

PARENT HANDBOOK



Celebration Academy

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Dear Parents

The staff at Celebration Academy welcomes you to a year of growth, fun, and endless possibilities for your child. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this school as a ministry of our church to provide a learning environment that will help children grow as Jesus grew. “And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52).

We anticipate a wonderful year at our school. We look forward to working with your child. This handbook has been prepared so that you know the policies and better understand the program as we work together to help your child through a successful school year.


Director

MISSION STATEMENT

The early education program of Celebration Academy is designed to provide a fun, safe and nurturing environment where each child can take steps in reaching their God given potential.

PURPOSE

The purpose of Celebration Academy is to provide quality, Christ-like early childhood education.

OBJECTIVE

1. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
2. Provide an environment designed to meet age appropriate needs of a child.
3. Provide developmentally appropriate planned activities in learning centers and group experience designed to facilitate the child's total development.

EDUCATIONAL PHILOSOPHY

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands on activities in learning centers and positive Christ-like role modeling of the staff. Monthly parent newsletters will keep you informed about the activities of the Academy. In addition, updates from your child's teacher will keep you informed about each unit of study and the special activities that correspond with the theme.

SCHOOL CALENDAR

Opening Date: September 5, 2017

Holidays: We follow Hall County Holidays

Closing Date: May 21, 2018

School Hours: 9:00-1:00

Inclement Weather: Celebration Academy will follow Hall County procedures for inclement weather. If Hall County Schools are closed-we will be closed. If, for some reason, we do decide to open, your child's teacher will notify you. Please assume we are closed unless you are notified otherwise. We will make up missed days, when and if possible, during the school year, however, no days will be added to the end of the year and Spring Break week. Good Friday will be observed regardless of days missed. (No credit will be given for days missed or lunches missed due to inclement weather.)

Listed below are a few dates to put on your calendar. These dates are subject to change.

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| September 5 | First day school |
| September 5 | Lunches begin |
| September 6 | Celebration Church Bible study begins 9:45-Child care provided |
| September 8 | Afternoon carpool begins |
| Week of 9/11 | After school activities begin this week |
| September 21 | Room Parent Meeting-room mom only attends |
| September 25 | Picture day for M/W students and Kindergarten students |
| September 26 | Picture day for T/TH students and 3's |
| September 27 | Picture day for 4's and picture make up day |
| October 6-9 | Fall Holiday |
| October 22 | Celebration Church Festival 4-7 |
| October 30 | Pumpkin Patch & Fall Parties M/W |
| October 31 | Pumpkin Patch & Fall Parties and Trot Fundraiser for all present |
| Week of 11/ 13 | Thanksgiving parties all week |
| November 16 | Thanksgiving Feast-4 year old and K presentation 11:00 |
| November 20-24 | Thanksgiving Holidays |
| Week of 12/11 | Christmas parties -no parties on Dec 14th |
| December 14 | Christmas program for the 2's 9:30, 3's 10:30, 4's & K at 12:00 |
| Dec 18- Jan 2 | Christmas Break |
| January 3 | Celebration Academy open -Gwinnett County schools closed |
| January 3 | PJ and Movie Day |
| January 8 | Registration for 2017-2018 begins |
| January 15 | No School |
| January 29 | Donuts with Dad for all here |
| January 30 | Donuts with Dad for T/TH, T/W/TH, T-F |
| January 31 | Community Registration |
| February 13 | Valentines Parties for T/TH students |
| February 14 | Valentines Parties for all present |
| February 19 | Holiday |
| February 27 | Lunch with Mom for all present that day |
| February 28 | Lunch with Mom for M/W students |
| March 7 | Praise Town |
| March 23 | No School |

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| March 26 | Picture day M/W & K (individual and class) |
| March 27 | Picture day T/TH all 3's here (individual and class) |
| March 28 | Picture day 4's (cap and gown and class) |
| March 28 | Easter Parties and Egg Hunt for M/W |
| March 29 | Easter Parties and Egg Hunt for all here that day |
| March 30 | Closed for Good Friday |
| April 2-6 | Spring Break |
| April 19 | Petting Farm (tentative) |
| April 30 | Parent Teacher Conferences for all who typically attend school this day. Only MMO will attend school this day. |
| May 1 | Parent Teacher Conferences for T/TH, T/W/TH, T-F. MMO, Miss Myra's 3's, 4's and K will attend school this day |
| May 7-11 | Teacher Appreciation Week |
| May 14-18 | End of year parties |
| May 21 | Four year old graduation at 11:00-dismissal of 4's following graduation |

All 4's and K students will have a parent/teacher conference during the month of October. Classroom teachers will notify parents of the date and time of the conference. Two and three year old students will have conferences on an as needed basis.

