it.

The needs and services plan shall be in writing and shall include:

- An individual feeding plan
- Infants up to 12 months of age shall have an individual infant sleeping plan (LIC 9227)
- Infant shall have an individual toilet-training plan, if applicable
- Any services needed by the infant that are different from those provided by the center’s normal program shall be included in the needs and services plan.

This shall include but is not limited to:

Any special exercises for infants with physical disabilities.

- The program will not swaddle Infants

- Infants may not have bottles while in their crib.

The parent/guardian shall be provided with a copy of the needs and services plan and any subsequent updates. The needs and services plan shall be included in the infant's file and shall be made available to the Department of Social Services for review. The written needs and services plan shall be updated at least quarterly, or as often as necessary to assure its accuracy. All modifications shall be made with the assistance of the infant's parent/guardian. All infant needs and services plan modifications must be signed, dated, and collated with all of the infant's needs and services plans that preceded it. [CCC 101419.2]

SPECIAL CARE AND SUPERVISION

Inclusive childcare can be beneficial, both for the child with a special need and for the other children in care. Facilitating interactions and play between children who are differently abled, can be rewarding for all students.

Foundations Success Academy will make any and attempt to accommodate all children in need of care.

SPECIAL NEEDS AND SERVICES PLAN

Prior to a child's first day at the center, the Infant Director or Academy Director shall complete a needs and services plan. Such plan shall be completed with the assistance of the parent/guardian during a personal interview. The parent/guardian shall sign the plan to verify that he/she participated in preparing it.

The needs and services plan shall be in writing and shall include:

- An individual feeding plan
- Sleeping plan
- Student shall have an individual toilet-training plan, if applicable
- Any services needed by the student that are different from those provided by the center's normal program shall be included in the needs and services plan.

This shall include but is not limited to:

Any special physical exercises

The parent/guardian shall be provided with a copy of the needs and services plan and any subsequent updates. The needs and services plan shall be included in the student's file and shall be made available to the Department of Social Services for review. The written needs and services plan shall be updated at least quarterly, or as often as necessary to assure its accuracy. All modifications shall be made with the assistance of the parent/guardian. All needs and services plan modifications must be signed, dated, and collated with all of the needs and services plans that preceded it.

REST AND RELAXATION

All infants shall be given the opportunity to sleep without distraction or disturbance from other activities at the center whenever the infant desires. Infants nap each day according to their own schedules. Toddlers and preschoolers nap according to Foundations Success Academy's daily classroom schedule. We provide cribs and cots for all of the children to rest. During the rest and relaxation period toddlers and preschoolers are not permitted to roam throughout the classroom. Children are required to remain on their cots, quietly for the duration of the rest and relaxation period. Children are never forced to nap. Talking during this time is discouraged. Children can utilize this time to relax quietly or look at a book.

During naptime, group sizes for all ages are strictly adhered to. When all children in a group are sleeping a teacher-child ratio of one teacher supervising 24 napping children is permitted provided that the remaining teachers necessary to meet the overall ratio specified are immediately available at the center.

** An aide who is 18 years of age or older, and who meets the requirements, may supervise 24 napping children in place of a teacher if the specific conditions are met.*

SEE CCC 101416.5

SAFE SLEEP PLAN

Sleeping infants shall be directly observed by sight and sound at all times. This shall include when the infants are going to sleep, are sleeping, or are in the process of waking up. Staff shall physically check on sleeping infants every 15 minutes and document the following:

- Labored breathing
- Signs of distress, which includes but is not limited to flushed skin color, increase in body temperature, and restlessness
- Infants up to 12 months of age who are sleeping in a position other than on their back
 - If the infant's sleep plan does not have Section C (Infant's Ability to roll) completed, staff shall return the infant to their back for sleeping.
- If staff observes labored breathing or signs of distress, staff shall obtain emergency medical treatment and immediately notify the infant's parent/guardian.

An infant safe sleep log shall be maintained daily to include the date, infant's name, time of each 15 minute sleep check, and the initials of staff person who conducted each check.

CHILDREN'S PERSONAL RIGHTS

Foundations Success Academy shall ensure that each child is rendered the following personal rights:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating,

sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

- To be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.
- Not to be placed in any restraining device. Postural supports may be used as specified in Section 101223.1.
- To receive or reject medical care, or health-related services, except for minors for whom a guardian, conservator or other legal authority has been appointed.

MAINTAINING A SAFE AND HEALTHY ENVIRONMENT

SUPERVISION

General Supervision

- At least two employees at least 18 years old must be present at each Foundations Success Academy licensed premise whenever children are present.
- Children must be supervised by sight and sound at all times.
- Infants (birth to 18 months old) - 1:3 adult-child ratio, 1:18 teacher-child ratio.
- Toddlers (18 months to 36 months old) - 1:4 adult-child ratio, 1:16 teacher-child ratio
- Preschool (36 months to enrollment in kindergarten) - 1:8 adult-child ratio, 1:24 teacher-child ratio.
- During naptime, group sizes for all ages are strictly adhered to. When all children in a group are sleeping a teacher-child ratio of one teacher supervising 24 napping children is permitted provided that the remaining teachers necessary to meet the overall ratio specified are immediately available at the center.

** An aide who is 18 years of age or older, and who meets the requirements, may supervise 24 napping children in place of a teacher if the specific conditions are met.*

SEE CCC 101416.5

- When a child on a playground needs to use the bathroom, an employee must accompany the child and take enough children so that required ratios are maintained on the playground and in the bathroom.
- Children are never allowed to move between indoor and outdoor play areas by themselves.
- Employees must strategically position themselves to be near high risk areas such as climbers, slides, swings, and water play areas.
- Employees must count children before and after each transition and regularly between transitions to ensure that all children are accounted for.
- The lead teacher will assign and reassign counting responsibilities as needed.
- All employees are responsible for assessing the environment for opportunities to improve visibility and hearing of children's activities.
- When a child or children use the bathroom, adequate employees must always be present and the same ratios that apply to the classroom also apply to the toileting area. Special Considerations for Preschool and School-age Programs
- Employees must be aware of children's presence in the bathroom and must maintain an appropriate level of supervision while maintaining the children's privacy.
- Whenever groups of children of two (2) age categories are commingled and the younger age group exceeds fifty percent (50%) of the total number of children present, the ratios for the entire group must meet the ratios required for the younger age group. If the younger age group does not exceed fifty percent (50%) of the total number of the children present, the teacher-child and adult-child ratios shall be computed separately for each group
- The licensee may include the child care center director in the teacher-child ratio when the director is actually engaged in teaching a group of children.

