



**Bright Futures Start At
Summit Learning Academy**

**Parent Handbook
2022-2023**

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Dear Families,

We would like to welcome you to SUMMIT Learning Academy. We ensure a quality environment, quality program/curriculum, and quality staff. Our goal is to provide a safe and nurturing learning environment that will promote the spiritual, physical, social, emotional, and intellectual development of each child while attending to the needs and preferences of families. We ask that you always feel comfortable to request information and ask questions --- this may be 'home-away-from-home' for your child/children and the security and comfort for you and your child/children are extremely important.

We look forward to working with you and your child. Our goal is to assure you and your child/children safety and security with the focus on a high-quality educational program. Please be aware that if changes are made to your child's classroom/teachers, they are made with the best interest of SLA and your child in mind. However, please let us know if you have any questions or concerns. The only way we can address issues is if we are aware of them.

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TEACHING PHILOSOPHY

The children that we teach are valued for their individuality, their creativity, their curiosity, their opinion, and their ability to engage in meaningful play.

The families that we serve are valued for the unique bond that they have with their children, the commitments that they have to work, home and community, and the insight they provide into their children's world.

Our staff is valued for the unique ways in which they enrich the classroom environment, the knowledge, and skills that inspire them, and the respect they show for the children in their care.

We are all a part of a Learning Community. We are a team!

PROGRAM OVERVIEW

Summit Learning Academy (SLA) is located at Grace United Methodist Church. It serves children from 2-5 years of age. Summit Learning Academy also serves as an on-site advanced education learning facility. College students will use SLA for course observations, fieldwork, and student teaching experiences. SLA will provide a quality educational setting for families and children, based on a current theory regarding best educational practices for the growing and developing minds and bodies of young children.

PROGRAM PHILOSOPHY

It is the philosophy of Summit Learning Academy Preschool that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and that all children can learn. Our preschool programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. We believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social, emotional, language, self-help, and aesthetic areas for the child's total development. Meaningful play encourages curiosity, discovery, and problem solving, allowing individual growth and development of a positive self-image.

SUMMIT LEARNING ACADEMY STAFF

All staff members have completed a hiring process that includes an interview, background check, and Safe Sanctuary training through Grace United Methodist Church. They all have health/physical verification, and three letters of recommendation. Lead teachers must have a minimum of 60 College Credits. 6 of the 60 **MUST** be in Early Childhood. Preferred Associate's or Bachelor's Degree in Early Childhood Education. (Bachelor's Degree preferred.) Staffing of classrooms is at the discretion of the Director and is made to best fit the needs of our students.

Means of Communication between the Center and Parents.

If you need to contact Krysten or Summit Learning Academy. You may contact us in the following ways:
Phone: 815-780-7324, Email: summitlearning1345@gmail.com, or Website Gracelassalle.com

STUDENT TEACHERS

SLA is designed to provide students in the IVCC Early Childhood Education program with opportunities for supervised hands-on experience with young children. Knowledge gained through prerequisite coursework in Early Childhood Education prepares college students to take full advantage of this opportunity for fieldwork. Students may engage in observations, field experiences, and student teaching experiences on-site. This is approved through the course instructor, program coordinator/center director, and teachers.

The Early Childhood Education curriculum requires college students who are pursuing the Associate of Applied Science degree to complete two student teaching experiences. All student teachers will complete the same health and safety precautions as Center employees, and will at ALL times be supervised by staff. Student teachers will comply with all policies and regulations set forth in SLA's personnel manual. Parents will be notified of student-teacher placements within SLA.

Student teachers will assist SLA staff by implementing developmentally appropriate activities that enhance and support the classroom curriculum.

PROGRAM CURRICULUM AND ASSESSMENT

Young children are constantly developing a sense of initiative and creativity. They are curious about the world around them and about learning. They are exploring their ability to create and communicate using a variety of means and through creative movement, and using their bodies to represent ideas and experiences.

The faith-based integrated curriculum invites children to grow in their relationship with God and with each other. Christian values are incorporated daily in classroom learning.

On a daily basis, we provide opportunities for a large group, small group, and individual learning. Hands-on learning develops knowledge, skills, and abilities in the domains of multiple arts, fine motor, math, science, social studies, dramatic play, and gross motor.

Integrating a variety of developmentally appropriate practices enables educators to make and strengthen home-school connections. Through technology, educators can measure and record development, document growth, plan activities, and share information with parents, families, and communities. Photographs, audio, and video recordings document, archive, and share a child's accomplishments and developmental progress.

