



Parents' Handbook

Revised 7/26/2021

**3355 South County Trail
East Greenwich, RI 02818
401-886-STAR (7827)
www.aimhighacademy.com**

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Philosophy: At Aim High's Early Learning Center, we believe that children are born learners. They want to touch, smell, taste, hear and see everything. Children are naturally curious and creative. Our mission is to build the child's self-confidence in a safe and nurturing environment by educating the whole child socially, emotionally, physically and intellectually while being sensitive to the needs and preferences of the family.

Every child is unique and will be encouraged to progress at his/her own rate. Each child shall be given the opportunities and activities that will: promote a positive self-concept and tolerance of others, teach appropriate self-control, encourage sharing ideas and objects, and create a sense of belonging to a community of peers and adults. Children learn at different rates and though they may be the same age, they are not all alike when it comes to learning. Children have many things in common, but equally or more important, are their differences.

Our teachers will help your child approach learning in a creative and imaginative way using the Rhode Island Early Learning and Developmental Standards. We believe children learn best through play as emphasized in the Early Learning and Developmental Standards. The Aim High Early Learning Center is a loving, safe, bright and inviting environment that encourages children to be exactly who they are... Children!

Curriculum: Learning is a creative and active process for children. Therefore, our curriculum is a hands-on, child-oriented, center-based program. The curriculum offers educational experiences based on the Rhode Island Early Learning and Developmental Standards along with the physical, social, emotional and intellectual needs of each child. The emphasis is on the establishment of attitudes, the learning of skills, and the initial development of basic concepts. Within the classroom, the teachers have setup a series of stations or "Centers" at which each child might spend some time exploring, experimenting and expressing their self. In this way, our children can learn about their world and themselves while gaining confidence and self-esteem.

The Rhode Island Early Learning and Developmental Standards are broken up into the following 9 domains

1. ***Physical Health and Motor Development:*** Young children's future health & wellbeing are directly related to strengthening their large and small muscles, using their sensory experiences and practicing healthy behavior.
2. ***Social & Emotional Development:*** Children demonstrate a strong and positive self-concept, appropriate self-control and growth in their awareness of their responsibilities when interacting with others.
3. ***Language Development:*** Children develop skills in listening and expressing their thoughts and ideas.
4. ***Literacy:*** Children develop the foundation for reading and writing acquisition.
5. ***Cognitive Development:*** Children rely on their senses and relationships with others; exploring objects and materials in different ways and interacting with adults to enhance cognitive development.
6. ***Mathematics:*** Children develop mathematical knowledge and skills that contribute to their ability to make sense of the world and to solve problems.

7. **Science:** Children will understand and use the scientific method of asking questions, observing and recording their findings and discussing their conclusions.
8. **Social Studies:** Children gain the ability to understand their relation to their family and community, recognize similarities and differences in people, and understand social norms.
9. **Creative Arts:** Children enjoy, express themselves, and create and learn about the arts through a variety of art forms and media.

Assessment: Our program implements a program-wide system of assessment that is aligned to the Early Learning and Developmental Standards. Assessment information is gathered using an authentic process. Multiple methods are used to gather information from within the program, from families, and from other service providers. Through these assessments, teachers are able to use these results to plan learning opportunities for each child. Parent Teacher Conferences are held twice a year. November is a review of your child's initial assessment and the setting of goals for the year. May is a review of all of the assessments and the status on reaching their individual goals.

Physical Fitness: A child's physical well-being is also an important aspect of a child's total well-being. Here at the Early Learning Center, we know it is important to make time for children to run and play. This not only aids in the development of gross motor skills, but also teaches the children that exercise is fun and important (an attitude we hope they carry well into their adult years). Aim High provides structured gymnastics classes as part of the curriculum each week. The children will also be encouraged to go outdoors on our playground every day. The playground is really an extension of the classroom, providing a healthy, safe and stimulating environment for every child.

- ❖ Children should always have outerwear appropriate for the season. For example, in the warm and sunny weather they should wear sunscreen; and have hats and mittens for the colder weather.
- ❖ We go outside everyday providing that there is no weather alert or active precipitation.
- ❖ Twice a week, Wednesday & Thursday, your child will attend a $\frac{1}{2}$ -hour structured gymnastics class in the morning. These classes are taught within Aim High Academy by our safety certified, knowledgeable, energetic and loving staff.

*****Remember, on gymnastics and sports days (Wednesday & Thursday) children should be dressed in athletic attire, and those with hair below their shoulders should have it pulled back for their safety.*****

Enrollment Requirements: Prior to enrollment at the Aim High Early Learning Center, both parent and child will be asked to follow a few simple enrollment procedures in order to ensure the child is ready for preschool. These steps also help the parent feel comfortable and confident in sending their child to the Early Learning Center.

- ❖ A child will be 3 years old for our preschool program, and 4 years old by September 1st for our pre-kindergarten program. This is dictated by Rhode Island state licensing.
- ❖ Children must be potty trained to enter preschool and pre-kindergarten.
- ❖ Complete any and all information forms that will provide the school with a means of contacting both parents and another authorized adult in case of an emergency. It is the parent's responsibility to keep this information up to date.

