



Princeton Prep Academy, LLP

Prepping your child for the future

Parent/Student Handbook

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MISSION STATEMENT

Our program strives to nurture each child's growth and education in a stimulating and caring learning environment. This environment gives children the opportunity to develop linguistic, social, physical, and cognitive skills. The center helps children feel good about themselves and their abilities which foster the development of creativity and a strong sense of identity and competence. The program also values close working relationships with parents as a necessity in attaining program goals.

PHILOSOPHY

Princeton Prep Academy provides a warm and loving family environment for children. With our smaller size, we are able to give quality, individualized care to families. As we view the Center as a family, the importance of family bonds cannot be understated; siblings are encouraged to interact with one another, and we want everyone involved children, parents, and staff alike to feel like they are part of our extended family.

Princeton Prep Academy, LLP believe that our families play an important role in the learning process for children. Families are the first and most "important teacher" a child will have. The center strives to build positive relationships with our families through regular communication enabling staff to become families with their unique characteristics, strengths, and beliefs important to each of them.

Parent Orientation:

Parent orientation is scheduled with families as part of the enrollment process as a way for families and staff important information prior to a child attending.

Parent orientation will consist of the sharing of information through conversation and questionnaires. Parents will be asked about their beliefs, culture, child rearing practices, and their child's development. All information gathered throughout the year is kept strictly confidential in the child's file.

Parent Communication:

We encourage parents to openly communicate with staff regarding their child. Share information with your child's teacher during arrival and departure times. With this in mind we ask parents not to be on their cell phone at these times.

- Newsletters
- Reminders
- Daily Sheets (Brightwheel)
- Telephone calls (outside of class time)
- Notices
- Center Facebook Page
- Web Site
- Articles of Interest and Community resources
- Emails

Brightwheel:

We use this app only during hours of operation. Messages sent after closing or on weekends/holidays will be replied to the next business day.

Hours:

Our facility is open from 6:30am-5:30pm from Monday-Friday. Although we are open for 6:30am-5:30pm the price you are quoted during enrollment is for a 10-hour day. We do offer extend care for additional fee. Please see the Executive Director for pricing.

What to Wear

Princeton Prep Academy, LLP encourages you to dress your child in clothing that is suitable for active and/or outside play. We will be experimenting with art mediums and textures, so we suggest that you do not send your child to school in their best clothing. Also, children who are able to walk should wear shoes every day. Extra clothing such as purses and hats are not allowed, this distracts for the learning environment.

What to Bring

We ask that our parents bring (3pks) of Huggies or Pamper wipes per month for any child who is not FULLY trained. During potty training we ask our parents to provide pull-up with the velcro sides.

We also ask our parents with formula feed babies to please provide (3 gallons of water) per month. We refer to these as monthly supplies needed. We have a **NO DIAPER BAG** policy. At Princeton Prep Academy, LLP we will provide a two-day notice of any supply needed for your child. In the event the supply is not brought after two reminders Princeton Prep Academy is required to purchase these supplies and a bill will be added to the next week's tuition statement.

Meals and Snacks

This is a learning facility, and we must stay on schedule for our educational program. Meals are a very important part of our day. Breakfast is served at 8:00. Lunch is served at 11:00. Snack is served at 2:00. If your child is not here by the START of the meal, we cannot serve your child, after one of the meals has been served. If you are going to be late, please be aware that you will either need to provide the meal for your child prior to arrival at school (outside food is not allowed in Princeton Prep Academy) or understand that they will not be served a meal until next scheduled meal.

Allergies: Please notify your child's teacher if your child has any allergies!

Toys from Home

Children are required to leave their toys at home. We do not often watch TV or DVDs, and media shown must have a learning purpose. Please do not allow your child to bring videos or DVDs to school.

Arrival and Departure

Plan to arrive between 6:30-9:00 a.m. Please make drop offs brief so we do not cause a traffic jam. Walk with your child to his/her classroom. Persons not authorized by a parent or guardian. Students must be signed in and out by an adult who is over 18 years old.

If your child is outside on one of the playgrounds during departure time, we ask that you go to the gate for their dismissal. Our teachers will not be allowed to open the gate a release them to run to you.

Late Fee

If your child remains at PPA past the scheduled closing time, you will be charged \$20 for each 10-minute interval after 5:30pm per family. This fee will double after the third late pick up.

Open Door Policy (Before COVID-19)

PPA offers an open-door Policy. An open-door policy which allows parents, grandparents or extended family etc. to visit their children in our facilities any time they wish. We do ask parents, grandparents or extended family who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities.