ASSESSMENT

Teachers and student teachers use documented observations and a collection of samples of children's work to plan activities that will challenge each individual child as well as groups of children. All children are assessed regularly through staff observations, staff-child interactions, and the daily activities planned to enhance and engage each child's development. Parent-Teacher Conferences will be held in the fall and spring semester for 3-5 year-olds, and for 2 year-olds as requested or needed.

PARENT INVOLVEMENT

Frequent communication with parents/guardians is extremely important in providing quality care and education for young children. Your involvement in the learning/educational process is of great value to the staff, as well as lifelong learning for the child.

SLA views parental involvement as an essential ingredient of its comprehensive strategy to facilitate the learning and development of the children it serves. Parental participation takes many forms, ranging from classroom donations of supplies to environmental improvements, to participation in the classroom with activities, and/or periodic fundraising activities.

A parent's most important role in ensuring that children are well-rested and at school on time.

HOURS AND DAYS OF OPERATION INCLUDING BEFORE AND AFTER CARE

SLA is open Monday – Friday from 7:00 am – 3:00 pm. If at any time, children are not enrolled for early or later hours in the day, parents will be made aware, and the director has the authority to open SLA later or close SLA earlier.

Parents/guardians MUST contact SLA by 8:00 am if a child will be absent on a particular day. If a child typically arrives prior to 8:00 a.m., it is greatly appreciated if the parent contacts SLA prior to the time of arrival to inform of the child's absence.

LATE ARRIVAL POLICY

This policy relates to the late arrival of students to Preschool to Year 2 classes.

PURPOSE

To highlight the importance of students consistently arriving at school on time.

BELIEFS

For the integrity of our learning and teaching programs, we believe that children need to be at school on time. A natural cycle of activity occurs each day as part of the class program. The beginning of the day is the time when children are introduced to plans for their learning for the day. A focus on and immersion in learning begins at 8.30 a.m. and builds over the course of the morning.

A child who arrives late misses out on introductions, information, and plans for the day ahead. This can lead to a less productive and engaged learner. Additionally, a child arriving late inadvertently disrupts the class, impacting the learning of the other students.

When we ensure that a child arrives consistently on time each day, we encourage and develop an important habit that will carry through the child's years at school.

PROCEDURES

School begins promptly at 8.30 a.m.

- Parents and caretakers of students enter through the Summit Wing Entrance and accompany children into their classroom. Teachers will record attendance in class rolls.
- A child who arrives after 8:30 a.m. is considered late and will be marked accordingly on the class roll. Children who arrive late (after 8:30a.m.) must be signed in at the Main Church Office and will be taken to the classroom by a staff member.

Release of Information to Representatives of Minors-

Minor's Parents/Legal Guardian The minor's parents have access to the information in the SLA files that pertains to them and/or the minor. All information is confidential and will not be released to anyone but the legal guardians.

Guidelines for Winter Weather Closing

The community should assume that classes are in session at the normal time unless otherwise notified. Occasionally, inclement weather and/or hazardous road conditions may cause SLA to close. The health and well-being of our children, staff, and families is our highest concern. * **Pick up will be at the Summit Main Entrance for ALL AGES.* ** Snow Days will NOT be made up ****

Priority on Safety

During inclement weather or in emergency situations, our first priority is the safety and welfare of our students and staff. At the same time, the closing of school can be burdensome to families due to childcare and work schedules. We consider canceling school to be an exception and we place a strong emphasis on keeping our schools open. Some of the primary factors that are considered when making a decision include the following:

- The safety and well-being of students and staff
- The severity of the weather (extreme cold, excessive snow, flooding, etc.)
- The timing of the weather events
- The ability of cars to travel safely
- The operable conditions of our buildings

Whenever a decision is made to cancel school or alter the school day, it is based on the general safety conditions for all students, and staff. The Administration recognizes that conditions may vary for each individual student or family. If you feel that it is unsafe to send your child to school, please contact the school office.

Making the Decision

The administrative staff of the school determines when and if conditions at the school warrant the cancellation or delay for the school day. This decision is normally made in collaboration with other area superintendents, and the Illinois Department of Transportation and the National Weather Service depending on the condition. The National Weather Service will be the primary meteorological source to determine and declare weather conditions such as snow forecasts, wind-chill advisory, or wind-chill warnings.

School may be canceled due to weather conditions or other emergency conditions that made the operation of the school facilities unsafe. When school is canceled, all before and after-school activities, student events, and field trips will be canceled unless specifically announced by the school Director.

