

Dear Parents:

We appreciate your choosing Happy Campers Academy for your child. We are most interested in making an impact in your child's life by providing a wide range of developmentally appropriate activities, as well as a nurturing place to grow. These are crucial years in your child's life, and we would like for you to consider us as an extension of your family.

We hope that this book will provide you with important information about our programs, as well as what to expect from us. We always have an open door policy, and encourage you to communicate with us often.

We look forward to watching your child grow and learn with us. Please feel free to become as involved as your schedule will allow. We want to assist you as much as we can for the development of your child is our purpose.

Sincerely,

Lisa Launius

Cindy Alonso

### School Calendar

Happy Campers Academy will be closed the following days:

Presidents' Day  
Spring Break  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving (Wed., Thurs., and Fri.)  
From Christmas Eve to New Year's Day

### Billing Fees

**Tuition:** Fees are based on a yearly tuition, with HCA's scheduled days closed factored out, and divided into monthly payments for the school year. When your child's birthday occurs, the new rate will be applied the following month (the month after the birthday occurs).

**Late Fees:** A late charge of \$30 will be assessed 3 days after the due date. There will be a \$30 charge for all returned drafts due to insufficient funds.

**Billing, Payment and Withdrawal:** Tuition is payable in advance and is non-refundable. HCA uses Tuition Express for automatic withdrawal of tuition payments. Payment is due on the first day of every month, regardless if your child is present or not. This includes all scheduled holidays and school closings. We regret that we cannot credit your account in the event of a family vacation. In a Pre-school setting, you are actually paying for the **spot**. You will be billed for tuition until you notify HCA in writing that you are withdrawing your child. **You must notify HCA 30 days before the 1<sup>st</sup> of the month when you withdrawal your child. HCA does not prorate your last month of attendance.**

**Early and Late Fees:** Preschool hours are from 9:00am to 3:00pm, and Extended day hours are from 7:30am to 5:30pm. If you know that you are running late, please call the school as soon as possible, so that we can reassure your child. An early and/or late fee of \$1 per minute will be imposed upon early or late arrival of your scheduled pick up time for repeated disregard of this policy.

**Enrollment:** Enrollment for each new school year will be in March. A \$55 non-refundable application fee per child is paid annually upon enrollment, as well as a \$45 supply fee.

**Summer Policy:** Since we are a year round school, we cannot permit a family to take the summer off and still be guaranteed a spot for the fall. If you choose to take your child out for summer, you will lose your spot and be placed on the waiting list for fall.

**Extra Day or Afternoon:** If you discover you occasionally need an extra day or afternoon, please call the Director or Assistant Director to see if there is space available. All extra time must be cleared through the Director's Office.

### **Online Monitoring**

Happy Campers Academy is proud to offer a closed-circuit monitoring system of your child's classroom via the internet. Each classroom has a camera for you to view your child with the exception of the bathrooms. Once you are enrolled in the school, you will receive information on accessing this system. Unfortunately, we are unable to guarantee accessibility with all computer systems and workplaces. With the help of our IT specialist, we have been able to assist most of our parents to successfully utilize the monitoring system; however, some financial institutions, as well as some other companies use firewalls, or other security precautions, which prevent viewing of our system.

HCA offers this service as a bonus to caring for your child. Our intent is to offer the best care available, and to provide additional peace of mind for our parents by allowing viewing of the students during working hours. Any system, however, that is offered through the internet, is subject to the integrity of the internet provider, as well as other technical difficulties. We also have encountered difficulties (although it is rare) involving inclement weather and natural disasters. HCA does not credit tuition due to internet access and/or monitoring being down.

### **Home to School Transition**

Some children have a small adjustment period to new surroundings. It is not an indication that there is a problem or your child doesn't like his new school. Here are a few ideas to help with the transition:

- \* bring your child by Happy Campers to meet the new teacher and to see the classroom prior to your start date

- \* discuss with your child that this will be a new place, but it will be fun meeting new friends, and that you will be back to get them at the end of the day

- \* always talk positively about the transition, and don't lead on that you, too, are nervous

- \*\* **Most Important:** establish a routine that you do the same each morning. For instance, maybe you sit down with your child to engage her in an activity, and then after a couple minutes say, "Mommy is going to go now. I will see you at 3:00, after nap. I love you!" and quickly make your exit. Lingering around because your child is upset only teaches your child that if he cries, you will stay. You may always call us as soon as you leave to see if your child has settled into the routine.

