



# Handbook

114 Michael Dr. Forest City, NC 28043 | 704-477-7090 | [www.aviationalstars.com](http://www.aviationalstars.com)

# AVIATION ALLSTARS

## \*SOAR Academy\*

### Parent Handbook 2021

*SOAR Academy is a nonprofit ministry of Aviation AllStars*

#### **Teachers and Staff**

Our teachers and staff provide a warm and secure atmosphere where each child has the opportunity to grow---academically, spiritually, physically, emotionally, and socially. We encourage creative, hands- on learning. We are a Christian education program, and we want the children to know God loves them. Our Christian staff will be teaching the children all about Jesus and how He teaches us through the Bible to know and serve Him. It is our prayer that each child in our program will come to know Jesus Christ as his or her Lord and Savior at a young age.

#### **Non-Discrimination Statement**

SOAR Academy admits students to its playschool programs regardless of their race, color, national, or ethnic origin. Each student is granted all the rights, privileges, programs, and activities generally accorded or made available to all students at SOAR. Furthermore, SOAR Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or other school administrative programs.

*SOAR Academy reserves the right to amend, revise, supplement, or delete any of the policies and procedures found in this publication at any time. Changes will be put into effect on the dates determined by SOAR and will be communicated to parents.*

# Table of Contents

<i>School Information, Non-Discrimination Statement, Revisions Statement</i> .....	2
<i>Introduction (Mission Statement, Vision &amp; Goal Statements, Spiritual Approach)</i> .....	4
<i>Contact Information/Communication</i> .....	5
<i>Our Program &amp; Curriculum Corner</i> .....	6
<i>Your Child's First Day, Hours of Operation</i> .....	7
<i>Arrival and Departure (Procedures, Early/Late Arrival &amp; Pickup, Authorization of Release, Hand Holding Policy)</i> .....	8
<i>Safety &amp; Security Measures (Parking and Entrances into the Building, Emergency Procedures, Emergency Protocols, Inclement Weather, Potential reasons for Closings/Delays)</i> .....	9
<i>Director Discretion &amp; Best Fit Policy, Discipline Policy, Developmental Recommendations</i> .....	10
<i>Behavior Management Policy, Timeout, Toilet Training, Parental Involvement</i> .....	12
<i>Bite Policy (General Info)</i> .....	13
<i>Illness Policy (General Info, Picking Up Sick Child, Returning to School, Medical Emergencies, Immunizations, and Special Forms)</i> .....	14-15
<i>Jewelry Hair Bead, Clothing, Personal Items, Lost and Found</i> .....	16
<i>Lunch and Snack Peanut/Tree Nut Free</i> .....	17
<i>Photographs and Publicity, Field Trips, Party Information (Birthday, Christmas)</i> .....	18
<i>Enrollment, Tuition Rates/Payments, Financial Matters Information</i> .....	19
<i>Acknowledgment</i> .....	20
<i>Signature</i> .....	21

# Introduction

Aviation AllStars - SOAR Academy has been established as a nonprofit Christian Mother's Morning Out program.

## Mission Statement

We at SOAR Academy seek foremost to glorify the Lord Jesus and to make Jesus known. We want each child who attends our program to know that they are loved by you, our staff and God. By instructing children daily in this manner, we hope to teach them scriptural morals and values, and these truths will allow them to develop into strong, Christian members of society.

## Vision Statement and Goals

Our vision is to have the children and families who enter the doors of Aviation AllStars - SOAR Academy sense the love of God as we build connecting relationships with them. Our goal is that children will KNOW God personally; GROW strong in all areas-spiritually, cognitively, physically, socially, and emotionally; and SHOW this knowledge and love in their daily lives.

## Philosophy

### ~Spiritual Approach~

*Train up a child in the way he should go: and when he is old, he will not depart from it.*

### Proverbs 22:6

God has given parents and teachers the awesome responsibility of nurturing the children He has placed in their care. We believe it is important to teach the word of God to young children. In faith, we believe when we plant these seeds of God's word, the child develops in the wisdom and knowledge of God and His ways.

Our teachers include a daily Bible lesson with songs, stories, and Scripture verses. Teachers also use this time to present life application lessons that connect to children's lives in a meaningful, age- appropriate way. In our curriculum, God will be presented as our creator who is in control of our lives and the universe.