Notification About Closure

School closure decisions will normally be made before 600 a.m. the day of the closure. This allows weather conditions to be monitored overnight to avoid unnecessary closures. Closure decisions will only be made the night before if conditions are known for certain and warrant closure. In the event of a school closing, the information will be available on:

- Summits Facebook Page
- WLPO/WAJK
- WALL 102

Severe Cold- Two Possible Outcomes

Wind-Chill Warning- Schools Will Be Closed

Schools will be closed under the condition of a wind-chill warning. A wind-chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A wind-chill warning is typically issued when the wind-chill will be -30 degrees Fahrenheit or colder and the winds are greater than or equal to 10 mph OR the actual temperature is -15 degrees Fahrenheit

General range: Wind-chills -30 degrees Fahrenheit or Lower and wind speeds 10 mph or greater or actual temperature -15 degrees Fahrenheit or lower

- Classes will be canceled and school closure protocols will be instituted.
- All notifications systems will be leveraged to send school cancellation communications to the families.
- Extracurricular activities will be canceled.

Wind-Chill Advisory- School Will Be Open

A wind-chill advisory is issued when conditions do not meet the wind-chill warning criteria but still cause significant inconvenience. The weather during a wind-chill advisory is not life-threatening but presents conditions that may result in inconvenience or pose a moderate risk to safety. A wind-chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder AND the winds are greater OR equal to 10 mph.

- General range: Wind-chills -20 degrees Fahrenheit to -29 degrees Fahrenheit and wind speed 10 mph or greater OR Actual temperature -5 degrees Fahrenheit to -14 Degrees Fahrenheit.
- Schools will be open and student attendance is expected.
- Extracurricular activities will be evaluated and may be suspended if conditions persist.
- All outside student activities will be suspended.

ADMISSION/ENROLLMENT PROCEDURES

Child enrollment is available on a first-come, first-served basis. Once the enrollment meets full capacity, children will be placed on a waiting list and called when the first available opening exists. Preference is given to children who have attended SLA previously. Priority in enrollment is given to children who will attend SLA on a full-time basis. Part-time children are enrolled when space is available. Once a child has been accepted for enrollment, he/she will not lose his/her place to a full-time child who enrolls subsequently.

The following is required for each child enrolled in SLA:

- Completed application for the registration form.
- Non-refundable registration fee – must accompany the application.
- Birth Certificate
- Medical examination and proof of required immunizations (except when exempt for religious reasons) by a licensed physician dated no more than 6 months prior to enrollment.
- Completed financial tuition and fee agreement as it applies to parent/guardian.
- Upon acceptance for enrollment, the child and family are encouraged to plan a scheduled visit to SLA. The non-refundable registration fee, supply fee, and annual, semester, monthly, or weekly tuition must be paid in advance.

Children will be accepted without regard to race, color, or national origin.

RISK MANAGEMENT

1. Training, including universal precautions, will be provided to staff. This training will consist of:
 - a. Wellness/Illness Policy
 - b. Fire drill precautions
 - c. Tornado drill precautions
 - d. Playground safety precautions
 - e. Administration of medications
 - f. Hand washing procedures
 - g. Daily environment checks
 - h. Daily child health checks
 - i. PPE

WELLNESS/ILLNESS POLICY

SLA's wellness/illness policy is for the benefit of the health and well-being of all children and staff. Illnesses that require a child to stay home include:

- A fever of 100 degrees or higher axillary (under the armpit); 101 degrees or higher orally (in the mouth); 101 degrees or higher with an aural thermometer (in the ear). or 101 degrees or higher with the forehead thermometer. It is recommended that parents consult a doctor if the temperature is over 102 degrees. **A child must be fever-free for 48 hours prior to returning to SLA.**
- Vomiting more than once in a 24 hour period or combined with another symptom.
- Diarrhea with more than one unconfined episode in 24 hours or in a combination of another symptom.
- A sore throat or strep throat
- Unexplained rashes or a diagnosed contagious rash.
- A persistent cough and/or thick nasal discharge. If your child's physician diagnoses these symptoms as a result of allergies, SLA must be informed by a physician's written note.
- Contagious infestations or infections (head lice, scabies, impetigo, ringworm, etc). A child must be nit-free of any head lice prior to returning to SLA.
- Chickenpox – lesions must be crusted over before the child is allowed to return to SLA.
- Conjunctivitis commonly referred to as "pink-eye" – an inflammation of the eye characterized by discharge, discoloration, and matting of the eye. A child must be on the medication for 24 hours prior to returning to SLA.