******Fieldtrips and Activities outside Foundations Success Academy pose additional hazards to children. An effort should be made to gain an adult-child ratio of at least 1:6 this can be made possible by the use of adult volunteers.***

TRANSPORTATION

Foundations Success Academy does not provide transportation to and/or from home, schools, or any other facilities. Foundations Success Academy owns and operates a 15 passenger van. This van is used to transport a maximum of 13 children to and from fieldtrips. Our van is also used in the case of an emergency evacuation. Our van is fully insured with the appropriate insurance required by the state. Any individual who operates our vehicle possess the appropriate licenses required by the state of California to legally operate the motor vehicle. Our van receives regular maintenance and inspections to ensure that it is in the very best working condition when transporting children. With the acceptance of an emergency, no children under the age of 3 years of age will be allowed to attend any fieldtrips that occur off site. All children that are permitted to attend fieldtrips will require written permission from their parent/guardian prior to the date of the event. During travel, children will be properly secured in their seats by the use of the seatbelt. In compliance with California state laws, each child will be properly secured in booster seats that are provided by Foundations Success Academy.

OUR CURRICULUM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development. At Foundations Success Academy we endeavor to create a learning environment that inspires growth during every second of every day. We provide our students with a developmentally appropriate curriculum that is based on California State Preschool standards. The National Association for the Education of Young Children or NAEYC, promotes a curriculum that optimizes each child's development and learning through a strengths-based, play-based approach to joyful, engaged learning. This defines a "developmentally appropriate curriculum" or "developmentally appropriate practice." We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our

students interests and what grabs their attention. We try our best to accommodate every child's individual cognitive and developmental skills, while encouraging and inspiring them towards growth and progress.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling represent meaningful learning opportunities. Each experience incorporates early literacy concepts and handwriting. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities develop knowledge of the alphabets, handwriting abilities, phonological awareness, vocabulary, and narrative skills.

COGNITIVE DEVELOPMENT: SCIENCE, MATH AND SOCIAL STUDIES

Cognitive development means how children explore, think, create answers, and figure things out. It is the development of knowledge, skills, and problem solving, which help children to think about and understand the world around them.

Math

With early math skills, all children learn the basic concepts of numbers, counting, sorting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers. Once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop inquiry skills and an understanding of scientific concepts. IN Science, children use their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are natural scientists. They are eager and curious to explore their world around them. At Foundations Success Academy our job is to nurture their curiosity by providing the opportunity to explore both inside and outside of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. It then moves beyond the school into the neighborhood and around the world. Here at Foundations Success Academy, we explore diverse cultures, places, foods, music, and backgrounds of beautiful people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

SOCIAL EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their peers. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, physically interacting with peers, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in the child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true for all. In the classroom the child uses scissors, colors, plays with manipulatives, and draws pictures to assist with developing their fine motor skills.

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, at home and in the community. These larger muscle groups allow children to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world. It is extremely beneficial to provide children with opportunities for sensory play. Here at Foundations Success Academy, the student participates in activities that allow them to explore several types of materials, and enhance their senses like music and dance games, and sensory bin exploration. This also includes playing with a variety of materials that require the child to smell, feel and/or taste.

ART, MUSIC, DANCE AND CREATIVE EXPRESSION

At Foundations Success Academy we encourage and provide opportunities for our students to explore creative expression through art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses. It allows them to explore their imagination, sense of movement, rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to various kinds of art media, music, culture, and dance. The arts allow students to dive into different forms of artistic expression

ADMISSIONS PROCESS

The admissions process include:

1. An initial Tour of Foundations Success Academy
2. Parent Interview
3. Submission of Application
4. Submission of Registration fee
5. Admissions Decision
6. Submission of tuition fees (non-refundable)
7. 30 day probationary period
8. Parent Interview – to discuss withdrawal or retention of services
9. Withdrawal or Continued education and care

Admission is granted without regard to a child's race, color, creed, religion, national origin, gender, or special needs; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, sexual orientation, pregnancy or special needs. Parents can apply for enrollment of their child in Foundations Success Academy by completing the Admissions Application and paying the registration fee. The Registration Fee and tuition are nonrefundable. Initial enrollment is contingent upon receipt of the completed admissions application, signed admissions and fee agreement, registration fee, two-week tuition deposit and signed Parent Handbook receipt. In addition, all children must have a health form prepared by the child's physician on record that documents a physical examination within the previous 12 months, as well as up-to-date immunizations.

ADMISSIONS REQUIRMENTS

All admissions requirements must be met prior to the student's first day of care. Admission at Foundations Success Academy is open to children from ages 6 months to 6 years, or prior to their enrollment into Kindergarten.

Services provided upon admission include:

- *(6 months – 24 months)* Developmentally appropriate learning to promote the development of fine motor skills, gross motor skills, cognitive development, nutritional meals, and childcare.
- *(18 months – 36months)* Developmentally appropriate learning to promote the development of fine motor skills, gross motor skills, cognitive development, social emotional skills, nutritional meals, and childcare.
- *(36 months – 6 years)* Developmentally appropriate learning to promote the development of fine motor skills, gross motor skills, cognitive development, social emotional skills, nutritional meals, and childcare.
- ***Each child enrolled in our full day program is allotted 10 hours of care per day. If your child exceeds 10 hours of care on any given day, an additional fee will be charged for the additional time.***

Optional Services:

Periodically Foundations Success Academy offers optional services. These services are generally provided for the enjoyment of the student and to provide leisure time for the parents. Parent's who opt to engage in optional services may deliver their child to Foundations Success Academy, depart, and return at their appointed time. These services are usually two to three hours long, promoted prior to the date, and are provided at a fee that is charged separately from the monthly tuition fee. Examples of these service include: Parent's night out, holiday nights, New Year's Eve celebrations, movie nights, etc. Foundations Success Academy also offers early bird drop off. This service allows parents to drop off children 30 minutes earlier than our 7a.m. drop off time, is provided at an additional fee, and is made available upon request. We also offer an extended stay service. These services are utilized by children who require more than 10 hours of care per day. This service is provided at an additional fee and is made available upon request.

ADMISSIONS POLICY

Foundations Success Academy seeks students and families who are a great fit for our program and our involved, diverse, and inclusive community. The main consideration during the admissions process are whether the student will thrive in our program and whether the parents/guardians are seeking the type of educational community we have created at Foundations Success Academy. In addition, we keep in mind these factors: student learning styles; racial/ethnic diversity; socioeconomic diversity; and family structure. The learning and social-emotional needs of current students are considered.

We view each admission decision as a collective decision, involving input from you as a parent/guardian, Foundations' faculty, and your child's physician.

