

## *PRE-K AT THE ACADEMY*

Thank you for your interest in **The Academy**. We are licensed by the **Bureau of Licensing Division of Youth and Family Services**. We are proud to be accredited by the **National Early Childhood Program Accreditation (NECPA)**. To learn more about **The Academy** and its program please call to arrange for a demonstration lesson and a tour of the facilities.

### *OUR GOALS*

1. To help children to maximize their potential.
2. To build socialization skills.
3. To provide a nurturing, risk-free, structured environment where learning and self-esteem flourish.
4. To develop creativity.
5. To develop an understanding of the relationship between the sounds that children hear and the symbols they see.
6. To develop muscular coordination.
7. To learn about rhythm and music.
8. To assess the child's strengths and weaknesses so we build on the strengths and remediate the areas of weakness.
9. To develop an understanding of basic math concepts through the use of concrete objects.

## **GOALS FOR FOUR YEAR OLDS**

- Letter recognition.
- Develop an understanding of the sound/symbol connection.
- Auditory word building.
- Upper and lower case letter formation.
- Write first and last names.
- Develop and understanding of rhyming.
- Develop and understanding of patterns.
- Begin to use their understanding of the sound/symbol system to write words, tap out sounds, and read CVC words.
- Write simple sentences.
- Learn to read & spell some phonetically irregular words.
- Develop oral language and vocabulary.
- Learn to write numerals.
- Learn the concepts of addition and subtraction with the aid of manipulatives.
- Introduce the concept of the number line.
- Learn to make number sets.
- Match quantity to symbol.
- Learn address and phone number.
- Learn birthday.
- Learn parents' names.

### **DAILY SCHEDULE AND PROGRAM**

The Academy is open daily. Parents may choose from a variety of schedules depending upon the program for which they are enrolling. The programs are half-day or full-day. Morning and afternoon sessions are available. School is in session from 9:30 to 3:00 PM.

Our goals are implemented through a program, which combines language skills and an understanding of math concepts with art, music, science, and motor activities. The risk-free structured environment of the classroom fosters independence. In addition to structured, teacher-directed activity times, there are also times for children to play independently.

Our staff is composed of well-qualified, experienced teachers who have been trained in **The Academy's** program. Our low child-to-staff ratio enables our teachers to provide personal and individual attention to each child.

We offer a 5% discount for the second child in the family who attends during the same school year.

The annual fee has been divided into equal payments for your convenience. Payments are not necessarily representative of the exact number of days used per week or month. The same rate is to be paid even if a holiday or break falls in that period.

All families are responsible for the tuition payments throughout the entire academic year. This policy is consistent with that of other private schools.

For further details and hours see attached fee schedule and proposed calendar.

### **STUDENT DROP OFF AND PICK-UP POLICY**

Please park in the parking lot and escort your child to The Academy waiting room. One of the teachers will receive your child there. Your child will wait for you in The Academy waiting room at dismissal time. If anyone besides the parent will be picking the child up, it is imperative to notify the Director or Head Teacher in writing in advance.

### **VACATION POLICY**

As indicated on the school calendar, there will be regularly scheduled vacations during the school year. Please remember that tuition payments are due on a regular basis even though some sessions are missed because **The Academy** is closed for vacation.

## **ILLNESS POLICY**

A child should not be sent to school until he or she is well enough to participate in all aspects of our program, including outdoor play. We will send a child home if he comes to school sick. Please respect these specific rules:

1. **Please call the school if your child is going to be absent or late.**
2. Undiagnosed sore or discharging eyes or ears, or a severe runny nose or cough are all reasons to keep a child home.
3. A child must be kept home for any undiagnosed rash.
4. Children will be sent home from school if the following symptoms develop: fever of 101 degrees or above, vomiting, discharging eyes or ears, diarrhea or rashes.
5. When a child is sent home from school due to illness, we will require that he or she not return to school the next day.
6. **Children must be free of fever, diarrhea or vomiting for 24 hours before coming back to school.**
7. When the child does return to school we will require a note stating that he or she is well.