If a child develops symptoms of illness during the day, the parent will be notified to make arrangements for the child to be picked up immediately. The child will be isolated in the classroom or office until the arrival of a parent/guardian.

Children who have been absent for three or more consecutive days due to medical reasons must provide a written statement from the doctor stating that the child may return to the childcare setting.

It is important that children play outdoors and get fresh air and exercise. The daily schedule includes outdoor playtime in the morning and afternoon. It is our policy that children who are too sick to play outdoors are too sick to attend SLA.

Every effort is made by staff to inform parents/guardians of contagious and communicable diseases through written communication. Center administration will consult with the Health Department on such issues and proceed with postings as signified.

All Summit Learning Academy Staff adhere to All Doctor recommendations to all Adult Immunizations.

2. Fire drills will be conducted and documented throughout the year. Staff must bring emergency cards, first aid kit, and the classroom attendance sheets with them to the designated area.
3. Tornado drills will be conducted and documented. Staff must bring emergency cards, first aid kit, and the classroom sign-in/out sheet with them to the designated area.
4. The storage of cleaning supplies will be stored in the locked custodial closet in the hallway. All chemicals will be in their original containers and properly marked.

5. The first staff member on playground duty will complete an outdoor safety and playground check and remove any trash or unwanted materials. A playground check will be done at all times that the playground is in use throughout the day.
6. Animals and/or pets will be properly immunized, housed, fed, and maintained in a safe, clean, and sanitary condition at all times.
 - a. Domestic animals, birds or fowl, shall not be permitted at any time in areas where food is prepared or maintained.
 - b. A responsible staff person shall be assigned to the care of any animal or pet on the premises. The children may assist in the care (feeding) of the animal with adult supervision.
 - c. The presence of monkeys, ferrets, turtles, iguanas, birds of the parrot family, or any wild or dangerous animal is prohibited at SLA.
 - d. Any animal that is brought to the Center by a parent/adult as a special visitor must have proof that the animal has been inoculated against rabies. This certification must accompany the animal to the Center.
 - e. Immediate treatment shall be obtained for any child who sustains a bite or scratch from an animal and a child's parent/family member notified immediately. In addition, the Director or teacher must notify the county animal control administrator or designated agent and follow the provisions of the Illinois Animal Control Act (520 ILCS 5).
7. On a daily basis, staff will maintain the light housekeeping chores of the classrooms and bathrooms. Light housekeeping will consist of the dusting of furniture, sanitation of toys and equipment, sanitation of tables for meals/snacks, and sweeping of floors after each meal and snack.

Suspected child abuse and/or neglect will be reported to the Center Director immediately upon which a call is necessary to the Child Abuse/Neglect Hotline as required by the Abuse and Neglect Report Act, as amended. The hotline telephone number is 1-800-252-2873.

****ALL STAFF ARE REQUIRED TO BE FIRST AID/CPR/AED CERTIFIED****

PPE POLICY

Summit Learning Academy's number one priority is to ensure the safety of your children as well as the staff.

- ALL staff will be wearing masks at all times.
- Center will supply personal protective equipment (PPE) for staff and children, including but not limited to face masks or face shields and gloves. These are located in the main office.
- PPE must be utilized in the following: Staff shall wear a mask or face shield at all times when in the facility;
- All parents/guardians/persons must wear a face mask when dropping off and picking up
Non-permeable gloves shall be worn while serving food, diaper changing, and/or dealing with wounds
- Social Distancing Strategies
 - Classes will include the same group each day, and the same child care providers will remain with the same group each day.
 - Playground times will be staggered, as well as keeping age groups separate for special activities such as art, music, and exercising.
 - Naptime,- children's cots are spaced out as much as possible, ideally 6 feet apart.

Screen Children Upon Arrival

- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility.
 - Temperatures will be checked using a non-contact thermometer, cleaned with an alcohol wipe between each use.

Clean and Disinfect

Toys that can be put in the mouth will be cleaned and sanitized. Other hard surfaces, including diaper changing stations, doorknobs, and floors will also be disinfected.

Cleaning and disinfection efforts:

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All cleaning materials will be kept secure and out of reach of children.

- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys will be laundered before being used by another child.
- We will not share toys with other groups of infants or toddlers.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- All Bedding will be washed. Keep each child's bedding separate. Cots are labeled for each child. Caring for Infants and Toddlers

Diapering

When Diapering a child, Staff will wash their hands first along with the child's hands before they begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, hands will be washed again, and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers will engage in hand hygiene at the following times:
 - Arrival at the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children

- Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff will also wash their hands.