Admissions Decision

Only candidates who have completed all the admission requirements are considered. The school will render one of the decisions below.

Accepted

Foundations Success Academy believes that we are an appropriated educational/care match for the student and the parent/guardians and has available placement for your child. Parent's/guardians agree to admissions, a daily attendance schedule and start date are established.

Waitlisted

Foundations Success Academy believes that we are an appropriated educational/care match for the student and the parent/guardians, but placement is currently not available. The waitlist is comprised of qualified candidates available to fill an opening. Waitlists are developed on a "first come first served" basis. When an opening occurs in a program, Foundations Success Academy will extend an enrollment offer. Applications placed on the waitlist must be updated annually.

Non-Accept

A “*non-accept*” decision indicates that at this particular time the Academy has determined that Foundations Success Academy is not the appropriate match for the student or family.

ADMISSIONS REQUIRMENTS

Admission at Foundations Success Academy is open to children from ages 6 months to 6 years, or prior to their enrollment into Kindergarten. Admission is granted without regard to a child’s race, color, creed, religion, national origin, gender, or special needs; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, sexual orientation, pregnancy or special needs. Parents can apply for enrollment of their child in Foundations Success Academy by completing the Admissions Application and paying the Application Fee and the first two weeks of tuition. The Application Fee and tuition are nonrefundable. Initial enrollment is contingent upon receipt of the completed admissions application, signed admissions and fee agreement, registration fee, two-week tuition deposit and signed Parent Handbook receipt. In addition, all children must have a health form prepared by the child’s physician on record that documents a physical examination within the previous 12 months, as well as up-to-date immunizations. The Admissions Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Foundations Success Academy reserves the right to dismiss any parent or child at any time with or without cause. All children must be enrolled for a minimum of three half days or two full days per week. There must be two emergency numbers on file that we may call in the event that your child becomes ill and you are unreachable. Emergency contacts must have the ability to transport the children if necessary. Parents are required to notify Foundations Success Academy immediately should any of the information collected at the time of enrollment or any time thereafter change. Upon your child’s acceptance into Foundations Success Academy, a copy of your signed admissions agreement will be given to you.

REGISTRATION DOCUMENTS

The following forms must be received to complete your child's registration:

- ☐ Enrollment Application
- ☐ Signed admissions agreement
- ☐ Parents must purchase a khaki bottom to go along with the school issued uniform shirt
- ☐ Appropriate documentation from childcare subsidy office (Notice of Action confirming your child's start date and naming Foundations Success Academy as your child's provider)
- ☐ First Two weeks Tuition payment (For families that do not receive a childcare subsidy)
- ☐ Needs and Services Plan (For infants and children with special needs)
- ☐ Infant Sleeping Plan – For all children under 2 years of age (LIC 9227)
- ☐ Child's Medical Information and Form
- ☐ Child's Immunization records
- ☐ Child's Birth Certificate
- ☐ Parent Contact Information Form
- ☐ Sign Notification of Parents Rights form (LIC 995)
- ☐ Personal Rights Form (LIC 613 A)
- ☐ Identification an Emergency Information form (LIC 700)
- ☐ Consent for emergency medical treatment form (LIC 627)
- ☐ Child's Preadmission Health History – Parent Report (LIC702)
- ☐ Physician's Report – Child Care Centers (LIC 701)
(Medical Assessment requirement, including TB skin testing if indicated by the child's physician) CCCC 101220, 10218.1(1)(4)

ENROLLMENT FEES

- \$50 Annual Registration fee
- \$25 Annual enrichment fee (enrichment fees are for sensory activities, S.T.R.E.A.M. activities, and other expenses relating to extracurricular activities throughout the year)
- \$25 Summer Program fee (for children ages 2 years and older.)

SIBLING ENROLLMENT PROGRAM

At Foundations Success Academy the siblings of enrolled students are given priority into the school but are not guaranteed placement.

WAITLIST INFORMATION

To join Foundations Success Academy's waitlist, parents/guardians must complete a waitlist application. A fee of \$25 is due when you complete your waitlist application. This initial \$25 fee

is applied to the child's registration fee when a spot becomes available. Leaving a remainder of \$25 due on or before you child's start date.

ANNUAL REGISTRATION FEE

Foundations Success Academy requires a reoccurring \$50 per child annual registration fee. Due on the first of March annually. This confirms your child's spot for each school year. Parents/guardians can opt to pay their child's annual registration fee of the course of 12 months. This would be \$4.25 per month per child for the duration of 12 month.

ITEMS TO BRING ON THE FIRST DAY OF SCHOOL

Your child must have the following on their first day of school

- ☐ You child should be wearing a pair of closed toed indoor shoes
- ☐ Extra set of clothes brought in a Ziplock bag
- ☐ Proper outdoor wear
- ☐ Diaper and wipes if required
- ☐ Pacifier if needed

UPDATING FORMS FOR YOUR CHILD'S FILE

Foundations Success Academy requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all school forms are current and updated. Administration has the right to not allow the student into the school if any forms are missing from their file after 2 notices from administration. Physical Examination - children admitted to the Foundations Success Academy must be examined by a licensed physician and have a signed examination indicating the date of the exam. Yearly updates on exams are needed for all children, as well as documentation of updated immunizations.

PAYMENT POLICIES

Foundations Success Academy offers a 2-day, 3 days, and 5-day program. After you have established your child's schedule, any desired changes must be made with approval from the director. Adding days to your current program, and or switching the day of the week your child attends, depends on our current space availability. Adding enrollment days to your child's schedule may also lead to increased tuition.

ADDED DAILY RATE

Foundations Success Academy allows for occasional request for your child to add a day. This depends on space availability and with a 72-hour prior approval notice from the director. Our daily drop-in rate will apply. If you need a permanent schedule change, please notify the director.

TUITION FEES

Upon enrollment you will enter a contract with Foundations Success Academy. The contract states the days and hours your child may be at Foundations, as well as your tuition fees, and pay schedule. Your enrollment contract is binding and can only altered with approval and signatures from parents and an authorized staff of Foundations Success Academy. Fees can be paid bi-weekly or monthly. Foundations Success Academy only accepts electronic payments, money orders or cashier's checks. Personal checks are not accepted.

*** Please note that your child's tuition fees are separate from their annual registration, optional service fees, and enrichment fees.**

PAYMENT SCHEDULE

Foundations Success Academy has a strict prepayment policy. You will receive an invoice informing you of you tuition fee due dates. All tuitions fees are prepaid on the Friday

preceding your desired week of care. This means that if payment is not received, your child will not be permitted to be in attendance. Lenience to this policy may be allotted under exceptional circumstances. Repeated incidents could result in termination of childcare services.

