

## **Champion School Parent Handbook**

We welcome you and your child to Champion School. We strongly believe that open communication between families and our staff is essential to fully meet your child's needs. We look forward to developing a positive relationship. Please see below a set of important Champion School information, procedures and policies that are important to a positive relationship.

### **Office Hours**

Office hours are from 9AM to 4:00PM. Please do not arrive before or after these hours to address any questions or concerns to the office.

### **Newsletter**

It is the parent's responsibility to read the newsletter every month. All parties/programs etc are in the newsletter.

### **Pick-up**

All students should be picked up during the allotted pick-up time. For half day students, pick-up time is 11:45AM – 11:55AM. For full day students, pick-up time is 3:00PM – 3:10PM. For extended care students, pick-up time ends at 6:00PM. Parents must pick-up students during the pick-up times. If parents are late, a late penalty fee will apply. We strongly urge parents not to pick up their preschool aged child between 12:30PM and 3PM as if you pick up your child during that time, you will likely wake up other children or delay the departure preparation for all children.

### **Nap Bedding**

Preschool students staying full-day will have a nap period in the afternoon. We ask that parents provide their child with the necessary bedding: sheet, blanket, and pillow. All these items need to be crib size; we cannot take oversized bedding because it has to fit in their cubby. All bedding should be labeled in the corner and be placed in an easily foldable bag (reusable grocery bags work best). Please make sure that the bedding is folded and placed in the bag with your child's name facing up to keep pick-up time efficient. All nap bedding will be returned to the parents at the end of the week or Thursday (for 2 days students). Parents wash the bedding and return it on Monday.

### **Lunch**

Parents need to provide a lunch for their student if they are staying till at least 3:00PM. All lunch boxes and containers in the lunch box should be labeled with your child's name. All containers should be airtight; we do not want your child's lunch spilling into his/her lunch box. We ask that parents provide their child with any utensils they will need for their meal. Please provide a Ziploc bag or napkin for the teacher to wrap the utensils in after lunch. This will help keep your child's lunch box clean and make less work for you later.

All lunch and/or snack items need to be nut-free. We have students at our school that are severely allergic to nuts and bringing nuts into our campus can be dangerous to them.(even fatal in some severe cases)

### **Extra Clothes**

Parents can bring an extra pair of clothes for their child incase of accidents. Extra clothes should have the child's name on the tag and be placed in a Ziploc bag with the child's name on it as well.

### **Respectful/Courteous**

Please be respectful and courteous to all Champion School staff. We are just doing our job in fulfilling our mission to provide a safe/secure environment that is caring, nurturing, stimulating and educational.

### **Questions Regarding Your Child**

There will be two scheduled parent-teacher conferences during the school year: one in the beginning of the year and one after the first semester progress reports are sent home. Sign-up sheets for these conferences will be available on the blue sign-in table. Please make sure you are signing up on the correct list; there will be different lists for each class. Dates for the conferences will also be listed in the monthly newsletter as well. In addition, for students who are 3 year old and up, two progress report cards will be sent home. One, at the end of January and one after the academic year ends. Any time the child is above or below the expected norm, we will let the parents know.

As a parent, if you have a concern about your child, please email the school office and we will be happy to set up a conference with the teacher. We request that you not interrupt teachers during pick-up or drop-off. Please email the office, instead. We ask that parents either email the school or call the school to schedule an appointment to discuss their child's progress.

### **Birthday Parties**

We welcome parents to celebrate their child's birthday at school. We ask that parents email the school at least one week prior to the celebration date; we cannot take verbal requests for birthday parties. Parents, can bring in any treats they wish (Just no nuts) Typically, most parents bring cupcakes and goody-bags for the students in the class. Cupcakes work best since it is easier to hand out to students. Please bring enough food or goodies for 24 students.

### **Discipline**

The school will try and inculcate positive traits in our students. Some of them being emotion or anger control, sharing and respecting others. We do this by positive discipline. We praise and appreciate children when they act and think positively. Sometimes rewards or incentives are given for good behavior. The teacher will explain school rules and encourage children to talk out their problems. The teacher will offer alternatives to children engaged in undesirable behavior such as a new activity or engaging the child in an activity with the teacher. The teacher will also help the child understand the logical

consequences of his/her behavior by removing the object or activity the child is engaged in. If the problem persists she may give the child thinking time (1 minute per year of age). If the behavior persists and these positive discipline techniques are not working, then the parents will be asked to participate in a parent/teacher conference. An action plan will be developed for the child, with all the steps outlined, to be taken by both parents and the teacher. If the inappropriate behavior still persists the child will be put on probation and the parents will be asked to keep the child home for a day or two. After that, if the inappropriate behavior continues, enrollment will be terminated. Champion

School does not permit the following forms of discipline: corporal punishment, withholding food, light, warmth, clothing, or medical care, ridicule, humiliation, and physical restraint other than the restraint necessary to protect a child or others from harm.

Champion School will immediately terminate any child's enrollment whose behavior causes a significant danger to his/her own safety or the safety of other children and staff.