- ***COVID-19-** Any person suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the center until written documentation is provided by the child's physician that the child is no longer communicable and may return to child care (407.605(i))
- If any child or staff member at SLA is suspected of having or been in contact with COVID-19, SLA will send out written notification to all of the SLA family as well as sending out electronic notices.
- Families who go on vacation to a state that is considered a "Hot Spot" must follow the maximum 10 -day shelter in place order, as set forth by the Centers of Disease Control and Prevention.

MEDICATION POLICY

Parents/guardians must complete the *Daily Medical Consent Form* each day that their child is to be given any type of medication. ALL *prescribed* medications must be in the original container indicating the child's name, type, date of prescription, amount to be dispensed, and the name of the physician. Any *over-the-counter* medications must be in the original container and labeled with the child's name. Dosages will only be given according to the instructions on the container.

ALL medications must be given to the **DIRECTOR OR MAIN CHURCH OFFICE ONLY** for proper storage and distribution. Medications should be taken home every night.

Any topical products, such as diaper ointment, sunscreen or insect repellant, whether supplied by the parent or by the childcare center, shall be approved by the parent in writing prior to using.

INCIDENT/ACCIDENT POLICY

The administration and staff at SLA will make every effort to ensure the safety and welfare of each child.

In the event of minor incidents (slight cut, bruise, scrape), the staff will attend immediately to the incident and inform parents/guardians when the child is picked up. An incident report is documented and remains on file at SLA.

In the event of a serious accident or medical emergency for a child, the parent/guardian will be notified immediately. If unable to contact either parent/guardian, the emergency contact person indicated on the emergency card and enrollment form will be contacted. *For this reason, it is important that emergency telephone numbers and contacts are updated.* If your child requires medical attention, a staff member will remain with your child until someone arrives. In the event that parents/guardians or emergency contact persons are unavailable, the child may be transported to the closest hospital for medical assessment and/or treatment. An accident report is completed by the attending staff member, a copy is provided to the parent/guardian, and a copy is placed within the child's file and a copy is sent to DCFS.

BEHAVIOR MANAGEMENT

It is the nature of young children to strive toward autonomy. We know that young children are strong, capable, and curious. It is our goal to help children broaden and deepen their self-control, so they are better able to work both independently and in collaboration with other children and adults in the classroom so they can satisfy their curiosity and achieve autonomy. It is our intent to provide the experiences and the emotional and physical environment that rewards and supports growth in self-control. We recognize the powerful effect that positive consequences can have in supporting desirable behavior.

A positive discipline program is best accomplished by keying in the good behavior of children and by being consistent with discipline procedures. The children may assist in setting rules/limits of the classroom they identify as necessary. Limits and consequences must be clear and understandable to the staff and children and consistently enforced. Rules/limits should be observable, reasonable, and enforceable.

SLA uses the Soul of Discipline and The Whole-Brain Child approaches to teaching.

SLA abides by the general classification of rules/limits as such:

- shall not hurt/harm, or make any such attempts to other children, self or staff (this includes biting.)
- shall not hurt/harm/damage property of SLA or property of an individual
- shall not use inappropriate language or gestures that may cause harm to another individual

Disciplinary action may be necessary when rules are broken. The following procedure is recommended:

1. Discuss with the child the inappropriateness of his/her actions;
2. Attempt to redirect the child's behavior to an acceptable activity and remind the child as to why he/she is unable to continue playing or participating in the activity;
3. Remove the child from the activity/center area -- time to oneself may be needed or a simple redirection to another area.

Parents/guardians will be invited to collaborate with SLA staff in planning strategies to address any serious behavior problems.

CHILD ABUSE AND NEGLECT REPORTING POLICY

All SLA and GUMC staff members along with student teachers have legally mandated reporters of suspected child abuse/neglect and are subject to the state *Abused and Neglect Child Reporting* law.

MEALS AND SNACKS

In compliance with DCFS standards, Summit Learning Academy Children will be provided with nutritionally balanced meals each day. The Lunch fee is \$3.50 per day. This can be paid weekly or monthly and will be billed separately from Tuition. **If you would like for this to be part of your monthly EFT payment, please advise the office at the beginning of the school year.**

Children must be provided with nutritionally balanced snacks.