**... from childhood you have known the Holy Scriptures, which are able to make thee wise unto salvation through faith which is in Jesus Christ." 2 Timothy 3: 15**

## **Contact Information/Communication**

**General Contact Information Main Office | 704.477.7090**

### **Leaving a Message**

Contacting staff during school hours can be done through the office or Brightwheel. Personal student activities/information such as potty/food/photos/naptimes etc. will be uploaded to Brightwheel after 1 p.m. We discourage teacher cell phone use so the teachers' attention can be directed toward the children as much as possible.

### **Parental Concerns**

If you have a question or general issue you need help resolving, our policy is for you to first speak openly and honestly with your child's teacher. You can call the front office and leave a message for the teacher to call you at their earliest convenience. If the problem persists after speaking with the teacher, we would encourage you to ask the teacher if you could meet with the director/coordinator. The director/coordinator is available at specific times for meetings.

### **Communication**

Ongoing, effective communication between parents and staff is fundamental to ensure the greatest success in achieving objectives. Please write down any information that you want your child to communicate to the teacher. Do not depend on your child to relay messages.

At SOAR Academy, you will find there are two primary layers of communication, school-wide and classroom. We try to limit our use of paper for environmental reasons and to help offset costs. Our hope is you will give your attention to both types of communication through the school year so we can share important information with you.

#### **1. School-Wide Communications**

a. **Monthly Blasts:** You should receive this Brightwheel/text message at the first of each month

In this monthly update, you will find:

- News about upcoming holidays and events
- The Lead Teacher's Monthly Message
- Other General information

b. **Text Messages** (usually for emergency purposes)

c. Facebook & Aviation AllStars Website ([www.aviationalstars.com](http://www.aviationalstars.com))

## Our Program

### SOAR Academy provides

- a creative and nurturing environment that encourages each child to develop self-confidence and a love of learning
- positive learning opportunities that give each child a foundation to reach his/her potential and become a successful life-long learner
- an atmosphere of warmth for the child to grow and learn about the world God created and His love for him/her
- independent play time which fosters the development of appropriate social skills
- academic experiences according to age-appropriateness and individual needs

The same curriculum areas are used for multiple ages, but the experiences provided differ and expand as the child grows and develops.

Areas woven into the daily curriculum and center times include:

Prayer Time	Chapel	Daily Bible Story
Pledges	Language Development	Problem Solving
Number Concepts	Discovery	Health & Safety
Self-Help Skills	Social Awareness	Music
Dramatic Play	Creative Art	Large Motor
	Fine Motor	

- Periods of play are followed by periods of relative quiet or rest
- There is a balance between self-directed and adult guided activities
- Opportunities for group experiences as well as one-to-one interaction experiences are provided.
- Manners are reinforced
- Children are encouraged to participate in activities, but not forced
- Daily outdoor activities, weather permitting, and vigorous indoor activities are provided

## Curriculum Corner

Children in every age group who attend SOAR Academy are given opportunities each day to be engaged in age-appropriate, hands-on activities. We do not use a single set of curriculum materials, knowing each individual child has different learning styles and needs. We are building our own curriculum for each age level using the most current research-based theories of development. The domains covered include emotional & social development, health & physical development, language development & communication, and cognitive development. The children enjoy age-appropriate structured activities in all academic areas. They have opportunities to learn through hands-on experiences combined with enriched center play that we provide. In addition to the classroom lessons, art, music, and physical fitness are offered to our children to further enrich and expand their learning experiences: Children will be spending time outdoors each day unless there is inclement weather. Parents should be prepared for their children to go outside daily unless the temperature does not allow (heat index and wind chill will be considered).

# **Your Child's First Day**

We know there can be stress and anxiety the first day you bring your child into a brand new environment, or even when they change classrooms in the fall. We do our best to make sure the transition is as smooth as possible. If your child exhibits separation anxiety at the beginning of this school year, we can assure you their reaction to their new classroom is perfectly within the normal range of development. And, if they do have anxiety, we have the experience and tools to handle the situation. Our primary recommendation is you - as a parent/caregiver who is dropping off - be in a truly relaxed state of mind with a confident demeanor. Children can read your body language and mood easily, and if you are anxious or even slightly fearful, this can send them the message that you are uncomfortable, and they look to you for their signals. Show them you are confident. They will have a good day, by giving them a little kiss and hug - establish a ritual (a funny face, a cute saying) - then promptly leave ---- please, no lingering! Even if the tears start to fall, we'll love on them.