### **Health**

Young children are prone to frequent colds and illnesses.

Children who are sick need to be at home. Please plan for these times and have alternate arrangements made in advance of these occurrences. We ask that you keep your child home from school under the following conditions:

- Your child has had a fever during the past 24 hours
- Your child has had diarrhea
- Your child has a constant cough
- Your child is too ill to go outside
- Your child is fussy, cranky, and generally not him/herself

If your child becomes ill while at school, we will call you to come pick him/her up if:

- The fever is over 100 degrees
- There has been two loose stools
- Your child has vomited
- There is an unidentified/undiagnosed rash

Our policy is that your child not return to school until they have gone **24 hours** free of the illness **and Tylenol free**. This means if your child is sent home at 10:00am with a fever on Monday, the soonest we should see him back is Wednesday, and that is only if the fever is gone by Tuesday.

Please do not send your child with Tylenol or anti-diarrhetic on board so that the illness is not detected, because this does not prevent the germ from being passed around. This policy is in place to strive to keep the germs to a minimum, so that we do not pass around to each student, every sickness that walks through the door. We reserve the right to remind you of this rule, and send your child home if the appropriate amount of time has not past.

### **Injuries**

Our teachers are certified in CPR and pediatric first aid. If your child is injured at school, the child's teacher will call you and explain the injury, how it was sustained, and first aid given. An injury report will be filled out and kept in your child's file.

### **Medication**

Medication will be administered under the following conditions:

- Medicine must be in its original container with the product information label
- No medication will be added to formula or juice in a bottle
- Medicine must be labeled with the child's full name
- Specific dosage instructions concerning amount and time must be provided in writing
- The medication log must be signed by a parent for each medication
- No medication may be administered that would mask the symptoms of an illness, reduce fever, or control diarrhea.
- All medication must be stored in the medication box in the classroom (meds may not be left in your child's bag)

### **Safety**

The safety of our students is of greatest importance to us. To help ensure the safety of each child, we have set forth a few guidelines. Both doors to the preschool have codes to enter. These codes will be changed periodically.

Every child must be accompanied by a parent to his classroom. Children are not permitted to enter the building unattended. Please make sure you sign in your child in the morning, and sign out your child in the evening.

If you are going to have someone else pick up your child from school, please notify the school. Children will only be permitted to leave with those persons authorized to pick up the child as indicated on the emergency card. It is our policy that we ask for identification (photo ID) from individuals other than parents, until we become familiar with those persons.

Please let the school know if there is a situation where someone is NOT authorized to ever pick up a child. In the instance where this may be one of the parents, we must have legal documentation from the courts on file.

### **Nutrition**

HCA provides a balanced nutritional lunch which contains 1/3 of the daily nutritional requirements for young children. Our menu is planned with a wide variety of foods, including some of your child's favorites. Lunch is served family style in the classrooms and is considered a learning experience for the children. **If your child has special dietary needs or restrictions, we ask that you provide a substitution for your child.**

Each child will have a morning and afternoon snack. Each class will have a snack schedule for each child to donate a morning snack once or twice a month. This is purely voluntary. If you would like to bring a special snack for your child's birthday, please notify your child's teacher.

Weekly menus are posted on the kitchen door. Feel free to visit with the Director if you have any suggestions or comments.

When children go on a field trip, we ask that you pack a nutritious lunch. All items must be disposable. Please do not send a drink with your child in a glass container or thermos. All lunches are kept in an ice chest and at a temperature of 45

degrees or below.

### **Behavior Management**

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. We ask for the parents' help and support in this issue. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

The staff will interact with each child in a positive, respectful manner. Positive behavior will be praised. The discipline approach shall always be gentle, but firm. Redirecting the child to another activity shall always be the first method of discipline. Time out is used as a last resort. No child will be subjected to physical or psychological punishment.

### **Policy for Suspected Child Abuse**

Oklahoma State Law requires every person having reason to believe that a child has sustained non-accidental physical injury resulting from physical or sexual abuse or neglect to report the situation promptly to the local office of the Department of Human Services. It is a misdemeanor for a person to knowingly and willfully fail to promptly report suspected child abuse. A person who acts in good faith and with the exercise of due care in reporting child abuse has immunity under Oklahoma law from civil and criminal liability for making the child abuse report.