POLICIES

ENROLLMENT – Celebration Academy enrolls children who are fifteen (15) months through five years of age on or before September 1st of the given school year. When determining admittance age requirements for classes, we follow Georgia guidelines: “*a child must be five years old on or before September 1 to enter Kindergarten.*”

Applicants will be enrolled in the program when the following is completed and on file:

- Registration Form - due at registration
- Registration fee (nonrefundable) paid - due at registration
- Immunization/health record form 3231- due at parent meeting
- Supply fee (nonrefundable) - due at parent meeting
- September tuition - due at parent meeting

Kindergarten students will also need:

- Photocopy of the state certified birth certificate - due at parent meeting
- Vision, Hearing and Dental form 3300 due at parent meeting
- Registration - due at registration
- Supply fee - due at parent meeting
- Book fee (nonrefundable) - due June 1

Conditions of enrollment:

Registration forms and a non-refundable registration fee must be submitted in order for a child to be registered in our program.

Our staff is not trained in the area of special needs including: learning disabilities or behavioral, social, physical or emotional challenges. Once enrolled, students are expected to adhere to the classroom behavioral guidelines and expectations. Students must be able to handle classroom structure and show respect to staff and other children.

All children must be potty trained before entrance into our 3 and 4 year old classes. It is the responsibility of the parent to provide a change of clothing for accidents.

HEALTH AND SAFETY- Children who have a contagious illness or exhibit any of the following signs of illness may not attend:

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|-----------------|-----------------------|--------------------------|
| Sore Throat | Coughing (persistent) | Inflamed Eyes* Pink Eye |
| Nausea | Fever | Earache or ear infection |
| Vomiting | Flushed Face | Diarrhea |
| Discharging Ear | Skin Rash * | Enlarged Glands |
| Runny Nose * | Strep Throat | Scarlet Fever |
| Lice | Whooping Cough | |

*Not allergy related

A child must be fever free/vomit free/ and or diarrhea free for at least 24 hours before returning to school.

A child must be on an antibiotic for at least 24 hours before returning to school. If your child has a contagious illness or infection of any kind they may be asked to not return to school for a longer period of time.

Our school has a nit free lice policy. Your child may not attend school if they have any nits or active infestation.

If your child is tested for whooping cough they may not attend school until a full round of antibiotics has been completed.

If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up her/him immediately. **You must give the school any cell, work numbers or any other ways to contact you if you will not be home during the school hours.**

In the event of exposure to a contagious disease within the group, you will be given written notice. We will notify you by email, if 25% or more of students in one class have a similar illness.

For your child's safety, no medications will be given at school. In addition, no medical procedures will be administered by the school staff.

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the teacher or Director, necessary for the welfare and safety of the child until a parent can be reached.

Minor bumps and bruises are treated with soap and water and lots of TLC. Your child's teacher will use her discretion in sending home written notification regarding minor mishaps at school.

If an Epi pen or inhaler is kept at school for your child- it must be in the original container with dosage instructions, and we must have an allergy action plan on file for your child.

COMMUNICATION — Please check your child's tote bag daily. We place messages and information in the children's tote bag. Teachers will email and text parents. If you need to speak to your child's teacher or the Director, please do not hesitate to do so. Notify the Director of **any changes in name, address, business, home or physician's or emergency numbers.**

Unlisted numbers are required. Please use the Academy number (770-965-9367) to reach the Director or teachers. You may also email the Director at: daynacbc@gmail.com.

Teacher email addresses will be given out on Parent's Night. We are here to help you regarding any questions you have. A monthly school wide newsletter will be **emailed** home from the Director. Each teacher will also email home or post to the class web page a newsletter with information specific to your child's class. **Please check your email often as that will be our primary means of communication.** You can also find out information about our school at our website: www.celebrationfamily.com. Please look for the Academy tab in the Shapes Futures section of the webpage.

You can download the Celebration Church app for your Smart phone: <http://get.theapp.co/a/lee>. Once on the app, click the ministries tab at the top and scroll down to Celebration Academy.