The odds are the tears will dry up quickly, and they will move into the day with the confidence you have empowered them with. Resist the urge to sneak out or lurk outside in the hallways, no matter if they are crying. Give a loving goodbye, and then you should leave without hesitation. As a staff, we are not going to let a child cry for an extended period. We may call you if we feel they may need to be picked up early and work with you until they are feeling more confident. It is best not to send them home, however, as this sends a message that if they throw a tantrum, their behavior will be rewarded.

## **Hours of Operation**

### **Regular Hours**

SOAR Academy operates during the regular school year Monday through Friday from early September until the end of May, 9:00 am - 1:00 pm. with the exception of the holidays listed on the calendar. We reserve the right to close for repairs, workshops, and conferences. Advance notice will be given. We also offer a Summer Program for those in need of Summer Care.

• Monday - Friday • 9AM-1PM

# Procedures:

## Arrival and Departure

- Do not allow your child to run ahead to the classroom or car.
- All children should be taken to the bathroom, encouraged to potty, and wash their hands before being taken to the classroom.
- Always notify the teacher of your child's arrival.
- Leave a number where you or emergency contact can be reached if different from normal.
- If someone other than the parent/guardian is to pick up a child, please inform your child's teacher in the morning, **in writing**, and make sure the person can present a valid ID at pickup.
- Inform any authorized person picking up your child of the dismissal policy.
- Make sure you can present a valid ID in the event that a substitute is in the classroom.

## Early/Late Arrival~ Late Pickup

Each teacher needs time to prepare for the day's activities. Therefore, the children are not allowed in the classroom until 9:00 am. However, it is important for your child to be on time. The children do not understand why the class has continued without them if they are habitually 10 to 15 minutes late. They also miss out on many activities. Interruptions in the classroom are not fair to the other children or teachers. Please be prompt in picking up your child at between 12:55 and 1:00 pm. The assistant teachers and the teachers have limited time to prepare for the next day. In the event of a late pickup, you will be charged \$5 for 1-10 minutes and \$10 for 11 -20 minutes. Please note these charges will be accrued and submitted to you weekly for payment.

## Authorization of Your Child's Release

Your child may be released to parents, legal guardian(s) or person authorized and identified on the emergency form. In the event a relative or friend not identified on the form needs to pick up your child, you should provide advance, written notification. Written notification must be given to your child's teacher or the other designated person. In an unexpected decision, call the playschool to notify the teacher. Picture ID may be requested. Please do not send siblings younger than 18 to pick up your child. Sometimes the teacher may need to talk to you, the parent. No person(s) designated or other will be allowed to leave playschool with a child if he/she is visibly impaired by alcohol or drugs. The Director or designee reserves the right to contact a parent or the other parent to make them aware of the situation. In the event of custody issues, a copy of the Court order is requested to be on file here.

## Hand Holding Policy

Providing excellent security and safety for your children is one of our main concerns. While we constantly review our safety protocols with our security, there remains one consistent area of concern about the safety of your children --- the need for you to hold their hands.

**Hand Holding** - Any time your child is in your care, we must insist you hold your children's hands as you enter and exit our premises. Of course, if you are pushing a baby stroller, your child's hand can hold onto the stroller. But we want each child within an arm's length of his/her parent to ensure the child's safety inside and outside of this building.

# **Safety/Security Measures & Emergency Protocols**

## **Parking and Entrances into the Building**

You will be given some information during orientation by your classroom teachers about parking and entering the building. Please be aware the doors to the building will be locked each day. We ask that you enter and exit the building only from the designated doors to maintain a secure environment. Please observe the following:

- Do not leave children unattended in locked cars.
- Do not leave cars running.
- Do not park in handicapped spaces.
- Do not park along the curbs or cones.
- Do not leave purses, laptops, etc., in cars.

## **Emergency Procedures**

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of your child's physician and dentist. Please keep these numbers up-to-date. If you should change addresses or telephone numbers, please come to the office and update your child's file. In the event your child needs medical attention due to an accident that occurred at SOAR Academy, please bring the medical report to the Director the following day.

## **Emergency Protocols**

In order to effectively spread word to our families in the event of an emergency, we have implemented the following methods of communication. If we send out an email or text message, you will receive the message regardless of what day your child regularly attends. This will ensure all children are accounted for and will also help keep all parents informed of current situations. Early closing messages will always contain information on when to pick up your child and where if the location is not in the regular classroom. Please be assured in the event of any emergency, if you cannot be reached your child will be protected and cared for while we attempt to reach you in person.

