

## *Our Mission*

The Vanguard Academy focuses on early education development of all children. We believe that children learn through play. Our mission is to create our classrooms to give them the opportunity to explore at their own pace, which lays the foundation for the future.

### ADMISSION POLICY

Admission to the school will be based on availability for each individual class. We do not discriminate in regard to race, color, gender, creed, age, religion, national origin or ethnic background.

### HOURS OF OPERATION

The school will be open from 7am to 6pm for our full time programs and 8:45am to 12pm for our half day preschool programs. We will be open Monday through Friday excluding the following holidays:

New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, Good Friday.

We reserve the right to close early on December 31<sup>st</sup>. We will also have two Professional Development Days during the course of each academic year. The dates will be published at the beginning of the academic year.

### HEALTH REQUIRED FORMS

At The Vanguard Academy we require that all children attending school must have an up to date immunization form upon entering the school.

### ATTENDANCE/ABSENTEEISM

It is required to notify the school no later than 9am, if your child will not be attending on any given day.

### SAFETY

Our school is secured by cameras in all of our classrooms and a TV monitor in the lobby for viewing your child.

All entrances are monitored and no access is given to the building without a four digit security code.

A parent or guardian is required to escort the child into the school and to their classroom. You are required to sign the child into our computer system in order to gain access to the classrooms.

A child will not be sent home with anyone except those authorized by the parent on the registration form. Other than the parents your four digit security code should be given to no one to access the classrooms. If someone other than the parent is picking up the child, they will be required to have a driver's license ready to give to the Director. The Director will sign out the child in the computer system and walk them to the appropriate classroom.

### ARRIVAL/DEPARTURE

For children that are in our Dreamer or Discovery classes (six weeks - 12months) we ask that you arrive at school no later than 10:00am.

For all children that are in our Explorer, Early Preschool, Preschool, or Pre-K classes we REQUIRE that they arrive at school no later than 8:50 am. The academic day begins at 9:00am for these classes. Interruptions are disturbing to the class and cannot be tolerated. If your child has an appointment that would bring them in later, please inform the teacher.

Please remember when arriving and departing, the speed limit in Norton Commons is **12** miles/hr. Please be courteous to the residents in the community. Please also be careful, watch for children exiting the building or cars parked on the street or in the parking lot.

## CHILDREN'S ATTIRE

Please send children in clothes that are comfortable and give them the ability to explore their environment. Avoid drawstrings and open toed shoes. It is important that once the child is of walking age that they wear shoes for opportunities on the playground.

Make sure that your child has an appropriate change of clothes at the school for those unexpected accidents. We ask that any child not potty trained have at least two changes of clothes that can be kept at school. Please label ALL items of clothing at all times.

## REST TIME

We are required by the state to give all children a rest time in our Explorer, Early Preschool, Preschool and Pre-K classes, for no more than two hours for our full time programs. All children that are in our Dreamer or Discovery classes will be given rest times according to what each parent has required of our teachers.

The children will use rest mats in each class. Parents are responsible for bringing a blanket and sheet for their child and anything else your child would like to rest with at that time. The Vanguard Academy will launder these each week. Please make sure that your child's name is on all their items.

## DISCIPLINE

The school will use positive re-direction as our first choice of discipline. Positive guidance techniques such as re-direction, praise, role modeling and having clear and reasonable rules are used. Our hope is to re-direct that negative behavior into a positive one. If re-direction is not successful we will use a "quiet area" that will give the child time to calm down and learn to think about making good choices.

Each class will have rules that will be appropriate to the age and development of the class. No child will be subject to any emotional or physical punishment. Furthermore, no child will be humiliated, threatened, shamed or frightened. Discipline will never be associated with rest, toileting or food.

## CHILD ABUSE

We are required by state law to report any suspicion of abuse on a child in our care. All staff members are required to have a Child Abuse and Neglect Check done through the state registry upon being hired.

## TRANSPORTATION

We will not offer any type of transportation through The Vanguard Academy. If we do a field trip, we will require parents to transport or hire a contracted bus company to arrive us safely at our destination. We could do walking field trips within the community of Norton Commons.

## TUITION/FEES

Tuition can be found on our website [www.thevanguardacademy.com](http://www.thevanguardacademy.com). Tuition is subject to change without notice. There will be annual Registration and Activity Fees assessed at the beginning each Academic year or upon enrollment. Tuition is due the week your child attends.

Payments received after close on Tuesday will be considered late and a \$20 late fee will be applied to your account daily until the tuition is paid in full. If you chose to pay monthly, all payments for the month are to be paid by the 1<sup>st</sup> of the month. The tuition will be considered late if paid after the 5<sup>th</sup> of the month and a \$20 late fee will be applied.

There will be a \$1 per minute/per child late fee assessed for any child not picked up by 12:00 noon for our ½ day Enrichment Program or by 6pm for our Full Day program, unless prior arrangements have been made with the office. Please also be advised if a child is not picked up by 7pm, we are required to contact the local authorities.

There will be an Activity Fee for all children in our Explorer, Early Preschool, Preschool and Pre-K programs. This fee will go towards their rest mats and special guest speakers that we will bring into the school.

## VACATION

Each child will receive one week with no tuition being charged after six months of continuous enrollment that can be applied towards a weekly absence, sick or vacation. After each child has been enrolled in the school for a full year, they will be eligible for one week with no tuition being charged each calendar year to apply towards a week of absence. The child has to be out of school for the entire week in order to apply the vacation week. This week cannot be carried over year to year. It must be used within your one year anniversary of being enrolled at The Vanguard Academy.