SUBSIDIZED CARE

Foundations Success Academy accepts childcare subsidies. Parents will be responsible for full payments until authorization from the issuing subsidy agency is received. If you are assigned a parent fee/co-pay, you will have the option of paying it all at the beginning of the month or making biweekly payments during the month preceding the desired month of care. (*Example:* You may make bi-weekly payments in the month of July for your parent fee that is due in August.) If at any time your childcare subsidy is discontinued, parents will be responsible for full tuition as of the date the assistance ended.

FIELD TRIP FEE

Here at Foundations Success Academy, we pride ourselves with providing your child with hands on innovative experiences. These experiences are sometimes experienced outside of our facility. Parents are informed well in advance about any occasions that require taking your child away from the facility. If a fieldtrip fee is necessary, the parents will be informed and will have the option of rather or not they would like their child to participate. Permission slips will be sent out and any necessary field trip fees must be paid upon submission of the permission slip.

CONVENIENCE FEE

All tuition fees are prepaid on the Friday preceding the dates on which you would like to utilize care. This means that if payment is not received, your child will not be permitted to be in attendance. Lenience to

this policy may be allotted under exceptional circumstances. If lenience is granted, you may accrue a convenience fee. The convenience fee is a set fees charged by Foundations Success Academy for the processing of payments that were not made by the close of business on the Friday prior to your desired week of care. Repeated incidents could result in termination of childcare services. A payment plan should be discussed with the office if a family is having trouble making tuition payments.

PAYMENTS THAT ARE RETURNED

All payments rejected due to insufficient funds will be charged a \$25 penalty. Missed payments and late fees must be paid within 72 hours of notification of returned payment. Repeated incidents could result in termination of childcare services. A payment plan should be discussed with the office if a family is having trouble making tuition payments.

EVALUATION OF TUITION RATES

If Foundations Success Academy deems it necessary to make changes in tuition rate, all parent's will be notified a minimum of 30 days in advance. This allows our families time to adjust to the changes in prices and to contact administration with any questions or concerns.

NO REFUND POLICY

Foundations Success Academy does not offer tuition refunds. Families may be granted 2 tuition rollover days if a written absence excuse is submitted. Rollover days must be used the week proceeding the excused absence. If the rollover days are not used by the Friday of the week that immediately follows the excused absence, the rollover days will be forfeited.

EXTENDED ABSENCE

If a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period of time, a fee of 25% of the monthly tuition must be paid each month the child is absent. More than 2 consecutive weeks of nonpayment and no contact with Foundations Success Academy could result in termination of enrollment. If possible, notify the director at least 2 weeks before an extended absence. Please note that unscheduled vacations do not fall under extended absences.

VACATIONS

Families who choose to remove their child from the school for more than 3 weeks, must pay 60% of the child's tuition to reserve their current spot. Each family who attends Foundations Success Academy full-time for at least 6 months and are current with payments will receive 1 week of vacation per calendar year. Please note that vacation days are per family, not per child. Any vacation days not used by December 31 of each year will expire. Vacation days may not be used on a paid holiday. Please provide Foundations Success Academy with a 2 week notice when you wish to use vacation days. Requests to use vacation days must be provided in writing.

LATE PICK-UP CHARGE

A \$1 late pick-up fee occurs every minute the family is late. All late fees must be paid within one week of the incident. Repeated incidents could result in termination of childcare services.

HOLIDAYS

Foundations Success Academy is closed for the following holidays.

Paid Holidays (staff paid)

Foundations Success Academy will be closed in observance of the following holidays:

- New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day.
- And up to 5 Professional Development days per year

If the holiday falls on a weekend day, Foundations Success Academy will close during the week. For example, if New Year's Day falls on a Saturday, Foundations may close on Friday or Monday. Families will be given notice in the event of additional closings. Paid Holidays and Professional development days are essential to ensuring the highest quality care and education for your child.

WEATHER POLICY

Extremely harsh weather here in Fresno, California is a rarity. However, if Fresno should ever experience weather that would make it unsafe for staff to travel the facility, Foundations Success Academy may be forced to close temporarily. Please note that **NO DISCOUNTS, REFUNDS, OR CREDITS WILL BE GIVEN FOR HARSH WEATHER DAYS.** Please understand that we have absolutely no control over mother nature. The owner/director of the school will monitor local news to address when the school must close early or cancel operations for that day and the parents will be notified through email or a direct phone call.

WITHDRAWAL AND DISCHARGE POLICY

WITHDRAWING FROM THE CENTER

If you wish to withdraw your child from Foundations Success Academy, a two-week, written notice is required. This notice may not be submitted via email. All written withdrawals must be submitted in person. For liability reasons, we are unable to accept verbal notices of withdrawal. The written withdrawal allows the academy to properly document and record the notice. If you fail to provide a 2-week notice, this will result in the issuance of a final invoice for the fees that are the equivalent to 2 weeks of tuition, plus any outstanding fees.

DISCHARGE POLICY

Foundations Success Academy has a 30-day probationary period. Children learn through several unique styles of teaching. Upon enrollment, the student's parents, or the director may find that Foundations' daily schedule, structure, or curriculum may not be a good fit for the child. Both Foundations and/or the parent has the right to terminate a child's enrollment under specific circumstances. These include any child who after many attempts does not progress in their behavior and whose behavior is affecting their peers. This also includes any child whose needs

cannot be met by the school's philosophies. Many attempts to help the child thrive in our environment will be made prior to reaching any conclusions for discharge. These include observation notes, therapy referrals and tactics to be used at home and onsite at the academy.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes, with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents, and administration. At the parents expense, Foundations is willing to collaborate with a Behavior therapist and consultants as support when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The academy and its staff reserve the right to determine any disputed factual matters regarding to enrollment.

FOUNDATIONS FOR DISCHARGE AND TERMINATION OF SERVICE

Foundations Success Academy may terminate the enrollment of a child if the child's needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the Center. Parents will be notified of the reasons for termination and conditions for reenrollment (if any), in writing, a minimum of two weeks prior to the termination date. However, if the reason for termination is serious, termination can be immediate. A parent may contact the Academy Director if there are concerns regarding the Academy's decision to terminate enrollment. Ground for termination include, but are not limited to:

- Reoccurrence of late payments
- Reoccurrence of returned payments
- Extended absence without prior notice and excusable reasoning
- Reoccurrence of Late pick-ups
- Any child whose needs cannot be met by the Academy's philosophies.