1. SOAR Academy share information on Brightwheel and/or
2. We will push out the information using texts/emails

## **Inclement Weather**

The SOAR Program follows the Rutherford County School schedule for inclement weather. Example:

Rutherford County Schools Closed= MMO is closed.

2 Hour Delay= We will open 10:00-1:00.

3 Hour Delay= We will be closed.

Check the following for announcements: Radio – WADA, WOHS TV – WBTV, WSOC Channel 13

## **Potential Reasons for Closings or Delays**

1. Early closings because of hurricane, tornado, or storm warnings
2. Early closings because of facility problems (including fire, flood, loss of power, etc.)
3. School cancellations and delayed openings due to inclement weather

## **Director Discretion & Best-Fit Policy**

Once your child has been in attendance for one month, he/she will be assessed to determine how best to meet their individual needs, at which time, the director/coordinator reserves the right to recommend other options or placements for your child. The director/coordinator of SOAR also reserves the right to at any time deny admittance or revoke enrollment of a child at her discretion, either on a permanent or temporary basis on her timeline, for reasons including but not limited to, the following:

- Non-payment of tuition
- Inability to provide the school with medical records
- Lack of immunizations
- Child's repeated disruptive behavior
- Child's violent behavior
- Lack of cooperation with center staff by student or parent
- Developmental or health needs which cannot be met at SOAR Academy without fundamental changes to or an undue burden on our existing program or procedures.
- Ongoing health-related issues which she feels may mandate an additional period of recuperation, recovery or a 'watch-and-see' course of action due to surgery, illness, or unusual health occurrences.

## **Developmental Recommendations**

Most children who enter our program need an adjustment period. After the initial adjustment period, a teacher may recommend a child for a referral if there is concern with the child's developmental progress.

## **Discipline Policy**

In our approach to discipline at SOAR Academy, we follow the recommended guidelines and policies defined by the North Carolina Division of Child Development. Our main objective is to provide consistent praise, positive reinforcement, and encouragement as a means to manage classroom behavior. When disrupting classroom situations occur, redirecting the child is attempted first. A limited "age-minute" time out is then implemented to give the child time to re-think his/her behavior if necessary. Then the child is allowed to re-enter the classroom activities. If this is not successful, a conference with the teachers and parents will be called to discuss positive methods, which can be used at home and school to promote more appropriate behavior. No physical punishment is allowed at SOAR.

## **Discipline and Behavior Management**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and

self-discipline. Based on this belief of how children learn and develop values, this Child Care facility will practice the following discipline policy:

<b>We DO...</b>	<b>We DO NOT...</b>
<ol style="list-style-type: none"><li>1. praise, reward, and encourage the children.</li><li>2. reason with and set limits for the children.</li><li>3. model appropriate behavior for the children.</li><li>4. modify the classroom environment to attempt to prevent problems before they occur.</li><li>5. listen to the children.</li><li>6. provide alternatives for inappropriate behavior to the children.</li><li>7. provide the children with natural and logical consequences of their behaviors.</li><li>8. treat the children as people and respect their needs, desires, and feelings.</li><li>9. ignore minor misbehavior.</li><li>10. explain things to the children on their levels.</li><li>11. use short supervised periods of "time-out".</li><li>12. stay consistent in our behavior management program.</li></ol>	<ol style="list-style-type: none"><li>1. spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.</li><li>2. make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.</li><li>3. shame or punish the children when bathroom accidents occur.</li><li>4. deny food or rest as punishment.</li><li>5. relate discipline to eating, resting, or sleeping.</li><li>6. leave the children alone, unattended, or without supervision.</li><li>7. place the children in locked rooms, closets, or boxes as punishment.</li><li>8. allow discipline of children by children.</li><li>9. criticize, make fun, or otherwise belittle children's parents, families, or ethnic groups.</li></ol>

## **Time-Out**

Time Out "Time-Out" is the removal of a child for a short period of time (1 minute per year of age) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "Time-Out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "Time-Out", the child has the opportunity to think about the misbehavior that led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children. For example, a two year old would have approximately two minutes for time out.

## **Toilet Training**

- Make sure clothing is easy to manage.
- You must be working with your child's preschool/daycare teacher before sending them to school in underwear (if not currently potty trained).