ARRIVAL AND DEPARTURE – For your convenience, we offer Carpool. You will be given an identification tag to place on your rearview mirror. We will load/unload multiple cars at a time. Once your child has been placed into the car in the afternoon, **we ask that you pull around to the “buckle up”** parking spaces to buckle your child. We need every parent to close all car/van doors, and then pull around as soon as their child is loaded so afternoon carpool will run more quickly and efficiently. Due to changes in Georgia law, all children are required to be in a car seat!

***If you are picking up or dropping off your child at a time other than carpool, you must come in to the lobby in the children’s building and sign your child in/out on the Child’s Sign In/Sign Out sheet. Someone from the office staff will take your child to class or pick them up from class. Parents may not go into the classroom during the school day. All front doors will be locked each day at 9:15 following morning carpool. Parents will need to ring the bell outside the building and wait for someone from the office to let them into the building. This policy will help insure the safety of our children.

Children will not be allowed in the building before 8:55 a.m. Please be considerate of this time. Our teachers need this time to prepare for the busy day ahead. The staff will gather each morning for announcements and prayer time until 8:55 a.m. The doors will be opened at this time.

Please be prompt in picking up your child at 1:00. After 1:15 p.m., a late fee of **\$1 per minute** will be charged. This policy will prevent your child from getting upset and instill confidence in his school experiences. Emergency situations will be considered. Please notify the school as soon as you realize you will be late.

If you need to check out your child before 12:30 p.m., please sign out in the lobby area in the children’s building. A staff member will get your child from his/her classroom for you. If you will call when you are on your way, we’ll have your child ready when you arrive. **No children will be checked out between 12:40 and 1:00 p.m.**

AUTHORIZED PICKUP – Your child will only be released to persons listed on the Clinic Card. Please send a note when any person other than yourself will be picking up your child. A photo I.D. will always be required for any person other than a known parent who is picking up your child. In addition, if you have an emergency during the day and need someone other than an authorized person to pick up your child, please call and inform a member of the office staff of the person’s name. Please make sure that person has their ID.

FOOD – Parents provide food for children. Children will need to be able to independently eat all food provided. Please do not send tube yogurts as these tend to be very messy. Please label lunch boxes, drink cups and containers. All students need to bring a lunch and a drink. **We ask that you please do not send candy or sodas for your child’s lunch.** Water will be provided as a healthy alternative to soda or other sugary drinks. We will give your child a cup with water if no drink is provided. We will notify you if lunch is not sent with your child to determine the best course of action. One day each week will be Chick-Fil-A day and one day will be pizza

day. Parents have the option to pre-purchase these meals. **Order forms can be downloaded from our website. We will not be sending home order forms each month. If we do not have a lunch order for your child, he/she will not have lunch that day. Orders can be emailed and paid for with tuition checks.** Once you have signed up for meals your child will automatically receive meals month to month. Meal(s) will be added to your monthly tuition. If you decide you no longer want meals, you must notify the school in writing before the 1st of the month or you will be charged. Meals may be added after September by downloading and turning in a lunch order form from our website Celebrationfamily.com.

****If you wish to send cupcakes or special treats for your child's birthday, please consult your child's teacher to schedule a date and time.**

All food allergies your child has must be given to the teacher and Director in writing. A child food allergy list will be posted on **red** paper in each classroom. If a child has a severe food allergy, that food may be banned from the classroom. We will look at the allergy on a case-by-case basis, and determine the best procedure to follow for that classroom. There will be no art projects involving the use of peanut butter or products containing peanuts. **Any candy given to students must be peanut free.** This includes candy given at parties.

RECORDS – Attendance and health records are kept for each child. In accordance with the Georgia Dept. of Public Health, your child must have an updated shot record (form 3231). This form must be turned in by September 21st and must include an **expiration date**. You may obtain this form from your child's doctor. In addition, all registration forms must be completed and on file prior to the child's first day.

CLOTHES – Washable play clothes are recommended for weekday activities. Please put your child in clothing that they can manage by themselves in the bathroom. Shoes are required and rubber soles seem to work best. **Crocs with only a back strap, cowboy boots, flip flops and shoes with open toes are not allowed.** Parents need to send an extra set of clothing in a gallon size Ziploc bag labeled with your child's name for emergency purposes. Parents are encouraged to send an extra pair of closed-toed, rubber-soled shoes for your child if at all possible.

If your child is under 3 and wears a diaper, you must use disposable diapers and wipes (provided by the parent). Please make sure to send extra diapers and/or training pants, along with wipes, to school each day.

If your child is in a 3 or 4 year old class and wears pull-ups, he/she will be taken to the potty at regular intervals. If your child soils himself or herself during the school day, our staff will change him/her the first time this occurs. If this happens again, a parent will be called and asked to come in and change the child. Children in these classes who have several accidents may be suspended from the preschool until potty trained.