- Disciplinary issues that are not resolved, may determine that we are not an appropriate fit for your child
- A child causing bodily harm or posing a threat to another child
- A child causing bodily harm or posing a threat to an adult
- A parent causing bodily harm or posing a threat to a child
- A parent causing bodily harm or posing a threat to another adult
- Unwillingness to adhere to the policies and procedures set in place by Foundations Success Academy
- Any reasoning that is factually determined to be cause for termination.
- Causing distance with our neighbors
- Ignoring our Noise Disturbance Policy

ARRIVAL AND DEPARTURE

NOISE DISTURBANCE POLICY

Foundations Success Academy works diligently to develop and maintain a great rapport with all of our neighbors. For this very reason, we ask that parents refrain from entering and/exiting the parking lot with excessively loud music. When this occurs, not only does it disturb our neighbors, but it can also disturb the students while napping or learning. This policy is strictly enforced and failure to adhere to this policy may result in termination of your child's care.

SIGN IN / SIGN OUT PROCEDURE

Parent Sign-in / sign out are used to accurately reflect the days and hours that a child is in care. This information is used for billing purposes. This information is also used to accurately notate the number of children within the Academy at any given time. This information is extremely vital in the case of an emergency.

- On the attendance sheets provide, Parent/Guardian must document the accurate arrival and departure time, and sign their complete legal name. Do not initial.
- Please note that a child is still considered "in care," even if the parent/guardian is present but has not signed him/her out.

- If a child is out (for sick or other reason,) simply writing ‘*OUT*’ for the day is not sufficient. Specific reason for the absence must be noted.

ARRIVAL PROCEDURE

Parent’s must walk their child into the Academy Lobby. The parent must sign the child in and out every day. After the child is signed in, a teacher or director will escort them to their classroom or appropriate area. Parents must make sure that a teacher is aware of their child’s presence before leaving. After sign-in, parents of infants will be asked to escort their child to their classroom.

Drop off time is between 7am and 9 am. Our curriculum implementation begins promptly at 9:00 am. If your schedule requires you to drop you child off after 9a.m., please understand that they may miss vital portions of the lessons. If they are not able to fully participate in the lessons, they may not have the opportunity to obtain the full benefits of our program.

Children are not permitted to bring any personal belongings into the Academy. This includes, but is not limited to, toys, foods, backpacks, jewelry (except for earrings or religious adornments.) Only outerwear such as sweaters, jackets, gloves, and other items that are provided to protect your child from the elements will be permitted. All outerwear must display a label that allows Foundations Staff to identify whom it belongs to. If you provide your child with a snack prior to arriving to Foundations Success Academy, your child must finish their snack before entering the building. This rule is strictly enforced to make the transfer from parent to staff member a peaceful transfer. This same rule is strictly enforced concerning toys and other objects, please refrain from allowing your child to enter the building with any of the previously stated prohibited outside belongs. This will also assist with a smoother transfer from parent to staff.

SPECIAL INSTRUCTION DAY

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in writing and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

"HANDLE WITH CARE"

Foundations Success Academy was founded by parents for parents. We understand that situations may arise in life that we have absolutely no control over. These situations may effect our little ones. If your family is experiencing difficulties at home, and your child is coming to school after a difficult night, morning, or weekend, please write "HANDLE WITH CARE," when signing them in. This will let us know that you child may need extra time, patience, sleep, or help during the day.

DEPARTURE PROCEDURE

You have a contracted pick-up time. As a courtesy, if you plan to pick up your child earlier, please notify administration at least 1 hour prior. This allows us to prepare your child for pickup, with a minimal disruption to their class. Upon picking up your child, you are responsible to grab their belongings.

PICK UP AUTHORIZATION

For safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

Pick Up Authorization Process:

- Parents/guardians must inform Foundations Success Academy (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The “Authorized Pick-Up Person” *must be at least 18 years old* and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

ALTERNATIVE FAMILY MEMBER PICK UP

In the case of an alternate family member pick-up, a parent/guardian must notify us of their consent for an alternate family member to remove the child from the premises. The parent/guardian must provide Foundations Success Academy with the alternate family member’s full name as listed on their Photo I.D. The alternate pick up person must present a photo I.D. before the child can be released to them. A picture of the alternate pick up person’s I.D. must be scanned and added to the child’s report. If the ID does not match, Foundations will not be able to release the child to the individual.

If your child requires an alternative family member pickup, this must be communicated to Foundations Success Academy in Advance. In the case of an emergency, the parent/guardian may phone Foundations to add an alternative family member for pickup.

When calling in to add an alternative family member the Foundations Staff must:

- Confirm the identity of the individual requesting that a child be picked up by an alternative family member
- Document reason for request
- Document the name of the alternative family member
- If available, the parent/guardian must forward a photo of the alternative pick up person’s I.D. that will be presented when picking up the child.

GENERAL EMPLOYEE INFORMATION

STAFFING AT FOUNDATIONS SUCCESS ACADEMY

Foundations Success Academy always provides enough staff, for the capacity of each classroom. The student to teacher ratios that have been set in place by the State of California are always followed. A detailed staffing plan is maintained. For this reason, it is especially important that all families adhere to their arrival and departure schedules. Failure to adhere to the schedule could hinder student to teacher ratios.

WHAT MAKES OUR STAFF SPECIAL?

Our staff are able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- ☐ Emotional maturity when working with children.
- ☐ Cooperation with the purposes and services of the program.
- ☐ Respect for children and adults.
- ☐ Flexibility, understanding and patience.
- ☐ Physical and mental health that do not interfere with childcare responsibilities.
- ☐ Good personal hygiene.
- ☐ Frequent interaction with children.
- ☐ Listening skills, availability, and responsiveness to children.
- ☐ Sensitivity to children's socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and capabilities.
- ☐ Use of positive discipline and guidance techniques; and
- ☐ Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation, and other activities.

YUMMY, IT IS TIME TO EAT!

PREPARATION OF FOOD

Foundations Success Academy will provide all enrolled children with nutritious meals and snacks. These nutritious meals will be prepared by our hospitality staff. Our hospitality staff holds a valid food handler certificate and is fully trained on proper food preparation, food storage, and food service. All meals are prepared on-site and served to children during their scheduled lunch and/ or snack period.

MENUS

At Foundation Success Academy, children are provided nutritious meals and snacks. All menus and meals times are established according to the nutritional guidelines set forth by the Child and Adult Food Program. All food menus are posted in the kitchen, in the Lobby of the Academy, and in the Director's office. You may request a copy to take home if you would like. A copy can be electronically sent to you as well. Children will be encouraged to sample all foods that are offered but will never be forced to eat.

WATER AND MEALTIME FLUIDS

Drinking water is always freely available to all children at Foundations Success Academy.