The DCFS standards are as follows:

k) Meals and snacks for children one year of age and older shall comply with the requirements of Appendix E. Meals shall be prepared so as to moderate fat and sodium content. Limit salty snack foods, such as pretzels or chips.

1) Meal components are as follows:

A) Milk: Grade A, pasteurized, fortified, fluid milk. Because low-fat and skim milk may not provide adequate levels of calories and fatty acids, these milk shall not be given to children under 2 years of age unless recommended in writing by the child's medical provider. Only milk with a fat content of 1 percent or less may be given to children over 2 years of age unless recommended in writing by the child's medical provider.

B) Meat or meat alternative: Edible protein such as meat, fish, or chicken or other protein sources such as eggs, cheese, dried beans, or peas. A casserole or mixed dish must contain the required amount of protein per serving.

C) Fruits and vegetables: Cooked or raw. Each child shall have a total of 2 servings of fruits and/or vegetables for lunch. A good source of vitamin C shall be served daily. These include citrus fruits, melons, and other fruits and juices that contain at least 30 mg of vitamin C per serving.

D) Bread or bread alternative: An equivalent serving of cornbread, biscuits, rolls, muffins, bagels or tortillas made of enriched or meal or flour may be substituted for sliced bread. Bread alternatives include enriched rice, macaroni, noodles, pasta, stuffing, crackers, breadsticks, dumplings, pancakes, waffles, and hot or cold cereal.

E) Butter or margarine: As a spread for bread, if desired. Choose monounsaturated and polyunsaturated fats (olive oil, safflower oil) and soft margarine; avoid trans fats, saturated fats, and fried foods.

F) Beverages with added sweeteners, whether natural or artificial, shall not be provided to children.

G) Children shall be offered water to rinse their mouths after snacks and meals when tooth brushing is not possible.

2) If any part of the nutritional requirements is designated as dessert, it shall be served as an integral part of the meal. Ice cream or milk-based pudding may be used occasionally. Cakes, pastries, cookies, or other foods with high sugar and/or fat content shall not be served to children enrolled in the program.

Parents are required to submit any food allergies to the Director upon enrollment!

Meals and snacks are eaten with supervising adults, who assist children to serve themselves, encourage them to try all meal components, and encourage appropriate table manners.

SLA provides the opportunity for families to eat with their child during the scheduled lunchtime. Please inform your child's teacher and the Director if you choose to join your child for lunch.

If your child cannot have any of the catered lunches provided, a Doctor's note must be provided to allow meals from home.

REST TIME

Rest time is provided after lunch for the children. Children will be required to rest on their mats for approximately 30 minutes. Two-year-olds will be allowed to nap for up to 2 (two) hours. Quiet activities will be provided for the remainder of the rest time for those children who are unable to sleep. Parents/guardians are requested to provide a kindermat for their child. A small stuffed animal/toy from home may also help the child adjust to napping time. All items from home must be **clearly labeled** with the child's name. Parents/guardians must take their child's blanket home at the end of each week for washing. Mats will be sanitized weekly (or as needed).

CLOTHING

It is very important that children are dressed comfortably for play experiences. Children should wear clothing that is washable and suitable for both indoor and outdoor play activities. A full set of extra clothing appropriate for the season, including socks and underwear, should be kept at SLA. **All clothing must be labeled with the child's name.** Children and staff will go outside daily unless temperatures dip below 20 degrees (inclusive of wind chill factor). Hats, mittens, scarves, boots, etc. should be brought or worn to school during the cold months. Boots are not allowed to be worn in the classroom.

CHILD'S PERSONAL BELONGINGS

Children may bring a stuffed animal/toy for rest time, but it must remain in the child's cubby until rest time or used only for adjustment purposes to the classroom. Toys and other treasures should remain at home, **except** for the days when your child is asked to bring something for *Show and Share*.

Any toys brought to SLA from home will be kept in the child's space until he/she goes home. This policy will protect the safety of children's personal belongings, as well as preventing potential health hazards.

FIELD TRIPS

Topics of study in SLA often lead the children and staff to take field trips for further investigation. There may be many possibilities for on-site investigations and/or walking excursions. Permission forms will be available for parental approval to facilitate your child's participation in these activities.

TUITION PHILOSOPHY

The tuition that families pay covers the salary and benefits of our faculty and staff. This is certainly not the full expense of running a school and educating each student. However, the difference is made up by GraceUnited Methodist Church and profits from each one of the several fundraisers run by the school every year.

A non-refundable \$125.00 registration must accompany the enrollment/registration forms.