Arrival

1. Parents should make their “good-byes” to their children brief. A prolonged farewell creates uncertainty and unnecessary difficulty in separation from the parent.
2. Please do not accompany your child past the welcome area. That makes separation more difficult and can disrupt the classroom.
3. Children should arrive between 6:30 a.m. and 9:00 a.m.
4. Please try to be sure your child has had a good night’s sleep before coming to school.
5. Please make your good-byes as happy as possible. A hug, a kiss, and a smiling face saying, “I love you and I will be back for you later,” is very assuring to a child. Please trust in the staff to give further comfort. Please do not linger in view of your child as that will cause further stress on your child and hinder their transition into the program.
6. An adult over 18 must sign your child into the classroom by using Brightwheel.

Dismissal

1. Children are expected to be picked up at their scheduled time by their regular adults (either parent/guardians or others listed on emergency form).
2. For your child’s protection, we only release children to the authorized people listed on the Emergency Form. Parents must inform us in writing if someone other than those listed on the Emergency Form will pick up your child and the date for which the release applies. We will not release your child to anyone you have not authorized. A photo ID is required of the authorized persons when picking up your child for the first time.

3. Please avoid picking up your child during school hours unless necessary. We try not to interrupt the children in the midst of their work. It is our preference that you do not pick up your child between 11:45-1:30, except in case of emergency, because they will be sleeping.
4. An adult over 18 must sign your child out before they can leave the school.

Absences

Please call Princeton Prep Academy, LLP to let us know if your child is not coming to school or will be late (after 8:30). All students must be check in no later than 9am to attend for the day unless your child has a doctor or dentist appointment that we are made aware of the day before.

Curriculum

We provide a DAP (developmentally-appropriate practice), loving environment for our Early Childhood Program.

We believe

- Children learn by using their senses and by moving.
- Each child learns and develops and his/her own pace.
- Children learn through language and rapidly developing their language skills.
- Preschool children need hands-on experiences with a wide variety of materials.
- Families and staff are partners in supporting their child's development and learning.

Because children learn through play and hands-on experiences, it may not look like school to you. You will not see a lot of papers or "seat work." Instead, teachers use play experiences to help children learn skills and concepts. Activities encourage exploration, creativity, and problem solving. Our teachers work with each child to enhance their learning and development in all areas: social-emotional, physical, language/literacy, and intellectual.

Immunizations

Some immunization have a live virus up to 12 hours. We ask that if your child is scheduled for shots, that you make their appointments later in the day or keep them out the rest of the day.

Every child at Princeton Prep Academy, LLP must be fully immunized. A copy of the child's current immunization record is required at the time of enrollment. Please remember to

provide a new copy if your child receives additional immunizations during the school year. We can also access the Arkansas Health Department to obtain a copy of your child's immunization if necessary. Failure to comply with this requirement will result in termination of your child's enrollment. Any exemptions from this policy must be approved by the director.

Medication and Prescriptions

Princeton Prep Academy staff will only administer medication when it is essential and required during hours of care. Medication which can be given outside of hours of care will not be given. The director or assistant director will approve the administration of medication. There is a form that must be filled out before we can administer medication to your child.

Special Health Needs:

Parents should notify staff at enrollment of any special health needs.

Special health needs are health conditions or needs that occur on a regular basis, such as asthma, allergies, and seizures, etc.

Children with special health needs will be required to have a completed action plan prior to attendance forms are available in the office

Injuries

Minor injuries will be treated with appropriate first aid and you will be informed about them on an accident report form. Accident reports will be in your child's cubby.

You will be called to Princeton Prep Academy, LLP immediately if your child sustains a more serious injury. In cases that we perceive the injury to be potentially life-threatening, we will call an ambulance to transport your child to a medical facility and will direct you to meet the ambulance.

COVID-19

These are requirements set by the CDC Center for Disease and Control. State health regulations require that children with the following symptoms be excluded from childcare

and will need to remain out from 48 hours. A fever over 101 must be seen by a doctor to determine the next step. We will require a doctor's note to return.

All symptoms listed below will need to be symptom-free for at least 48 hours before returning to school. Fever free- without the aid of medicine.

Health/Illness

For the good of all children and teachers, please keep your child at home if he/she is ill. If symptoms appear during the day, we will call you to pick up your child immediately. If your child is exposed to a contagious illness, we will send a notice home with your child or contact you by phone or email. Please let us know if your child has been exposed to a disease away from school so that we can watch for symptoms. Students must be symptom-free for at least 48 hours before returning to school. Fever free- without the aid of medicine. Some illness such as HFM hand foot and mouth and Flu will require your child to be out for 5 days. These are requirements set by the CDC Center for Disease and Control.

We base our exclusion policies on the risk of others catching the illness and the demand of increased adult attention; Keep in mind that center's health policies may differ from your child's physician's recommendations or what another center or school may have in place.

State health regulations require that children with the following symptoms be excluded from childcare:

- Fever over 100
- Diarrhea (2 or more watery stools in a 48-hour period)
- Vomiting (2 or more occasions within the past 48 hours)
- Rash that is not obviously associated with diapering, heat, or allergic reactions to medications
- HFM Hand Foot Mouth Disease
- Sore throat, if associated with fever or swollen glands in the neck
- Severe coughing leading to gagging, vomiting, or difficulty breathing
- Pink eye
- Untreated scabies, head lice, or the presence of nits
- Multiple sores in the mouth with drooling
- Untreated ring worm
- Untreated Impetigo

Classroom Rules:

1. Please obey the teacher and all other adults.
2. Treat others the way that you want to be treated.
3. Take care of your school and the things in it.