Foundations Success Academy will provide milk to the students for breakfast and lunch. Water will be served with snack.

CHILDREN WITH SPECIAL DIETS

If a student has allergy or dietary restrictions, please inform the school immediately. Parents/guardians must notify administration in writing. This information will be kept in the

child's file. This information is also posted in Foundations Success Academy's classroom for all staff to be aware.

Depending on the seriousness of the allergy parents may be asked to have a Food Allergy Information form complete by the child's physician.

If Foundations Success Academy's is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parent and administration. Potentially hazardous and perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food and will not be shared with other children. These special meals will not be shared with other students, and it is the parent's responsibility to ensure the student has food at the school every day.

FEEDING TUBES

Children with feeding tubes are typically considered children with disabilities and are therefore covered by the Americans with Disabilities Act. *Daycares and childcare centers must accept children with disabilities as long as they do not pose a threat to other children, and the provider can accommodate the child without a fundamental alteration to the program.*

Foundations Success Academy is willing to make "reasonable accommodations" to ensure the success of all children enrolled. Please be informed that "reasonable accommodations" do not include adjustments to the classroom's child/teacher ratio.

Foundations Success Academy does not receive federal funding to hire a nurse or an aide to administer tube feedings to children. Providing a nurse for this procedure would be considered a "fundamental alteration" of our program. Unfortunately, we are not able to make those alterations at this time. However, if you provide a nurse/aide funded by Medicaid or another source, we will not turn down your child simply because he/she has a feeding tube.

FOOD FROM HOME

Children who do not have a need for a special diet will not be allowed to bring outside foods into the school. This rule will be strictly enforced to ensure that no foods are taken into the classrooms. If your child arrives to the school with food, you will be asked to accompany them outside or in your vehicle to allow them to finish their food. This helps to reduce the risk of inviting unwanted pests and to ensure a smoother transition from parent to staff.

SCHOOL CELEBRATIONS

Foundations Success Academy loves to celebrate your little one during the school day! We celebrate student's birthdays as a school wide event on the last Friday of every Month. YES, WE PARTY EVERY MONTH! Reminders will be sent out to inform parents of the upcoming parties. Parents/guardians are encouraged to bring snacks on the last Friday of their child's birthday month. Parents/guardians must confirm this with administration one week prior to the celebration to go over any allergy restrictions the school has, and the amount needed to satisfy their child's classrooms capacity.

GENERAL SCHOOL POLICIES

SMOKING POLICY

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Foundations Success Academy. Parents/guardians who smoke are strongly encouraged to not do so prior to picking up their child from school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking prior to arriving to school.

ALCOHOL POLICY

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and/or any other toxic substance, the school may refuse the release of the child and the school will contact another authorized person to come and collect

the child, explaining the circumstances. In some cases, an incident of this nature could lead to a referral to our governing bodies and a call to social services.

CHILD NEGLECT AND ABUSE

All Foundations Success Academy employees are screened by the appropriate law enforcement agency using the California states background system. Adults will never be alone with children on premises unless they can be observed by others. All staff or volunteers are to NEVER physically, verbally, or emotionally abuse or punish children.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

SOCIAL MEDIA

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other Communication Apps.

Upon enrolling a child into the center, all parents/guardians must complete the social media consent form. This form is used as parent's approval to allow their child to be seen on our social media platforms.

This includes, but is not limited to, any promotional ads and advertisements as well.

Foundations' teachers are not permitted to share photos of Foundations' students on their personal social media page. However, teachers, parents, family member, and friends are permitted to share any of Foundations' social media posts containing students on their personal pages.

CONFIDENTIALITY

Foundations Success Academy maintains **confidentiality** on a “need to know” basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

HAZARDOUS ITEMS

Foundations Success Academy has clear guidelines on the identification, use and storage of any harmful or hazardous items and objects. This policy aims to protect the employee, children, families, and visitors from the risks associated with chemical products, medicines, and other hazardous items.

BITING

Biting is unfortunately not unexpected behavior for the younger aged. Some children communicate through this behavior. However, biting can be harmful to other children and to staff. As a school, we understand that biting, may unfortunately occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. The incident will be properly document and place in the child’s records.

Please note, many measures will be taken to help the student. If the biting persists and all effort to resolve this issue have been exhausted, the school has the right to discharge the student.

POTTY TRAINING

Foundations Success Academy believes there are two steps to potty training or toilet learning. These stages are:

1. Toilet trained: This is the first stage towards becoming toilet learned or potty trained. The child can use the toilet BUT it is the adult who initiates the bathroom visit by scheduling numerous bathroom visits throughout the day and putting the child on the toilet. At this stage, the child often needs assistance with the whole toileting process, and this includes pulling pants up and down. Accidents occur frequently in this stage.
2. Toilet learned (learning) or potty training: The child is not only capable of using the toilet BUT has the developmental ability to express the need to go (both urine and bowel movement). In this stage, the child will demonstrate all or most of the readiness signs as listed below. Accidents occur, but very infrequently in this stage.

Verbal Stages of Potty-Training Readiness:

1. Basic verbal skills – the child is able to speak in three-to-four-word sentences.
2. The child tells you when he or she has wet his/her diaper (recognizes he or she is wet).
3. The child tells you when he or she is wetting his/her diaper (recognizes the sensation of wetting a diaper).
4. The child tells you that he or she needs to go to the bathroom (can control self and go to use the toilet).

Physical and Psychological Signs of Potty-Training Readiness:

1. Child stays dry for a long time – able to hold their urine or bowel movements.
2. Has bowel movements at regular times. The child chooses when to have a bowel movement.
3. Adult can recognize when the child is having a bowel movement.
4. The child can undress and pull up their own clothing/pants.

5. Child initiates using the restroom and asks to wear underwear. This is also a sign of wanting to be independent, which is especially important.
6. Emotionally ready and open to learning.
7. Can follow three to four step instructions. This is critical to learning to pee, wipe, flush, and wash hands.

Potty training should be a positive experience for everyone involved. It should only take a brief period of time when your child is truly ready. Problems arise when adults (parents and caregivers) do not pay attention to the child's lack of readiness. There is no right or wrong age to potty train a child. It should only be determined on an individual basis, much like learning to walk. No two children will potty train in exactly the same time frame or even in the same manner.

It is the belief of Foundations Success Academy that potty training or toilet learning should begin at home with the child's parents or caregivers and at a time when there are not a lot of changes in the child's life. Life must be fairly stress free during this time for the child. We will assist your child in becoming potty trained once the signs of readiness have been observed by the parents, as well as the classroom teacher.

