

West End Academy Pre-School  
PARENT/GUARDAIN HANDBOOK



**President: Autumn VanDyke**  
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**POLICY STATEMENT**

## Mission Statement

Our mission is to provide full time child care for children ages 6 weeks to 5 years of age through educational activities that are age appropriate, carefully planned, and based on the Tennessee Early Learning Standards. We pledge to relate to each child with respect for the individual they are, develop a special relationship with each child, and provide a clean, bright, educational, and safe environment. We vow to constantly continue our personal growth and professional education in order to better serve the children and to have an honest and straightforward relationship with the parents and guardians.

## Services Offered

- Full time child care for ages 6 weeks to 5 years of age
- Afterschool Program and Summer Camp Program
- Full day care for school age children
- Breakfast, lunch, and an afternoon snack
- Daily report for children age 2 and under, weekly report for children age 3 and older.

## Admission

- Call to schedule a tour and an intake assessment.
- Each guardian will receive a copy of the Policy Statement, a Summary of Licensing Requirements, a form for shot records, an Illness Policy, Our Goals, and an Emergency Management Plan Summary when you come for a tour of our Academy.
- **There is a nonrefundable \$60.00 registration fee that must be paid at the time of admission.**
- A completed Application, A Certificate of Immunization, a completed Health History Checklist, a signed Guardian Agreement Form, Registration Fee and the first week's payment **must be received before the first day.**

## Rates

Age	Weekly Fee	Yearly Supply Fee (Due in August)
Infant (6 weeks-12 months)	\$190	N/A
One-Year-Olds	\$165	\$50
Two-Year-Olds	\$160	\$50
Three-Year-Olds	\$150	\$125
Four-Year-Olds	\$145	\$125
Pre-K	\$145	\$125

Program	Weekly Fee	Activity Fee
After-School Care	\$90	N/A
Full-Day Care (school age)	\$125 (\$25/day)	N/A
Summer Camp	\$125	TBA

- \$60 registration fee.
- Tuition is due every Friday morning for following week.
- A \$5 late fee for late payments (if payment is more than one week late your child may not return until arrangements have been made with the Director. There will be no guarantee your child's spot will remain open after 2 weeks of no remittance of payment.)
- A \$25 fee is applied to all returned checks and payment will need to be made by money order or cash.
- A \$10.00 discount is applied for families with more than one child enrolled at West End Academy.
- You have 2 weeks of vacation/sick days per calendar year (July-June) that you do not have to pay for. Please notify us in advance of using these days when possible.
- If the school is closed for 3 or more days in a week due to holidays or inclement weather, you will only be responsible for ½ of your tuition. (If only for 1-2 days then there will be no change in tuition)
- We require a two-week written notice before your child is withdrawn from our program.
- If you withdraw your child and you still owe a balance you will be responsible to pay all fees associated with the collection of your balance including but not limited to, court costs, late fees, and lawyer fees.

## Operations

- We are open Monday through Friday from 7:00 AM to 6:00 PM.
- Your child may be dropped off from 7:00 AM – 9:30 AM. If your child will be dropped off after this time, you must call the office to inform us of what time your child will be dropped off.
- A \$2.00 per minute fee will be charged for picking your child up after 6:00 pm. If this becomes a reoccurring issue, a meeting will be set up with the Director to discuss further action.
- The doors are locked from 9:30 A.M. until 4:30 P.M. If you need to see or pick-up your child during this time, please come to the office, and we would be happy to let you in.
- We are closed on the following holidays:
  - o New Year's Day
  - o Martin Luther King, Jr. Day
  - o Presidents Day
  - o Good Friday
  - o Memorial Day
  - o Independence Day
  - o Labor Day
  - o Thanksgiving and the Friday after
  - o Christmas Eve and Christmas Day
- If the holiday falls on a Saturday we will be closed the previous Friday. If the holiday falls on a Sunday we will be closed the following Monday.

## Goals for each child

West End Academy recognizes and strives to provide for each child's individual needs to:

- Pursue his/her own innate desire to learn
- Acquire skills and knowledge that make for effective learning
- Broaden intellectual horizons through language arts, motor skills, socialization, cognitive, and self-help skills
- Have opportunities for developing all of his/her senses by touching, listening, talking, smelling and looking for him/herself
- Develop a good self-concept, self-confidence, and self-understanding
- Have opportunities and materials for creativity through art, music, and dance
- Have opportunities and materials for creative and dramatic play with his/her peers or by him/herself
- Strengthen his/her physical growth and development
- Be able to observe, investigate, seek information, and think critically
- Learn to live in harmony with others