Child abuse situations involve educators in sensitive judgmental decisions. The fundamental legal, ethical, and moral principle is protection for the child. It must be recognized that parents also have rights which must be respected. What may appear to be child abuse may have a perfectly innocent explanation. But teachers and administrators must be mindful that the fundamental policy

underlying the child abuse reporting requirement is the protection of the child. Teachers and administrators should not hesitate to make a report when the collective judgment is that child abuse is likely to have occurred. Finally, the Oklahoma law standards of good faith and due care for immunity necessitate a careful and prudent approach to suspected child abuse.

If any child in our care shows any signs of abuse or neglect, we will report the situation to law enforcement officials or the Department of Human Services representatives.

### **Birthdays**

Birthdays are treated as a special day for your child. You may bring a special treat to school on this day to be served at snack time. All items must be store bought, per Department of Health. Please notify your child's teacher in advance of your plans.

### **Inclement Weather**

Snow Policy: In the event of inclement weather, the Pre-School will make a decision on each individual storm as to how to safely meet the needs of our children, parents, and employees. If the School decides to open late or close for the day, it will be announced on the local television stations. In the case of extreme weather or unsafe conditions such as no electricity or water, the Director will close the school, and report on the local television stations.

### **Late Arrival/ Nap Time**

It is important for children to have continuity in their Pre-School routines. We are fairly flexible with schedules, however, teachers plan your child's day with consideration for the way one activity leads to another, making for smooth transitions for your child. These routines add security to your

child's day. It is important that your child be in his or her classroom by 9:30 to begin the day with the group. We understand that occasionally this will not be possible. Please let us know if your child will be late and we can plan for his or her arrival. Arriving at school between the hours of 11:00 and 2:00 will not be permitted except in rare circumstances. It is too disruptive to lunch and nap schedules, and tends to upset the schedule of the entire class.

### **Parent Teacher Conferences**

Conferences with your child's teacher(s) will be held twice a year. These scheduled conferences are optional but are highly recommended. They are simply a chance for you to check on your child's progress. HCA has developed age appropriate outcomes for each of our classes. This is a great way to see what your child has learned and the things that they are currently working on in class.

You may arrange a time to meet with your child's teacher at any time in which you feel necessary. Please let the teacher know that you would like a conference, so that she may set some time aside for you other than arrival and departure time.

### **Parent Involvement**

HCA has an open door policy. Please feel free to come and visit to see first hand what your child is doing during the day. We believe it is important for parents to be involved in their child's preschool experiences, just as it is important in grade school, middle school, and high school. Many opportunities will be presented throughout the year.

The Parent Board is a great way to become involved in our school. The primary function of the Board is to enhance and assist the school in as many ways as possible. This group meets once a month, and all parents are invited to attend. Our Parent Board conducts fund raisers (which participation is

optional), pizza nights, and other social events such as an Easter egg hunt and Fall Festival. This is a great opportunity for you to get to know other parents and children within the HCA community. Please watch for more information on our Parent Board.

### **Nursing**

Feel free to come up to HCA to nurse if you are a breastfeeding mom. Your child's teacher will help to coordinate a schedule that will be good for you and your baby.

### **Parent Resources**

Our front entryway has a table which we have dedicated to parent pamphlets, and information pertinent to community events for the family. We are in the process of building a parent library. If you are interested in more information on a specific topic of child development, please contact the Director. Also, if you are interested in donating parent books for our library, we would greatly appreciate it.

### **Field Trips**

Occasionally, HCA will schedule field trips for our older group. All parents will receive notification in advance about upcoming field trips. We must have a signed permission slip on file at the school for each field trip that your child participates. If a child arrives late for a field trip, the parent will need to bring the child to the location of the field trip to join their class. There will not be care available for a child at school if they choose not to attend a field trip or arrive late.

If a child becomes ill during a field trip, the parents will be called to come get him or her. A teacher will wait with the child in a location that has been arranged with the parent.

### **Policy on Calling Parents**

We ask that you call your child's teacher and/or the center, when you are not going to be in attendance for the day, or the days you are planning to be on vacation. If we have not heard from you, we will be calling you to make sure that your child is safe. This policy is not meant to be an invasion of privacy, but is being implemented as a safeguard, so that we can all avoid an accident of leaving your child in the car.

### **Open Door Policy**

Happy Campers Academy always has an open door policy if you ever have a question, concern, or compliment. We welcome constructive dialogue regarding the center. We would much rather talk out an issue than lose you as a customer, and subsequently cause your child to have to adjust to a new Pre-school. We are extremely passionate about our center, our children, and our programs, and we strive to be the best Pre-school that Tulsa has to offer.