We request that the following guidelines are followed when children are potty training or wearing underwear at school:

1. Your child **MUST** wear loose fitting clothing that are easy for the child to pull up or down.
2. **NO** overalls, pants that require the use of a belt, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.
3. A change of clothing, underwear, and socks shall be kept in your child's classroom in case of accidents. Parents will be reminded to change out the clothes when the weather changes.
4. Bring an extra pair of shoes if available. These can get wet too.
5. Training pants (the thick 5-layer underwear) if available.

6. Please inform your child's teacher if you prefer your male child to sit or stand while going to the restroom. This really should be determined right from the beginning of the potty-training process. It is recommended that boys first learn to sit and pee in the potty and once they are consistent then they can be taught to stand and go. This will also lessen problems with learning to put bowel movements in the toilet and will also avoid constipation issues.
7. Keep a small supply of Pull-Ups available at school until the child has shown naptime dryness for a two-week period. Your child will be in a Pull-Up during naptime until he or she has shown that they can stay dry for that time.
8. We do not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon. Your child's teacher will place them in a plastic bag and will put them in your child's cubby.

If your child is of age to enroll in the Preschool Class, please note that they must be potty trained before being enrolled in this classroom.

TRANSITIONING A STUDENT TO THE NEXT AGE/ABILITY GROUP

Student's will transition to the next age/ability group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur in conjunction with the start of the nearby school districts new school year, which is in September. However, some transitions may be able to occur during the school year if a space becomes open.

Foundations Success Academy's transitioning schedule is based upon how the students reacts to their new environment. The Academy director will develop a plan of action outlining the steps and measures to be taken when transitioning students from the infant room to the toddler room, and from the toddler room to the preschool room. This is to make certain that each child comfortably transitions and acclimates to their new classroom. A new plan of action must be

developed, discussed with, and signed by the child's parent/guardian prior to each transition. This documentation must be kept within the child's file.

Parents will be notified of the students' progress. We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

SCREENS AND MEDIA

The use of visual media shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine.

The director must approve all videos, and all screen time must be related to educational programming developed by Foundations Success Academy

ATTIRE FOR CHILDREN

It is especially important that your child wears clothing that is easy to manage and safe for the activities they will be participating in while at school. Please dress your child in simple, comfortable clothing that is washable. Please remember, when choosing their clothing, children paint, glue and participate in large movement daily. Children must also be dressed appropriately for the weather. Children must wear comfortable shoes that are closed toed. No flip flops allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's cubby, in case of emergency. All clothing items must be labeled with the child's name. The school is not responsible for any lost or damaged clothing items.

SPECIAL EVENTS

Foundations Success Academy hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email, 3 weeks prior to the event. Please note, alcohol and smoking are prohibited.

Your participation is strongly encouraged. Your participation in these events bring a sense of community to our school!

DISCIPLINARY POLICY

Foundations Success Academy uses praise and positive reinforcement as effective methods of behavior management. When children receive positive feedback, they develop problem solving abilities, self-discipline strategies, and a stronger sense of self love. Based on this belief, Foundations uses a positive approach to discipline. The goal of discipline is to help children to develop self-control; therefore, it is necessary for children to understand rules and the reasons for them, and to understand the consequences of their own actions. Preventing problems is essential to good discipline.

WHAT WE DO!

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment in a manner that prevents problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.
- Comfort children through the physical expression of their emotions
(Example: excusing themselves to the quiet corner, tears of frustration, etc.)

WHAT WE DO NOT DO!

- Inflict corporal punishment in any manner upon a child which includes any physical force to the body.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary problem occurs, a conference will be scheduled with the teachers of the classroom and the students' parents. Observations, accident reports and other important documentation relating to the events will be presented. An agreed upon plan of action will be discussed and put in place for the child.

Foundations Success Academy will exhaust all efforts to resolve any disciplinary problems. After the implementation of all efforts are made, if the disciplinary issues are not resolved, Foundations Success Academy may determine that we are not an appropriate fit for your child. This may result in the issuance of a notice to terminate services.

ASSESSMENTS, OBSERVATIONS, EVALUATIONS

ASSESSMENTS

Foundations Success Academy reserves the right to conduct developmental assessments of children's growth and progress, to determine appropriate placements and programming. Foundations will consistently conduct these assessments to ensure that our program and curriculum are providing the necessary tools and atmosphere to promote each child's developmental growth.

PROFESSIONAL EVALUATIONS

Foundations Success Academy may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the necessary tools and experiences for your child's unique growth and development.

PARENT AND TEACHER CONFERENCES

Parent-Teacher conferences occur multiple times during the year. These meetings provide parents with insight into their child's growth and development. These meetings also provide insight into what parents can do at home to support what is occurring at school. Parent-teacher conferences also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's desires concerning their child. This also provides teacher with a better understand of the child's family setting.

Parents will be reminded of Parent Teacher Conference one month prior to.

EMERGENCY PREPARDNESS

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located in every classroom.

EMERGENCY PROCEDURES

IMMEDIATE MEDICAL ATTENTION

If a child is injured while attending the academy, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook. If necessary, an unusual incident report will also be file with Community Care Licensing division.

DENTAL EMERGENCY

Active children love to run and play, but that also means they may fall and hurt themselves at times, too. In a dental emergency Foundations' staff will provide the appropriate care for the injury. In the event of trauma to the mouth or teeth the following steps will be taken:

- Check for bleeding
- Stop the bleeding by applying pressure (with gauze or clean cloth)
- Clean the wound with salt water or antiseptic rinse
- Assess the severity
- Apply cold compress if the child permits
- Notify the child's parent/guardian

If your child loses a tooth in an injury, we will make certain not to touch the roots. The tooth will then be placed in a cup of milk. If your child loses a permanent tooth, **MedlinePlus**, advises to gently place the tooth back in your child's mouth to maintain moisture and increase the chances that the dentist can successfully reattach it. To keep it in place, MedlinePlus suggests biting down gently on gauze or even a wet teabag.

If your child can't keep the tooth in their mouth, Foundations' staff will place it in a cup filled with a small amount of your child's saliva or milk to keep the root moist. Even if the tooth looks damaged or broken, it is advised that you take the tooth and let the dentist decide if it can be repaired.

CHILDREN WITH SEVERE ALLERGIES

Foundations Success Academy staff are certified to administer EPI-PEN. Parents must execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Foundations Success Academy from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Foundations Success Academy exercises reasonable care in taking such actions

EMERGENCY MEDICAL ASSISTANCE

At Foundations Success Academy we pride ourselves in providing a safe and healthy environment. However, accidents and/or medical emergencies can occur even in the safest environments. In time of a *true* medical emergency a call will be made to **911**. If your child has a medical emergency and the staff deems it necessary to contact **911/first responder**, you, the parent/guardian, will be held responsible for any bills accrued from that emergency response.