## **Parental Involvement**

Throughout the year we will notify you of any special programs, seminars, or lectures concerning parenting and child care issues. We encourage parents to help with special events and field trips. Conferences will be held on an "as needed" basis.

## **Bite Policy • Biting in the Daycare Setting**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of your child is of primary concern to the staff at SOAR. Our biting policy addresses the actions the staff will take if a biting incident occurs here. We ask that you read over the policy and discuss any concerns that you might have with the director before you enroll your child.

Developmental:

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. We will establish a rule at our center that "we never bite people." We will encourage the children to "use their words" if they become angry or frustrated. We will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center.

- The biting will be interrupted with a firm " No .... We don't bite people!"
- We will stay calm and will not overreact.
- The bitten child will be comforted.
- We will remove the biter from the situation. The biter will be given something to do that is satisfying.

- The wound of the bitten child will be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.
- Confidentiality of all children involved will be maintained.

#### A Bite that Involves a Blood Exposure:

A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B, Hepatitis C, and HIV can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs.

If the skin is broken during a biting incident and an exchange of blood has occurred, the Center will follow the guidelines set forth by the State of NC for a body fluid exposure. It is the law in North Carolina that both children should be tested for HIV, Hepatitis B, and Hepatitis C in a biting incident where a blood exchange has occurred. The following steps may be taken:

- Assess the bitten area.
- Clean area with soap and water.
- Make sure child's immunizations are up to date.
- Notify the parents immediately.

#### We suggest:

- Both children be tested for HIV, Hepatitis B, and Hepatitis C by their private physician or the County Health Department.
- The Director will give the names of each child to the parents/guardians.
- Physicians may exchange test results and contact their own patients.
- Confidentiality will be maintained at all times.

#### Exclusion of the child who bites:

Some children will continue to bite other children in spite of interventions by staff and parents. These biting incidents can become very disruptive to staff and children in the classroom. The staff will make every effort to reduce the number of biting incidents in the center. We will continue to "shadow" that child, if additional staff is available, or stay close to him to discourage biting. We will continue to use a firm, positive approach. However, if the biting continues on a regular basis, then exclusion of the child from the program must be considered.

A child will be excluded from the program if the biting behavior exhibited by that child poses an increased risk to the children or adults with whom the child has close contact. Exclusion of the child must also be considered if the biting behavior becomes so disruptive that the daily activities of the classroom are affected. The parents will be asked to remove the child from the center until the biting behavior has passed. Sometimes a child who bites will benefit from being in a home setting. The Director will assist the parents in determining when the child should return.

Every child is unique and special. Subsequently, every biting situation will be handled on an individual basis. Staff and Administration at the program will stay in close contact with parents and every effort will be made to guide the child through this developmental stage.

## Illness Policy

Viral illnesses such as colds, flu and other contagious diseases are common in preschoolers. To protect your child and to help contain these illnesses, we will not accept a child showing any of the following:

- Nasal discharge which is yellow or green lasting several days
- Discharge from eyes or ears
- Complaints of ear pain
- Severe sore throat and/or cough
- Rash
- Communicable disease
- Conjunctivitis (Pink Eye) • Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.
- If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
- If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
- If in fact they do not have “pink eye” we need a doctor’s note with a diagnosis and a clearance that it is not contagious.
- Temperature over 100.4 degrees Fahrenheit
- Children will be sent home if their temperature is 100.4 or higher and must stay home the next day for observation. Children must be free of fever for at least 24 hours without the use of fever reducing medication before returning to school. The same policy applies if your child develops a fever at home.
- Diarrhea and/or vomiting
- Infectious/Contagious Disease

In the case of Infectious/Contagious Disease (Hand/Foot/Mouth Disease, Chicken Pox, Fifth Disease, Head Lice, Strep Throat, etc.), please contact your child’s teacher so other parents will be informed of any communicable disease in their child’s classroom. Parents should exercise every precaution and keep their child home should other unusual symptoms occur. Due to the fact that we are a private playschool, the director reserves the right to mandate an additional period of recuperation, recovery or a ‘watch-and-see’ course of action on her timeline, due to surgery, illness or unusual health occurrences.

## Picking Up Your Sick Child

If any of the symptoms found in the preceding list are observed in your child during the day, you will be called to come pick up your child immediately. In the best interest of all the children, we also reserve the right to call you if we feel your child is not feeling well, (exhibiting unusual behavior: excessively irritable or tired, etc.) and ask you to have them checked by your pediatrician. We expect you to pick your child up within 30 minutes after you receive a phone call. Please have contingency plans in place for the inevitable sick days.