Families may choose from several tuition payment options.

There will be no reduction in tuition fees due to family vacations, sickness, absences, or inclement weather.

Once your regular payment is determined, your payment will always be the same,

PAYMENT OPTIONS

Annual Payment Option: The full annual payment must be made before the first day of school. If at any time throughout the year you decide to withdraw your child from SLA, you will receive a full refund for all unused tuition.

Semester Payment Option: The full semester payment must be paid before the first day of each semester. If at any time throughout the semester you decide to withdraw your child from SLA, you will receive a full refund for all unused tuition.

10 Equal Payment Option: You have the option of setting up an automatic payment with your bank. The payments will be withdrawn from your checking or savings account on the first Monday of the month (August through May). An EFT (Electronic Funds Transfer) Authorization Form is required for this payment option. The form must be submitted, along with a voided check, at least 30 days prior to the first payment. If interested, please ask the Director for an EFT Authorization Form.

FEES

Late Pick-Up Fee: \$1.00 will be charged per minute past the school closing time of 5:00 PM. After 15 minutes, the staff will begin contacting the parents/emergency contacts. **Authorities will be called.**

If any child is not picked up within one hour after school is closed. We understand that occasionally meetings or other events can run late, please alert the school as soon as possible if you know you will be late.

Please Note: If your child is scheduled to be picked up at 11:30 or 3:00, and you are more than 5 minutes late, you will be charged \$10.00.

Late Payment Fee: \$25.00 per month will be charged on balances over 10 days past due. To avoid a late fee, please contact us immediately if you are unable to make your payments as scheduled.

Return Payment Fee: \$25.00 will be charged for insufficient funds checks or refused payments.

Schedule Change Fee: \$25.00 will be charged if schedule changes are made more than once per year. Schedule Change Forms should be submitted at least two weeks prior to a change.

Tuition will need to be paid in full in order to participate in the graduation ceremony, release of any student records, and re-enrollment for the following year. If there are financial difficulties, please contact the administration office and we will be more than happy to work with you.

WITHDRAWAL/DISMISSAL POLICY

Withdrawal from SLA requires a two-week notification to the Director and the submission of a Student Withdrawal Form. Failure to comply with this procedure will result in a fee equivalent to two week's tuition based on your child's current scheduled enrollment.

Dismissal from SLA may be required due to one or more of the following circumstances:

- Failure to comply with the *Tuition and Fees Agreement* -- dismissal may result if childcare fees have not been paid for 2 (two) or more weeks.
- Failure of a child to make a positive adjustment within the first 3 (three) weeks of enrollment. This may include situations in which a child:
 1. Does not adapt to the Center/classroom routine.
 2. Does not follow the guidelines required by SLA.
 3. Presents behavior that negatively affects the health, safety, and well-being of others

Either party may request a conference with the appropriate staff/parent at any time.

The Director may dismiss a child from SLA if a parent/guardian does not agree or comply with SLA policies and create an atmosphere that is detrimental to the well-being of the children and staff at SLA. If SLA staff, in the proper exercise of its discretion as to the guardian of the children under its care and supervision, decides that a parent or any other person or persons associated with the child cannot or will not consistently follow these guidelines and policies, SLA reserves the power and authority to immediately, without prior notice, terminate all services to any child or children.

TUITION DISCOUNTS

Families with more than one child enrolled at SLA are eligible for a 10% discount on tuition.

Active Members of Grace United Methodist Church are eligible for a 10% discount on tuition.

Only able to utilize one of the discounts at a time. Not able to combine the two.

SCHEDULE CHANGE

Temporary alterations in a child's daily schedule must be reviewed and approved by the Director at least 24 hours in advance. Permanent alterations in a child's schedule must be reviewed and approved by the Director at least 48 hours in advance. A Change of Schedule Form must be submitted prior to any changes.

Drop-In Tuition is subject to availability and requires prior approval from the director. A Drop-In Tuition form must be filled out and fees are due immediately upon approval.

DAILY LATE FEE

Parents/guardians are expected to pick up their children promptly at the close of each session. If a parent/guardian fails to pick up their child at the closing time, the parent/guardian will be phoned immediately. If a parent/guardian cannot be reached, designated emergency contacts will be called. If an hour

passes and the child has not been picked up, the Police Department will be contacted. A charge of \$1.00 per minute past the closing time will be assessed and payable by the end of the week, along with the following week's fees.

ABSENCES

If the child/children will be absent, the parent/guardian **MUST** contact Summit Learning Academy at (815)815-7324 prior to 8:00 AM. You will be charged for days your child is absent.