## WITHDRAWAL

If you chose to withdraw your child out of The Vanguard Academy we ask for a two week notice. If we can fill the spot before that time, we will waive the two week notice and will not charge you tuition for that period.

## BIRTHDAYS

Children celebrating their birthdays may have a party in their classroom. We encourage parents to bring small store-bought treats. Please note that we do not allow any products containing nuts or peanut products. Please do not bring any favor bags containing small items that could be dangerous to the children such as hard candies, balloons and little toys that can break easily.

## SNACKS/LUNCHESES

Children enrolled in our ½ day program will receive a morning snack. Children in our full day program will receive a morning snack, lunch and an afternoon snack. Monthly menus will be posted on the Parents Bulletin Board. We will be happy to work with parents in regard to food allergies, but will require a doctor's note identifying food allergies or restrictions. We DO NOT allow any outside food to come into the building unless you have made prior arrangement with the office.

## SCHOOL CANCELLATIONS

Closings, delayed schedule or early dismissals due to weather will be listed on both WHAS-11 and Wave3 news and their websites [www.whas11.com](http://www.whas11.com) and [www.wave3.com](http://www.wave3.com).

## EMERGENCY PROCEDURES

### **Environmental Disaster:**

In the event of an immediate evacuation of The Vanguard Academy, all children will be relocated to the Goldberg Simpson building or the closest fire department.

### **Fire:**

In the event of a fire emergency, evacuation procedures have been posted at all exits in each individual classroom. Please refer to your child's fire evacuation route in their classroom.

### **Power Outage:**

In the event of a power outage lasting more than thirty (30) minutes during the winter months or during the children's lunch period, The Vanguard Academy has the right to send all students home. You will be required to make arrangements to pick up your child as soon as possible. You must pick up your child within one hour of being notified.

### **Tornado:**

In the event of a tornado, The Vanguard Academy has determined the best location for the children to relocate and this is posted inside each classroom. We also reserve the right to relocate the children to Goldberg & Simpson's basement in the event that a tornado occurs.

We will do fire drills monthly and tornado and earthquake drills on a quarterly basis.

## ADJUSTMENT PERIOD

The Vanguard Academy knows that there may be an adjustment period for children when entering into a new environment. If you would like to bring something from home, into the class to make them feel more comfortable, we encourage this choice. We ask that the item be small enough to be put into their cubbies and not harmful to any other child.

We also understand that it may be even harder for a parent to adjust to leaving their child. We encourage parents to call or stop in and check on their child whenever they feel it appropriate.

### ILLNESS

Any child having symptoms such as fever, vomiting or diarrhea should not be brought to The Vanguard Academy. By bringing your child into contact with the other children, it only contributes to the spread of the illness. Please be considerate of other working parents and their children.

If your child gets a contagious disease, such as chicken pox, pink eye, strep throat, etc., please notify the school office immediately. Your cooperation in this matter will help promote a healthy environment for all of our children. If your child was sent home with a suspected contagious illness, to be able to return to school, a doctor's note stating your child is not contagious and is able to return to school must be submitted to The Vanguard Academy front office before leaving your child.

In the instance that your child becomes ill during the day, The Vanguard Academy will contact you immediately. A fever of over 101.0 degrees, one episode of vomiting, three episodes of diarrhea, eye drainage or colored mucus from the nose will constitute immediate pick up of your child. You will be required to pick up your child within one hour of being notified. They need to be symptom free without medication for 24 hours before returning to school.

If your child's doctor has placed any physical activity restrictions on your child as a result of an illness, please be sure to inform the office, so we can accommodate the doctor's orders.

### MEDICATION

We will be dispensing medication to children as ordered by the doctor. If your child requires any over the counter medication, we can only dispense this by the directions on the original container. If it states consult physician under a certain age we MUST have a doctor's note in order to distribute. All medications must be put in a locked cabinet. Please DO

NOT leave medication in any of your child's belongings (diaper bags, backpacks).

If your child is in need of inhaler's or nebulizer treatments, we will administer those treatments. All inhalers and nebulizer medication must be in its original container with the child's name on the item. These inhalers and nebulizer treatments must be signed in either on a blanket form or signed in on our log book on a daily basis.

For all children that require diaper rash cream, sunscreen, hand lotion, etc., this is considered medication and also must be signed in on a blanket form located in your child's classroom. Their name must be on the cream, sunscreen or lotion and left with the teacher, out of reach of the children.

Failure to sign any medications in properly, will result in medication not be administered.

### PARENT TEACHER ASSOCIATION

We have a Parent Teacher Association at The Vanguard Academy. We feel that it is important to have teachers and parents work together to make sure the children have everything they need to be successful.

The PTA will help with many different events that will take place at The Vanguard Academy. Such events as fundraisers, special school events and creating parent involvement throughout the school.

The PTA will meet as necessary to help with planned events. If you are interested in being a part of the PTA, please notify the office.

### CLASSROOMS

We ask that we have a room mom, dad, grandma, grandpa or anyone interested in planning class special events. If you are interested in being a part of your child's class for special events throughout the year, please notify the office. Please also understand, per state requirements, a criminal check, Child Abuse and Neglect check and TB test will be required upon any volunteer work in classrooms.

### RIGHT TO AMEND

The Director reserves the right to amend this Handbook without prior notification to parents. We will make every attempt to inform parents of amendments to the handbook prior to changes on the website.