## **Returning to School**

If a child becomes ill at home or school, they may return to the classroom after they have been symptom free for a full 24 hours without the use of any medical intervention. However, when you pick up a sick child from school, your child will not be able to return to the playschool the next day regardless of the hour your child was sent home. If the child has been taken to the doctor for an ear infection or an illness and an antibiotic was prescribed, the child must receive the first few doses of the antibiotic before returning to school. A doctor's note may not be the deciding factor when returning to the center after illness. While we do take into consideration your physician's recommendations, it is still up to our discretion when your child may return to school. The program's policy and/or the director's decision will be the decisive factor. For clarification when your child is ill, please talk with your teacher about returning.

## **Medical Emergencies**

In the event of a medical emergency or accident, we shall contact the parents and/or the child's doctor. If we cannot reach either and should emergency treatment be required, we will call for emergency medical assistance. While we take precautions to prevent childhood accidents, they are a normal part of growth and development as children begin testing their movements and limitations. For this reason, it is important to keep phone numbers in your child's file updated.

## **Medical Reports and Immunizations**

The program must have a medical report filled out for each child by the child's pediatrician. As your child receives additional immunizations, we need to update our records with the date, type of immunizations given, and the doctor's signature. Medical forms can be found on the website.

## **Special Medical Forms and Action Plans**

All forms can be found on the website.

**\*\*These forms must be updated every six months, and some require a doctor's signature\*\***

### **Epi-Pens / Benadryl for Allergies, Asthma, & Seizures Action Plans**

• All children with an Epi-Pen prescription and/or who will need to have Benadryl on site as per their doctor, children with asthma, and children with a history of seizures are required to have the following authorized forms on file before their first day:

• Action Plan

Action Plans are required to be on file before your child's first official day of attendance. The child must have an Epi-pen at the playschool.

## **Medication Administration Policy**

### **Over the Counter & Prescription Medications**

• We do not give over-the-counter medication such as Tylenol, Motrin, Dimetapp, etc. However, in case of an emergency, emergency medications such as EPI-Pens, inhalers or allergic reaction medications that must be administered immediately may be exceptions. A permission form must be signed by the parent, and specific instructions from the doctor must be given in order to administer emergency medications. You must supply a reliable measuring device with the specific type of measurement the medicine requires. All medications must be in the original bottles and labeled with the child's name, the prescription number, the name of the doctor, and the dosage of the medicine to be given. Make sure medicine is given to the director. Do not leave it in your child's lunch box or book bag. Do not add medication to the child's food. Most medications are every four to six hours. The child is only at the

playschool for four hours; therefore, non-emergency medication should be given at home. Sunscreens must be applied before a child arrives at playschool. The Director and staff cannot apply sunscreen.

### **Head Lice**

Head lice are a common problem in the early childhood setting. We are aware of the best practices and procedures to keep the possibility of an outbreak from occurring. However, if we think your child might have head lice, you will need to come and pick your child up. You will need to speak with the pediatrician and/or pharmacist about treatment options. Your child will need to be seen and cleared by the doctor who must confirm with a note that your child is free of lice before being able to return to the childcare setting.

### **Jewelry/Hair Bead Policy**

Children's pierced earrings, hair beads, and some styles/sizes of barrettes pose a potential choking hazard to small children. These items are very enticing to curious children and are sometimes removed by inquisitive hands (or by the child wearing them). A child may pull on a chain or swallow an earring. This is dangerous --- not only for your child, but for all the children in our care.

Jewelry is not only a potential choking hazard; it may be expensive to replace if lost or broken. SOAR Academy will not be held responsible for any lost or broken jewelry. Because of the choking hazard presented by these items for children, and the fact that these items are easily lost, please refrain from sending your child to school with these items. We reserve the right to remove these items for safekeeping and for the safety of the children. If you do have your child's ears pierced, any earrings they wear must have screw back posts to prevent the child from removing the earrings.

### **Clothing**

**Clothes** • Because play is a major part of our day, clothing should be practical and comfortable. Clothing should not restrict participation in the daily activities such as gym and playground times.

**Shoes** • Open-toed shoes are not permitted. Sneakers and supportive shoes make running on the playground and in the gym safer.