DROP-OFF AND PICK-UP POLICY

Students who are enrolled in our Before Care Program will be admitted at the double doors marked Before Care beginning no earlier than 7 AM. Unless your child is enrolled in our Before Care Program, teachers will admit students at 8:15. Doors will not open earlier.

Pick Up

PLEASE MAKE SURE THAT WHOEVER IS PICKING UP YOUR CHILD BRINGS THEIR COLOR-CODED CARD WITH YOUR CHILD'S NAME ON IT. CHILDREN WILL NOT BE RELEASED TO ANYONE THAT DOES NOT HAVE THIS CARD AND WHO IS NOT LISTED ON THE PICKUP AUTHORISATION SHEET.

If your child is not picked up by their designated time, SLA will contact the authorized emergency contacts listed on the file twice in order to arrange to pick up for the child. If no authorized contacts are found or unable to pick the child up, the child will be kept at SLA until 5:00 PM when the local authorities will be contacted due to State law, Children cannot be at SLA for more than 10 hours per day. The Director or Assistant Director will be at SLA with the child until an Authorised person or a member of the local authorities arrive for the child. For this reason, it is imperative that the Authorisation sheet is kept up to date. Any time a change has happened, please make sure it is updated in the SLA office. As per policy Staff will NOT discuss this issue with anyone but the parent or guardian and never with the child.

Parents are always welcome to visit with their child/children. However, they must inform the Director and/or teachers of his/her actions.

Only persons authorized by the parent/guardian will be permitted to take a child from SLA unless other arrangements are communicated in writing and signed by the parent/guardian. A photo ID is required prior to releasing a child to a person other than the parent/guardian.

If a parent/guardian requires a later pick-up time, the parent must contact SLA immediately to inquire of availability. Center management will strive to adhere to changes in work schedules, although capacity in the classroom must be adhered to. Late fees will not be charged, as long as SLA has been notified and approval has been granted. Additional fees may be added if the additional time requested addresses a full time vs. part-time enrollment.

The Child Passenger Protection Act requires that all children under age 8 be properly secured in an appropriate child safety restraint system. **SLA will not allow a child to leave the premises without a child safety restraint system in place.**

eLearning FAQ Sheet

Q. When will eLearning days be used?

- A. eLearning days will be utilized for inclement weather days, or in the event, we experience any “stay at home” orders.

Q. How will students and parents be notified if an eLearning day will be used?

- A. eLearning Day notifications will be sent out via Seesaw, Facebook, and on the school website.

Q. How will my child access course information on an eLearning Day?

- A. Course information will be made available for students through SeeSaw and on the Schools Website under Departments >> Technology >> eLearning >> eLearning Class Information.

Q. When will eLearning day assignments be posted?

- A. eLearning assignments will be made available by 9:00 AM.

Q. How long is the assignment completion window?

- A. Students will have 5 school days to complete their eLearning assignments. If a student does not turn in their homework by the end of the completion window they will be marked absent for the eLearning day.

Q. Do students have to complete assignments in SeeSaw?

- A. Teachers may opt to send home paper/pencil assignments. Teachers may also opt to assign a hybrid of online and paper/pencil assignments. Learning objectives, instructions, and assignments must still be posted by the teachers by 9:00 am on an eLearning Day.

Q. How long should I expect my child to work on course work during an eLearning day?

- A. Per Illinois Public Act 101-0012, effective July 1, 2019, reinstates the requirement that a school day consists of a minimum of five hours of instructional time, but now authorizes school districts statewide to utilize “E-Learning Days” in lieu of emergency days, and allows students to engage in career-connected learning outside of the classroom.

Q. What happens if my child needs assistance?

- A. Students and parents may contact a teacher via the teachers’ email or Seesaw. Teachers will have designated office hours from 9:00 AM-3:00 PM during an eLearning Day. Parents may also contact administrators via email and building phone numbers.

Q. What do I do if I have a technology-related question during an eLearning day?

- A. Parents and students can contact the Technology Help Desk at <https://help.seesaw.me/hc/en-us>

Q. How will attendance be taken?

- A. All students are marked present on an eLearning Day. If a student does not complete the assignments in for their classes from the eLearning Day the office will be made aware and that student will be marked absent.**

PARENT/STUDENT SIGNATURE PAGE

Summit Learning Academy 2021-2022

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at Summit Learning Academy and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook. It also grants permission for school photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Age of Student