## Discipline Policy

Corporal punishment is not practiced at West End Academy. "Sit and Watch" and/or "Time Out" are applied when developmentally appropriate and needed. We consider physical harm to others, emotional harm to others, and physical harm to self (i.e. flagrant disregard to safety rules) to be offenses classified as "STRIKES". After considerable communication with the parents/guardians regarding misbehavior, we may have to employ the "3 Strikes, You're Out" (or dismissed from the program) policy for the protection of all those involved in our program, including the offending child. We will communicate with the parents/guardians when we need their support in deterring consistent and improper behavior and they will be informed formally of each "STRIKE" should they occur. Immediate expulsion will occur in the event of a Misdeed of Great Severity (i.e. setting fires, use of weapons, outrageous use of vulgarity, flagrant and offensive acts of disrespect, etc.) Expulsion of a child from our program is rare but possible.

## What to bring

- All children should have a complete change of clothes available at all times (including socks and shoes).
- Children must wear comfortable clothes that **can get dirty**. They will be spending time outside each day (weather permitting).
- Children should be able to manipulate their own clothing to use the restroom (if potty trained or training).
- Label all of your child's belongings. West End Academy will not be responsible for lost items that are not properly labeled.
- **NO flip-flop style shoes are permitted**. Shoes must be safe for running and climbing.

- Children are allowed to bring special objects that make them feel secure or safe but **do not allow your child to bring other toys or money to school unless it is a scheduled share day.**
- Diapers/pull-ups and wipes must be provided by the child's parent/guardian. A tube of diaper cream can be kept at our facility to be used when needed.
- Parents/guardians must provide formula and baby food. Mark your child's name on each item you bring. **We cannot use open jars of baby food.**
- If your child has special food restrictions, let us know and we will work with you as much as possible. If you feel that you must bring a lunch we ask that you do not bring candy, "snack-type" foods, or dessert-type foods for lunch and follow our policy regarding nutritious meals.
- All medications will be administered by the Teacher, Director, or office personnel. Please provide written instructions from your Doctor for giving the medication. Consent forms must be completed for medicine to be administered. Never leave any type of medication in a back pack or diaper bag.
- "Sippy-cup" style cups that do not spill must be used by children through 2 years of age. **Children older than 2 are NOT permitted to use "sippy-cup" style cups.** All cups must be labeled and sent home each day to be washed. Cups left at the Preschool will be discarded.
- Crib sheets and blankets must be provided for children 5 years and under to be used during nap time. These items must be taken home on Fridays to be washed and returned on Monday.

### **Emergency Management Plan Summary**

- West End Academy is prepared for any emergency lasting up to 72 hours by storing food, water, diapers, medical supplies, medication, flashlights, radios, and extra batteries.
- We practice monthly fire, tornado, and active shooter drills in order that the children will know how to respond to emergencies.
- Evacuation diagrams are posted in each classroom.
- Emergency information for each child will be taken with the staff in the event of an evacuation for the purpose of contacting parents/guardians.
- Authorities will be notified as needed.
- Children's files will be kept updated (with current phone numbers and emergency information).
- In the event of an emergency, parents/guardians will be notified by phone and/or posted signs as to where to reunite with their children.
- All staff will be trained in emergency procedures on or near hire dates. They will be made aware of the chain of command in the Director's absence.
- At least one person is on property at all times with First Aid and CPR certification.
- An evacuation plan has been developed to include means of transportation and locations.

### **Expectations**

West End Academy will not discriminate against any child on the basis of race, ethnicity, national origin, religion, sex, sexual orientation, age, physical or mental ability. Any applicant with a handicap or special need(s) will be evaluated to see if the program can meet the child's needs and it is felt the child will benefit from the program. This agency will make all efforts to reasonably provide a safe environment to all children enrolled in the program.

Inappropriate behavior by a parent or guardian may result in the removal from the program. These actions include, but are not limited to: searching through confidential material, cursing in front of staff and/or children, yelling or acting belligerent in front of staff and/or children, speeding on campus (driving over **5 mph**), or acting in any inappropriate way as deemed by the Director.

West End Academy reserves the right to request the withdrawal of a child if one or more of the following conditions exist: 1) the child is not participating in or benefiting from the program; 2) there are no reasonable accommodations this agency can make to provide adequate or safe care for the child; 3) there are no reasonable accommodations this agency can make to provide adequate or safe care to the other children enrolled due to the needs of the child. (This statement is in regard to all children not regarding any handicap or special need).

The staff at West End Academy is trained in the detection of child abuse. We are required by law to report any reasonable suspicion of child abuse or neglect to the Tennessee Department of Human Services. This includes any suspicion of driving under the influence of drugs or alcohol with a child in your possession.

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