**Outdoor Wear** • Dress your child appropriately for outdoor play each day. This is an extremely important aspect of their development, and we want to make sure children get a healthy dose of fresh air each day. LABEL jackets, coats, sweaters, and other items which might be removed during the day.

**Extra Clothing** • Each child at the playschool must have a labeled Ziploc bag containing extra clothing, including socks. Water activities, sand play, and even occasional accidents can leave your child in need of a change of clothes. The clothes should be season appropriate and labeled with your child's name.

### **Personal Items**

Because toys from home can be lost or misused by other children, they are not permitted at the playschool unless specified by the teacher for show-and-tell or other class projects. Children may bring a toy only when their class is having "Show and Tell." Your child's teacher will inform you as to when it is Show and Tell day. Items that promote Christian values are preferred. Guns, knives, swords or anything that reflects violence, aggression or rough play are not permitted. Videos are not appropriate show and tell items. However, we do encourage your child to share items from nature such as: bird's nest, flowers, insects, etc. Please do not let your child bring anything that has a sentimental or monetary value. Sippy cups are not permitted in the 2-year-old through 4-year-old classes. Children of these ages will be provided a disposable cup during snack time. Personal cups may be packed in the student's lunch box for lunch time but not for classroom use. SOAR cannot be responsible for any damaged or lost items.

### **Lost and Found**

We cannot be responsible for any personal items your child may bring to school. Please put your child's name on all personal items. We often have duplicate items such as lunch boxes, sweaters, coats, umbrellas, bottles, and other items. Every attempt will be made to locate and return lost items. If your child's name is on the item this makes our task much easier. Please check with the playschool director for lost items.

## *Lunch and Snack*

### **Lunch and Snack—NUT FREE**

Children will bring their lunches, snack, and drink daily in labeled containers. Playschool parents should pack a well-balanced healthy lunch from home. We ask that you consider the following suggestions for your child's protection when preparing lunch or snack.

- No hard candy, chewing gum, soft drinks, etc.
- If you send cold items, please send them in an insulated cold pack container
- Please do not send anything that needs refrigeration
- Please do not send anything that needs to be heated
- Please do not send the following foods unless you take the precautions listed:
  1. Popcorn
  2. Grapes (unless you cut them in half lengthwise)
  3. Sausage links or hot dogs (cut in small pieces)
  4. Baby Carrots (unless cut in strips)
  5. Nuts of any kind
  6. Chunks of meat
  7. String cheese (unless cut in strips)
  8. Slices of Apples (please chop)
  9. Bagels
  10. Spaghetti (chopped in small pieces)
  11. Peanut Butter, traces of nuts or peanuts

\*\*\*Children under the age of 5 are especially susceptible to choking. This is because they have smaller teeth and molars that don't allow them to chew food as thoroughly as older kids. This means they're more likely to swallow whole or big pieces that can be hard to handle. Small children, especially those under the age of 3, also have narrow airways that make it easier for foods and other choking hazards to become stuck on the way down.

### **Allergies and Food Restrictions**

If your child has any food or other allergies, please let us know. You will be asked to provide food for your child for special events.

#### **Peanut/Tree Nut Free**

SOAR Academy is a nut free childcare center. Some of our children are allergic to peanuts/tree nuts, and if in the presence of these allergens, they could have a life threatening allergic reaction. In order to provide the safest possible environment for all of our children, we will ask students not to bring foods that contain peanuts/tree nuts into the school. This is an issue which must be taken seriously when the population we serve cannot yet self-advocate or read packaging. For this reason, we feel it is a necessary step to be taken for the protection of children.

While we cannot ensure our school will be 100% nut free, we will drastically diminish the possibility of a child having an allergic reaction due to coming in contact with peanuts. We understand the "no nuts at school" policy will be difficult for some of our children and families. We are hopeful that through activities in our classrooms and discussions at home as a family about nut allergies, our children will begin to understand the importance of going nut free. This is a chance for our children to learn more about being inclusive to others needs, and their role in supporting neighbors in the community.

### **What exactly does PEANUT/TREE NUT-FREE mean? What exactly does NUT-FREE mean?**

This means to be as vigilant as possible & that:

- We cannot accept food (snacks or lunch items) into the center containing nuts in any form.
- We cannot allow any snacks in our classrooms containing products that state "may contain peanuts"

### **Photographs and Publicity**

Throughout the year, photographs of the children participating in our program may be taken and published in newspapers, brochures, magazines, or other publicity materials. If you do not want your child's picture taken or used, it will be your responsibility to notify the director of the program in writing. If no notification is given within 10 days of your child's enrollment, it will be assumed that your permission is granted.