- ❖ Priority in enrollment is given to current students until January 30th. Priority enrollment allows you to register for the same schedule that you are currently attending for the following school year. Open enrollment begins February 1st. If you wish to apply for a change in schedule for the following year, then this comes as a first-come, first-serve basis after January 30th. You may register before this to get on the waitlist. Registration begins in January for the following school year.

Vaccinations and Physicals: Upon enrolling at the Early Learning Center, parents must furnish proof that their child has been immunized against diphtheria, tetanus, polio, measles (or has had natural measles), rubella, and mumps, or a certificate from a licensed physician stating that the child is not a fit subject for immunization for medical reasons. We will also require that your child gets their flu vaccine by November 1st (preferably earlier). Children must also be up to date regarding lead screenings. If lead screening is waived, then paperwork must be so noted by physician and signed.

Parents are also required to submit evidence of a pre-admission health examination, including all information the reporting physician deems appropriate, and to report the presence of any condition or handicap affecting the child's general health. If your child has a birthday during the year, we need a copy of their updated immunizations so we stay up to date for compliance reasons.

Forms: Upon registration the registration form must be completed and returned with the \$60 registration fee and a **one month** deposit, both of which are **non-refundable**. The deposit will, in turn, be applied toward the last monthly installment (June's) tuition payment. Mid-summer any missing paperwork from the enrollment packet will be sent to you. All forms must be completed and brought in on or before the first day of school.

Tuition: All tuition is based on an academic school year. We break the tuition down into 10 monthly installments. Payments must be paid through the Aim High Academy front desk and are due the first of the month. We require that you have a credit card on file. (Visa, Master Card, or Discover are all acceptable forms of payment.) Receipts and statements are available through the front desk. You will not receive a monthly bill unless you are late making your payment. **Failure to pay tuition before the seventh of the month will result in a late payment fee of \$15 per week per child.** If the tuition is 30 days in arrear, your child's enrollment will be terminated.

Referrals: During pre-registration for the school year we offer a referral discount when new customers register with us. For current customers, for each new family referred to us that signs up before Sept. 1st you will receive a \$50 discount in tuition up to and not exceeding the amount of 1 month's tuition. The key part being that the referred family **must** state your name on their registration form.

School Policies

School Hours: The Aim High Early Learning Center is open from 8:00am - 4:00pm for children ages 3 to 5 years.

Extended Mornings: Children can be dropped off any time between 8:00am and 8:30am.

Half Days: 8:45am - 11:45.

Full Days: 8:45am to 2:45pm

Extended Afternoons: 2:45pm - 4:00pm

Drop-off and pick-up: During Covid-19 we have modified our drop off and pick up procedures.

- **Extended Morning Drop Offs:** We ask parents to drive to the back parking lot and park. Please walk your child through the door in the back parking lot. We are asking anyone not vaccinated to please wear a mask while walking your child into the building. Then ring the bell outside the classroom door. A teacher will answer the door do a quick health check and ask who the authorized pick up person will be that day.
- **Normal Drop offs** will follow the same procedures for drop off but, a teacher will be waiting at the door already. Due to covid restrictions at this time, parents will not be allowed to enter the classroom in attempts to keep exposure to the children lessened.
- **Dismissal Procedures:** Parents again will park in the back parking lot and enter the building though the door in the parking lot. A teacher will be waiting at the classroom door at 11:45 and 2:45. Once your ID has been checked we will release your child to you.
- **Extended Day Dismissal Procedures** will be the same; the parents will be asked to ring the bell at the classroom door.

All authorized pick up people must be at least 18 years of age. A photo ID will be required for all authorized pick-ups.

Please remember to hold your child's hand in the parking lot as there can be a lot of traffic at the drop off and dismissal times.

****If there is a need to speak with the teacher, please email the teacher to schedule a mutually good time to talk by phone or through email.****

Late pick-up fees are as follows:

- ❖ 1st violation = \$10 per 15 minutes per child with a verbal warning
- ❖ 2nd violation = the fine doubles to \$20 per 15 minutes per child with a written warning
- ❖ 3rd violation = the fine triples to \$30 per 15 minutes per child, and the family may be asked to leave the program.
- ❖ Please be aware that if any child is not picked up within 30 minutes of closing would end in a result of Aim High contacting the local authorities.

Asking a family to be removed from the program is up to the discretion of the director.

School vacations and severe weather: Parents should sign up for text alerts to get the most recent school closings and delays. Go to <http://www.ribroadcasters.com> to sign up for those text alerts. Aim High Academy will be listed under private schools on all major networks when closings and delays are announced.

You can also check our Facebook page, website and voicemail. In the event of cancelling due to inclement weather, the Aim High Early Learning Center will be closed all day. There may be times we delay the start of school, which means the day may start late but the remainder of the day will proceed as scheduled. Also, in the event of inclement weather during the day, it is possible that the Early Learning Center may close early. In that case you would receive a text from the RI Broadcasters.