**PLEASE NOTE: ADHERENCE TO THIS POLICY IS VITAL  
TO PROTECTING THE GENERAL GOOD  
HEALTH OF EVERYONE.**

## **MEDICATION ADMINISTRATION**

**The Academy** does not administer prescription or non-prescription medication to children. If it is necessary for you to give your child medication during the school day, you may come to the school to do so. **Do not send medication to school with your child.**

**Emergency Medication:** If your child's physician requires that emergency medication be kept at the school to avoid a life threatening situation, it will be necessary for the physician to send the school a letter providing detailed information necessary to assure the child's safety. The parents must also provide a signed communication regarding the situation and releasing the school from any liability. Special forms are on file in the Director's office.

### **CHILDREN'S REQUIRED SUPPLIES**

All children will need:

1. A complete change of clothing, including socks, underwear, a sweater and an extra pair of sneakers.
2. A paint smock.
3. Full day students under the age of 5 will need:
  1. a sheet
  2. a blanket
  3. a pillow
  4. a pillow case

### **SNOW CLOSING POLICY**

Decisions on closing will be made at the discretion of the Director based on information obtained from the Randolph Police and schools. The Academy will follow the Randolph Township School closing policy. You will be notified of any school emergency closings by 8 a.m. through email. If you do not receive an email and you are questioning the weather, please call the school as there will be a message left on the answering machine. If you would like to know of school closings before 8 am, you may visit the Randolph Township School website at [www.rtnj.org](http://www.rtnj.org).

### **BRINGING TOYS TO SCHOOL**

Please check with your child's teacher or the Director when you bring in a toy from home. With classroom toys, children will quickly learn that they will have to share. **Treasures from home may cause special sharing difficulties or they may be lost or stolen.**

If your family has special toys, books or other things that relate to our weekly or seasonal themes, we would love to have these additional resources to enrich our program. We do our best to send them home in good condition, but **please do not send things that are fragile or valuable.** Lasers, swords, toy guns, and other weapons are not appropriate or permissible show and tell items.

### **PARENT/SCHOOL COMMUNICATION**

Academy parents receive newsletters on a regular basis. We believe it is important to have ongoing communication with parents.

Drop-off and pick-up times are a good occasion for a short exchange with your child's teacher. Please keep in mind that the teachers are also responsible for other children during that time and may not be able to engage in detailed discussions of your child's progress. Our staff is always willing to arrange a conference for this purpose.

## **PHILOSOPHY**

**The Academy** believes that it is important for children to develop to their full potential. A structured, risk-free environment enhances the desire to learn, unleashes creativity and builds self-esteem. Learning soars. We believe that preschoolers are not too young to learn the relationship between speaking, reading, writing, and listening. **The Academy** emphasizes independence, self-management and self-discovery – habits guaranteed to enhance life-long learning. Children develop a love of learning and realize capabilities about which their parents may have never dreamed.

## **ACADEMY DISCIPLINE POLICY**

At **The Academy**, the greatest offense is to harm another person. We try to reason with the child and explain that this behavior is not acceptable and will not be permitted. We direct the child to another activity to diffuse the tension. As a last resort, we ask the child to take a brief time out.

The time-out has two purposes. First, to allow the child time to calm and compose himself or herself. Second, to allow the teacher some time to console the other child. The time-out is very brief and at no time is the child isolated or out of the teacher's sight. It is the teacher's job to help the child redirect his/her energy and successfully rejoin the group. The time-out is the most severe form of discipline.

Yelling, ridicule, physical/corporal punishment are not acceptable forms of discipline. The environment at **The Academy** is a positive nurturing one, which allows self-esteem to flourish. The teachers are expected to model appropriate behavior. If a teacher expects cooperation and consideration from the children, she must demonstrate these behaviors as well. It is normal for a child to make a mistake or to behave in an inappropriate manner upon occasion. Patience and persistence and good role modeling will show the children the difference between appropriate and inappropriate behavior.

## **THE ACADEMY'S NON DISCRIMINATORY POLICY**

The Academy Preschool and Kindergarten does not discriminate against any student on the basis of religion, ethnic background, nationality, creed, religion or gender. Furthermore, The Academy follows a nondiscriminatory policy in regard to students with a handicapping condition.