If your child is in MMO, please do not use hair clips as they present a choking hazard. Elastic ponytail holders are fine.

If in doubt about the weather, send a jacket. We will play outside every day unless the weather is severe.

Please mark all removable clothing (sweater, jacket, hats, etc.) with your child's name to prevent loss or mix-up with another child's belongings. A lost and found box is located in the Director's office. Items placed in the box that are not collected will be donated to charity in January and May.

KINDERGARTEN – Children need to wear khaki or navy slacks, skirts, shorts or jumpers. They may wear short or long sleeved solid navy, light blue, red, white or pink collared shirts and must wear closed toed shoes. Oxford shirts are also appropriate. On a designated day each week, children may wear their Celebration Academy T shirts with denim. Please put your child in clothing that they can manage by themselves in the bathroom. Shoes are required and rubber soles seem to work best. **Crocs with only a back strap, cowboy boots, flip flops and shoes with open toes are not allowed.** Parents need to send an extra set of clothing in a gallon size Ziploc bag labeled with your child's name for emergency purposes. Children do not have to be in uniform on Friday. Kindergarten students will use tote bags provided by Celebration Academy.

DISCIPLINE – The staff of Celebration Academy is committed to providing a positive learning environment and will use the following discipline procedures to achieve this goal:

- a) **Redirect** the child by encouraging a better choice of behavior. Talk over the problem to resolve conflict. Be at the child's eye level and establish eye contact. Speak softly, clearly and directly. Tell the child what you see, how you feel about it, what you want them to do and what the consequences of further conflict will be.
- b) If the conflict continues, the child will be given a **"Time Out"**. This should be a time away from the situation but still in the classroom, either in a thinking chair or one-on-one with the teacher. This time out should not exceed the number of minutes corresponding with the age of the child. At the end of the time out, the child will be allowed to join the group. This should be documented on his daily sheet. (Parents will be notified in writing if a child is placed in time out).
- c) If the conflict persists, the teacher will accompany the **child to the office** and document this on his daily sheet.
- d) **Conference**: If conflict continues, the Director will discuss the issue with the parents.
- e) If all of the above methods of managing behavior have been exhausted and the conflict continues, data will be collected by the Director. A follow-up meeting will occur with the parent, teacher and Director. At that time, a plan of action will be decided on which may include suspension, shortened school day or another appropriate alternative.
- f) If this does not resolve the conflict, the child may be expelled from the program. Primary reasons for dismissal include, but are not limited to: ongoing discipline problem, endangering other students or adults, biting three times.

**Suspension or expulsion does not guarantee refund of monthly tuition or enrollment for the following year.

DISMISSAL OF A CHILD – Celebration Academy reserves the right to dismiss any child if, after entering, he/she seems unable to participate in group experiences or if fees have not been paid. Celebration Academy also reserves the right to dismiss any child who has more than three biting incidences. We reserve the right to dismiss a student for violation of classroom rules and expectations, or if the parents fail to adhere to school policy. We may also dismiss if we are not able to meet the special needs of a student.

FEES – Monthly tuition is:

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| <u>One Day</u> | \$100 per month |
| <u>Two Days</u> | \$155 per month |
| <u>Three Days</u> | \$175 per month |
| <u>Four Days</u> | \$215 per month |
| <u>Five Days</u> | \$240 per month |
| <u>Kindergarten</u> | \$275 per month |

Tuition fees are payable in advance by the first day of each month. **A late charge of \$25 will be added to all payments received after the 7th of the month.** If the fee becomes 30 days late, the child will be dismissed unless the parent or guardian takes the initiative to make definite arrangements for payment. We understand emergency situations and will be happy to discuss financial options with you in advance. Tuition is required monthly, even if your child is absent for any reason. Checks should be made payable to Celebration Academy. **Please put your child’s name and your child’s teacher’s name on the check.** Please send the check in the unsealed tuition envelope the school provides for you. A \$25 fee will be added for all checks returned due to insufficient funds. Fees may be paid by cash, check, and auto draft, MasterCard or Visa. Your credit card will be charged the first day of the month. If the card is declined two or more times there will be a \$25 processing fee each month that happens. If your credit card information on file changes it is your responsibility to get the updated information to the school.