### **Admissions and Enrollment**

Applications for enrollment are accepted without regard to race, religion, gender, or national origin. No religious doctrine is taught, although we do stress accepted standards of personal integrity and ethical behavior, and we honor traditional American values, customs, and celebrations. Classes are available only if demand is sufficient. School staff are not authorized to offer services, classes, or alternate days/hours that are not listed on enrollment forms. Champion School may use photographs of the child in school's promotional materials. If you don't want us to use your child's photographs for promotional purposes, you must submit a request in writing

### **Tuition and Fees**

Tuition is broken up into 10 equal payments. The first payment is due on July 1st, and the subsequent payments are due by the first of every month starting on Aug. 1st. The book use fee is due on July 1st. There is a 5 day grace period to make a tuition payment that ends on the 5<sup>th</sup> of each month. If tuition is late, a \$20 fee will be charged per day for every late day past the grace period. Accounts falling two weeks past due may be grounds for termination. If a student is picked up after the scheduled departure time, they will be charged \$2.00 for every minute late. A returned check fee of \$100 will be charged to your account for all insufficient funds checks and a late payment penalty will also be added from the end of the tuition payment grace period.

### **Extended Care**

Extended Care is available from 7:30AM to 8:30 AM and from 3PM to 6PM. There are enrichment programs offered during extended care. An additional fee is required for those. There is no school on holidays and school breaks. Extended Care may be available on some of the holidays and school breaks. Extra fee will be charged on those days.

### **Withdrawal**

A full tuition payment is due for the last month, including a partial month, that child attends the school. Parent(s) / Guardian(s) who wish to withdraw their child must give at

least one month notice in writing (on or before the 1st of the last month that child attends school or June 1<sup>st</sup> for a new school year) before the actual withdrawal date. Otherwise, the Parent(s) / Guardian(s) will be required to pay an additional month's tuition. For a new school year, you must submit a withdrawal notice by June 1<sup>st</sup> to avoid responsibility for the July and August tuition payments. The application fee, enrollment fee, the book use fee and the tuition payments already made are non refundable regardless of the reason or timing of the student's withdrawal or termination. No refunds will be given for absence from school regardless of the reason or timing. When parents withdraw, they also forfeit the spot for the rest of the school year.

### **Termination**

Champion School can suspend or terminate a student for violation of Champion's policies and procedures, poor academic performance, failing to make tuition payments on time severe misbehavior and uncooperative or disruptive parents. Champion School has the right to terminate any student's enrollment at any time for any reason if Champion School decides it is in the best interest of the school and/or the student. No refund of tuition will be given if a child is terminated from the school.

### **Change in Program**

Any program changes you wish to make will not be automatically approved. Program changes are determined by availability of space in that particular program. If you wish to make a program change (i.e. enroll in extended care, change from 2 day to 3 day, etc.), you need to email the school and request this change a month in advance of the desired change date. If we can accommodate your request, the school will notify you of any additional payments or paper work that need to be submitted. If you request a downgrade (Ex: move from 5day half day to a 2 days half day), and there is availability, there will be no credit given for advance payments already made towards the downgraded program.

### **Parental Visitation and Inspection Rights**

Champion School has an open door policy -- Parents are welcome at any time. Please check in at the office to get a visitor's pass. During visitation, parents should be respectful of the students' routines and programmed activities.

### **Arbitration of Disputes**

If you have a legal or other claim against Champion or any of its officers or employees which you have not been able to resolve through negotiation with Champion, including, but not limited to, any dispute arising from the attempt to enroll or the enrollment of your child in Champion School, you agree by signing the Enrollment Application to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association ("Association"). The arbitration will be conducted at the office of the Association closest to the school in which your child is enrolled. If space is not available in the office of the Association, then the arbitration will be held at a facility in reasonable proximity to the Association office.

### **Sick Child Policy**

We are committed to maintaining the good health of the children. We need your cooperation in this effort. When children have any of the following conditions they may not stay at school:

- Temperature of 101 or higher
- Vomiting
- Diarrhea – 2 or 3 loose stools in a short time
- Two or more cold symptoms
- Undiagnosed rash on the body \*\*
- Cloudy discharge from the eye(s) \*\*
- Any communicable disease \*\*

\*\*A doctor's note must be presented upon return to the office when a child is sent home with these symptoms.

We require that children not return to the center until symptoms have been gone for 24 hours. Children who are sick will be isolated. Please remember that isolation is a temporary situation, and the child must be picked up immediately. In order to give children any medications, we must have written parent authorization. Be sure to bring the medication (dated for the current illness) in its original container with the child's name and dosage information on it. When children are at school they should participate fully in the program, including going outdoors. Failure to comply with the Sick Policy will result in termination from the program.

### **Hiring Staff to Baby-sit**

Please do not ask our staff to baby-sit or participate in activities outside the program. We have asked our employees not to baby-sit for you or participate in activities outside the program. Champion school strongly discourages babysitting and does not authorize or take responsibility for any services or contact that Champion School employees may engage in outside of the Champion School premises or programs.

### **Equal Opportunity Provider**

Champion School is an equal opportunity provider. Applications for admission are accepted without regard to race, religion, sex, national origin, marital status, or political beliefs.

Champion School is operated on a nondiscriminatory basis. Each child is respected as an individual without regard to race, color, religion, national origin or ancestry. Special needs children will be admitted on an individual basis. According to state licensing regulations, the Department of Social Services has the authority to conduct private interviews with children and staff, to inspect and audit child or facility records without prior consent, to observe the physical condition of the children, and to have a medical professional examine the children if needed.

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