FIRE

Fire drills will be practiced at random times of the day. The drills will occur at minimum, once a month. Evacuation maps are posted throughout the school and easy to access and always see. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm during any emergency drill!

- The director or owner will inform the staff of when the drills will occur.
- The staff will talk to their students about the alarm, rules, and procedures to take while evacuating the building.

- The director or owner will sound the alarm, and the school will follow the appropriate evacuation procedure.

EARTHQUAKE

Earthquake drills will be practiced at random times of the day. The drills will occur at minimum, once a month. Evacuation maps are posted throughout the school and easy to access and see. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm during any emergency drill!

- The director or owner will inform the staff of when the drills will occur.
- The staff will talk to their students about the alarm, rules, and procedures to take while evacuating the building.
- The director or owner will sound the alarm, and the school will follow the appropriate evacuation procedure.

MISSING CHILD

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- Begin Lock Down procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- The facility director will notify the guardians of the child that the child is missing from the facility.

- While the police are in route to the facility, the staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate Amber Alert by the facility director.

POISON PROCEDURE

- The Poison Control Center phone number will be posted on the list of emergency numbers by the telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center
- Staff must identify plants and determine “safe” prior to bringing to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Integrated Pest Management practices for prevention of pests.
- If additional pest control is necessary, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. Application shall be in a manner that prevents skin contact and other exposure and

minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.

- The Program Director will notify parents and staff before using pesticides.
- Following use of pesticides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, and etc.

ILLNESS POLICIES

The following criteria will be considered in determining if your child must go home:

a fever of 100 degrees or more

- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting
- more than one incidence of diarrhea or loose stool which is not contained within clothing
- communicable disease as defined by the Department of Health Services/Center for Disease Control
- unknown rash
- excessive nasal discharge
- persistent complaint of pain

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without the use of a fever reducers or other medication. This is to allow your child time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- Mood, appetite, behavior, and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (have been used for a full 24 hours
- Vomiting cleared for 24 hours

- ☐ diarrhea cleared for 24 hours
- ☐ Frequent coughing, excessive nasal discharge resolved
- ☐ Pain resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Children returned to the center with signs of illness or communicable disease will be refused entry into the preschool.

Please consult with your Director if you need additional information.

MEDICATION POLICIES

This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the administering of medication to the child who requires medication during hours of care.

Important General Notes:

- ☐ Foundation Success Academy will not administer over the counter nonprescription medications such as acetaminophens, cough medicine, nasal sprays, ear drops, eye drops, etc.
- ☐ Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The childcare provider

must be notified by the parents that a dosage at home was given, and at what time it was administered to the child.

- ☐ Medication will only be accepted into the school if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- ☐ Medication will only be used for the student whose name is listed on the physician issued container
- ☐ Medication will not be shared.
- ☐ Medication will be always kept in a locked container.
- ☐ Medication will be administered in a manner that protects the safety of the child.
- ☐ Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication

Communication Agreement Between Parents and School Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is always authorized to contact the pharmacist or health care provider for more information about the medication the child is receiving and in the event that a situation arises that requires immediate attention to the child's health and safety particularly is the parent/guardian cannot be reached.

Accepting Medication

- ☐ All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- ☐ Medication will not be used beyond the date of expiration.
- ☐ Consent forms from parents and doctors will be completed prior to arriving at the school and complete.

- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lighted area.
- Medication will not be kept in rooms where food is prepared or stored, unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
- If a medication is close to expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked whether the medication is empty or full

PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The school must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle or labeled on the packing.
- The administering of medication will be recording in a log with the date, times administered, dosage given. prescription name and signature of the person who administered medication.

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted only in its original container.

- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- The expiration dates
- specific instructions for storing the medication

Administering Prescription Medication:

- Only the designated staff member will administer medication.
- Prescription medication will be administered as required by a physician.
- Prescription medication will be used only for the child named on the label.
- The administration of all medications will be recorded in a medication administration log.

MEDICATION REFUSAL

Forcing a struggling child to take any medicine can **lead to vomiting or choking**. Using a better technique can sometimes get rid of the child's resistance. Doctors can sometimes replace a bad-tasting antibiotic with a better-tasting one.

Foundations Success Academy will take the following measures to persuade your child to comply with the administering of medicine:

- Give Choices

While taking medication is not a choice, we can give your child simple options. How they take it (from syringe or a cup.) When they take it (only if the medication allows for

flexibility in the administering schedule.) Where they take it (in the director's office, in the hallway, etc.)

- Explain why medicine helps the child (utilize this as a teachable moment.)
- Praise and reward child (star charts, sticker charts, treasure chest, etc.)
- Make taking medication fun and creative. Perhaps your child would prefer to take their medication from a tea set cup, a cool action hero spoon, or their favorite small cup. We may also role-play and have your child practice giving the medicine to a favorite stuffed animal or dolly.
- Mix meds in regular foods. (If your child's medication permits, we can disguise it in chocolate syrup, pudding, applesauce, yogurt, etc.)

Foundations Success Academy will exercise all measures to attempt to administer your child's medication. **Foundations' staff will never restrain children as an attempt to administer medication.** If Foundations' attempts to administer medication have proven to be unsuccessful over a period of trials, the child's parent/guardian may be asked to adjust the child's medication schedule. This adjustment should be made for the administering of medication to be done at home, by the parent. If the medication does not permit an alteration in the administering schedule, the parent/guardian or an authorized individual may have to be present at the center to administer the medication at the scheduled time.

WELLNESS CHECK UPS

At well child visits, the pediatrician (or family doctor or nurse) will discuss several health topics concerning your child, in addition to conduct tests and a physical examination. These may include growth, diet and nutrition, sleep, appropriate milestones, and safety—to name just a few. If your child receives their immunization shots during their wellness visit, they will not be permitted to return to care for 24 hours. This is because your child may experience soreness, fatigue, or sometimes fever after having their shots. For this reason, Foundations Success Academy suggests that all doctors' visits, during which your child will receive shot, be schedule on a Friday.

**ACKNOWLEDGMENT OF RECEIPT OF PARENT
HANDBOOK**

Today's Date:

☐ We _____ the parents of
_____ have received a copy of the
Foundations Success Academy Parent Handbook.

- ☐ I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.
- ☐ I understand that these policies and procedures listed in this handbook are subject to change to reflect the needs of the program.
- ☐ I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date