Carol Pope is our financial secretary and all financial correspondences, questions and concerns will be answered by Carol. Please email her at cjpope@charter.net for any financial issues, or she can be reached at the Celebration Academy office 1:30-2:30 Monday-Thursday or Fridays 8:30-2:30.

*All one time annual fees must be paid by the parent meeting on August 29th. The registration fee is due with the registration form. A supply fee of \$100 is a one-time fee which helps cover the cost of preschool T-shirts, tote bags, special activities, and consumable supplies. Kindergarten students must pay a book fee of \$175.

Monthly invoices and receipts will not be sent home unless requested.

Discounts-

- There is only one discount per child and family discounts apply to sibling only.

- A 10% discount per additional child will be given for any family enrolling more than one child.
- A 5% discount will be given for families paying tuition for the year by August 29th.
- A 2% discount will be given for families paying tuition in two installments due by August 29th and January 5th.

WITHDRAWAL – One month’s notice in writing is required for withdrawal and is to be submitted to the Director. A full month’s tuition is required if your child attends any portion of the month.

SUPPLIES – Every child will need to send in a change of clothes (in a labeled Ziploc bag) to be kept at school. Each child needs to send in a water bottle daily. You may be asked during the year to send in specific items to help with other classroom projects or cooking experiences.

CURRICULUM STANDARDS – We will use Zoophonics curriculum for teaching early literacy skills. Each student will work towards mastery of skills set up by the Georgia Early Learning and Development Standards (GELDS). Their website is: gelds.dec.state.ga.us. We believe young children learn best by doing and through active participation.

SEPARATION/DIVORCE – In cases of separation or divorce, we cannot deny the release of a child to either parent unless a court document is on record in our files. This document must detail visitation rights or expressly forbid one parent access to the child.

CLASS PARTIES AND SPECIAL EVENTS – Your child’s teacher will notify you regarding special class activities and parties. As a parent, we encourage you to be involved in the special events at our school and in your child’s classroom. It is our policy to recognize each child’s birthday by making it his/her “special day” at school. He/she will receive special privileges and recognition from teachers and classmates. The summer birthday children will have their “special day” at the end of the school year. Please help us carry out this policy. If a parent wishes to send birthday refreshments or snacks on their child’s birthday, please notify the teacher well in advance of the birthday.

We will pass out private birthday invitations provided the entire class is invited. We will have parties at school on Halloween, Thanksgiving, Christmas, Valentine’s Day, Easter and year end picnic or party. We always like to include classroom mothers/fathers in our program. If you would like to be a room mother or father for your child’s class, please let us know.

EMERGENCY PLANS- Lock Down, Fire and Tornado drills will be practiced throughout the year. Please talk with your child and assure him that these drills are “pretend or make-believe” and not real. These drills can be a frightening experience if your child is not properly informed by his/her teacher and his/her parents.

1. In the event that we have a loss in water or electricity we may call parents to come pick up their children. We will send an email/text if necessary.
2. In the case of an intruder in the building or notification of a need for a lockdown from authorities because of an emergency in the area we would follow our lockdown plan. The

teachers are to take their class to the designated classroom and lock the door. 911 is called if necessary.

3. Each room has an emergency plan route to go outside if there is a fire. The director will make sure all classes are accounted for.
4. In case of a medical emergency: The teacher will secure the area and have another staff member contact help. 911 will be called if needed.
5. In the event of severe weather, each class goes to a designated area.

WAYS PARENTS CAN HELP – Take an interest in the school and whatever your child brings home. Take time to really listen to your child’s daily experiences and discuss them. He/she may not always bring something home in his/her hand, but we trust that he/she will bring something home in his/her heart or head. In addition, read to your child once a day. Ask them questions about the pictures or what they think about the story. Keep a cheerful attitude at home before coming to school if at all possible. If your child has separation anxiety, it is best to simply kiss him/her goodbye, tell him/her you will be back and leave without further hesitation. We will call you if needed.

MISSIONS - We will have a Mission project each month. We want to teach the children about helping others. Each month, we will be helping a group in the church or the community by collecting or making something for others- such as bringing food for the food pantry or having a coat drive for the homeless. The mission project for each month will be in our monthly newsletter.

ATTENDANCE - We hope that your child can attend preschool regularly in order to receive the full benefits of our planned program. If your child is ill and cannot attend school, please give his teacher the courtesy of notification. We regret that refunds cannot be given for **illnesses or missed school days**. Please notify us if your child will miss more than one day of school due to illness or vacation.

*** We encourage you to visit our school. However, in order to minimize distractions, please make arrangements with your child’s teacher in advance.