Rest Time

Rest time occurs in the early afternoon. Rest time is approximately 2 hours. However, children who have not fallen asleep within the first hour may play quietly. There are books, puzzles, and a variety of toys available for quiet play.

Center Time

Center Time activities may be structured or unstructured depending on the teacher's goals for that day. While children are working in centers, they are learning skills such as sharing, socialization, fine and gross motor skills, and other skills. When center time has ended, children will begin learning how to clean up their work area and learning to put everything back into its place.

Recess Time

Young children need lots of time to strengthen their muscles, receive fresh air, and increase their gross motor skills. When the temperature is above 32 degrees (wind chill), below 100 degrees, and it is not raining, the students will be given daily opportunities to play outside. Even when it is very cold or very hot, it is possible that students will go out for short walks or activities. Please make sure that your child has the weather appropriate clothing every day. If your child is healthy enough to be at school, they are healthy enough to go outside. Please be aware that if your child is walking that you **MUST** provide shoes for your child to go outside.

Birthdays

Children may bring **STORE BOUGHT** cookies, cupcakes, or another treat to school to celebrate birthdays **NO HOME MADE ITEMS**. Those treats will be eaten during the afternoon snack time. The celebration cannot last more than the normal snack time (30 minutes max.). Parents may attend, as long as the celebration does not take more than the allotted period of time. Please check with the teacher in advance to see if any of your child's

classmates have allergies. Birthdays are very important to children. Birthdays will be Invitations delivered to school for a birthday party must include either the entire class, all of the boys, or all of the girls.

Emergency Procedures

Evacuation procedures for fire and other emergencies are practiced monthly. Severe weather drills are also conducted every month. When severe weather is in the area, the director monitors weather reports, and alerts staff to be prepared to quickly move children to safety. Emergency procedures are posted in each classroom.

Weather Procedure

When the Fort Smith Public School District closes due to severe weather, Princeton Prep Academy, LLP will be closed. Closings will be posted on our school Facebook page, Brightwheel and website. If the closing is announced in the middle of the day, please pick up your child immediately.

Smoke-Free Facility

Smoking or holding a lit tobacco product is not allowed by anyone, anywhere on Princeton Prep Academy, LLP property (school building, driveway, yard or inside of cars) **Arkansas State Law- No-Smoking in a moving or parked vehicle while any youth younger than the age of 14 are present.**

Kindergarten Readiness Calendar

www.Arkansas.gov/childcare/services/kindergarten

Shaken Baby Syndrome

<https://www.cdc.gov/violenceprevention>

Product Recalls

Product recalls and safety notices are available at all times for parental view. We can always email you the recalls.

Sunscreen/Photo/Facebook

This form will be in your enrollment packet.

Confidentiality

Student's records are open to teachers, directors, and authorized employees. Such as DHS and CCECE

Licensing Investigations

During Child maltreatment or licensing investigations students and staff are subject to be interviewed. Parents do not have to be notified. Licensing compliance forms are available for review upon request. Staff are mandated reporters and must report suspected abuse. It is the law.

Policy Changes

Princeton Prep Academy, LLP has the discretion to make policy changes in the policy and procedures when necessary.

Zero Tolerance Regarding Parent Behavior

Use of profanity will not be tolerated from parents/guardians, and/or any person who is present in our center. Insulting our teachers and staff, harassing or being disrespectful will result in termination of childcare service.

The Biting Child

If you are enrolling an Infant or toddler, you will need to be aware that some children this age may go through a biting state. Although biting is undesirable, this is a normal developmental process for that age. If a child does bite, we remove the child from the other children for a short period of time and tell the child "no biting" and "biting hurts." In order to protect the privacy rights of our children we will not release information to any individual regarding the identity of a child involved in a biting incident. However, we will

advise you of your child's involvement through a standard incident report form. Please do not ask our staff to violate another child's privacy rights by asking who bit your child or whom your child bit. Please understand that we make every attempt to keep biting from occurring.

Positive Guidance & Discipline Techniques

Princeton Prep Academy, LLP Program uses the following methods of discipline:

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Collaboration Regarding Challenging Behaviors

When a child exhibits challenging behaviors beyond our control, the Executive Director will schedule a meeting with parents. The meeting will be to collaborate with parents to express concerns and discuss strategies in addressing challenging behaviors. The Executive Director and parent/guardian will discuss plans to help the child overcome these challenging behaviors. Ongoing conversations between Executive Director and parents will be documented along with the child's progress. In the event the challenging behaviors are unresolved, the Executive Director will provide the family other resources that may be available to help assist them.