## **Party Information**

### **Birthday Parties**

We all know birthdays are important milestones in our children's lives and how much children enjoy celebrating with their classmates. Each child's birthday, that takes place during the school year, may be celebrated if the parent or guardian provides the snacks. Please discuss your plans with your child's teacher. No gifts will be exchanged during school hours and invitations to outside parties will only be handed out if the entire class is invited. Due to food allergies, all party foods must be store bought with an ingredient label attached. NO balloons of any type are allowed.

### **Christmas, Other Holidays & Celebrations**

All food items must be purchased from a store and come to school in the original sealed package.

## **Enrollment, Tuition, and Financial Matters**

The following information is needed to complete enrollment:

- Completed registration/application forms
- Immunization Records/Health Assessment (signed by a physician)
- Parent Handbook Last Page

# Tuition Rates for Spring 2022

ALL CHILDREN ENROLLING IN THE FOLLOWING CLASSES MUST BE AGE ELIGIBLE BY AUGUST 31<sup>ST</sup>.

## Cost per Month

Infants through 2 Year Olds (Three Days) T/W/TH \$180

Infants through 2 Year Olds (Four Days) M/T/W/TH \$210

3 & 4 Year olds (Three Days) T/W/TH \$175

3 & 4 Year olds (Four Days) M/T/W/TH \$205

## Tuition Payments

Tuition payments must be made by the 5<sup>th</sup> of each month. Pay with check, cash, or money order. Please use the envelopes that are provided, fill out all necessary information, and drop into the drop box at the window. DO NOT leave any money or envelope with a teacher or any other staff member. To avoid a \$15.00 late fee, payment must be received by the 5<sup>th</sup> of each month. If your child is absent or MMO is closed for holidays, snow days, emergency days, teacher workdays, etc. tuition payment is still required. Enrollment may be discontinued if tuition is over 30 days past due. If two (2) children in the same family are enrolled at least 3 days, a \$10.00 deduction will be given towards tuition per month.

**NO REFUNDS OR MAKE UP DAYS are given for illness, vacations, or snow days.**

## Returned Checks

A service charge of \$35.00 will be charged for each returned check. If you have a second check returned, tuition payments must be made in cash only.

## Fees-Late Fees

Late charges will be imposed for parents who pick up their children after 1:00PM. Please be prompt in picking up your child at 1:00 pm. The assistant teachers and the teachers have limited time to prepare for the next day. In the event of a late pickup, you will be charged \$5 for 1-10 minutes and \$10 for 11-20 minutes added to your next month's tuition.

## Annual Registration Fee

Registration Fee-\$50.00 – Non-refundable fee for the school year due with registration forms that must be completed before admission to the program-- \$25 for each additional sibling.

## **Withdrawal from the Program**

Should you have to withdraw your student for any reason during the school year, a written notice to the Business Office is required at least two school weeks prior to the withdrawal date for any child enrolled in our program. You will be responsible for two weeks from the date the Business Office receives notification even if the child does not attend these days. If you choose to withdraw your child during the school year and plan to re-enroll him/her at a later date within the same year, and we have the availability to accept them back into the program, there will be a \$50 re-enrollment fee. Playschool may discontinue the child's enrollment if the parent fails to keep current physical and immunization records, monthly tuition is over 30 days past due, or habitual abuse of program policies occurs.

## **Acknowledgment**

SOAR Academy in Forest City, North Carolina, offers a superior quality weekday playschool program for infants through 5 years of age. Our teachers and staff provide a warm and secure atmosphere where each child has the opportunity to grow — academically, spiritually, physically, emotionally, and socially.

We are a Christian education program, and we want the children to know God loves them. Our Christian staff will be teaching the children all about Jesus and how He teaches us through the Bible to know and serve Him. It is our prayer that each child in our program will come to know Jesus Christ as his or her Lord and Savior at a young age.

Thank you for choosing us to help meet your family's needs.

Aviation AllStars - SOAR Academy | 114 Michael Dr. | Forest City, NC

*Mothers Morning Out*

I have read and understand the handbook containing the policies and procedures of Aviation AllStars Mother's Morning Out (MMO). I understand and agree to follow such said procedures.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Printed Signature \_\_\_\_\_

Child's Printed Name \_\_\_\_\_

Date \_\_\_\_\_