Lunch Bunch: This program is run Monday through Friday from 11:45 until 12:45 and offers flexibility for the parents in our preschool and pre-k programs. The parent may buy a book of vouchers from the front desk. You get 10 tickets for \$50. Parents must send in a lunch and drink for their child, remember we are a PEANUT AND TREENUT FREE SCHOOL. We can reheat simple foods if you provide us with a microwave safe container. On the morning that you wish your child to stay for Lunch Bunch, you write their name on the voucher and hand it to the teacher at drop off time.

Classroom Behavior/Discipline: Here at the Early Learning Center, our mission is to educate the whole child, not only intellectually, but socially and emotionally. We know that, at times, a child might find it difficult to share a toy or follow directions. By guiding and redirecting a child, we hope to help that child learn to respect the feelings of and cooperate with their peers. The classroom and curriculum here at the Early Learning Center are structured with our mission and your child in mind. Within our curriculum, we use a variety of methods to help a child with social and emotional development.

For example:

- ❖ Children will have a variety of activities available to them.
- ❖ Teachers will utilize group management techniques, such as limiting the number of children in each area of the classroom. This helps to avoid overcrowding and allows for sufficient materials and the opportunity for constructive interactions.
- ❖ Teachers will speak with a child if their behavior is inappropriate for the area or the materials that they are using. For example, "Walking only, please," or "This is the way we use the paintbrush."
- ❖ Teachers will use positive language with the child to give praise for appropriate behavior. For example, "I like how John is sitting!"

After using the above techniques, if a child continues to have a problem cooperating in an area of the room, then the child may be redirected towards a different activity being offered. If group behavior is a problem in any Center, then the Center may be closed and those children would be redirected to other activities throughout the classroom.

If after talking and redirecting the child towards other activities and they continue to have difficulty with inappropriate behavior, the child will be asked to sit away from the other children to calm down. Time-out is limited to 1 minute per year of age of the individual child. During this time, the teacher will discuss ways to help make their behavior more appropriate. We try to help the child find solutions to an

area where they are having difficulty. Repeated trips to time-out would indicate to the teacher that an informal conference with the parent/guardian would be in order.

Chronic disruptive behaviors: We make every effort to work with the parents of children having difficulties in school. We are here to serve all children. Children displaying chronic disruptive behavior that has been determined to be upsetting to the physical and emotional well-being of other children or themselves may require the following actions:

1. Initial consultation: The director and teacher may require the parent of any child who attends the school to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches toward solving the problem.
2. Second consultation: If the initial plan for helping the child does not adequately address the identified problem, the parent will again be required to meet with the director and the teacher. Another attempt will be made to define the problem, outline new approaches to solving it, and discuss a timetable and consequences if the student does not demonstrate progress.
3. Suspension or discharge: In very rare cases, when previous attempts have made no progress towards resolution, the child may be discharged at the discretion of the director. There will be no refund in this situation.

A child may be dismissed from our program when the health, safety and welfare of this child, other children or staff are at risk. This is under the director's discretion.

Please be advised that under state law, hitting, corporal punishment, abusive language, ridicule, and harsh, humiliating or frightening language is illegal and against our program philosophy. Any instances of the above will be reported to the local authorities.

*****Any case of suspected child abuse or neglect will be reported to the Department of Children, Youth & Families. The number for reporting abuse or neglect is 1-800-RI-CHILD (1-800-742-4453)**

Parents' Participation/Volunteers: Our goal at the Aim High Early Learning Center is to create an environment in which children can flourish, but we also want the parent to feel confident that their child is enjoying his/her preschool experience. If any questions or concerns arise, we request that you make an appointment with your child's teacher so that they may schedule it accordingly during free time or after hours. A lengthy conversation of such matters around children, or while the teacher is supervising a group of children, is strongly discouraged.

We hope parents will be as enthusiastic about their child's education as we are. Parents are asked to read the monthly newsletter and other correspondence to parents/families. New policies may often be introduced or updates on class happenings will be noted in these written materials.

At this time, we are not able to use parent volunteers due to limiting the number of people in the building per regulations under Covid-19.

Birthdays

- ❖ If a birthday is to be celebrated away from the school and the entire class is **NOT** invited, parents **must mail the invitations themselves**. If the entire class is invited, parents are allowed to bring invitations to school, but must give them to the teacher to put in students folders.
- ❖ **We ask that parents do not bring in goody bags or food to celebrate their child's birthday due to various allergies**. We will help to make their day special through other activities. Parents may donate a book, puzzle or game to the class, so that the birthday child has the honor of giving, not just receiving, on their special day.

Health and Safety: Your child's safety is a primary concern here at Aim High. Teachers are trained to practice universal precautions and to follow physical safety procedures. All staff is CPR and first aid certified.

Health

Infection control: The Early Learning Center, in cooperation with the American Pediatrics Association and the Center for Disease Control, has developed guidelines and procedures to minimize and prevent the transmission of illness at our school. These measures include improving personal hygiene, properly cleaning and disinfecting surfaces, and early recognition and management of contagious illnesses.

Illness: Your child is considered ill and should not be brought to school or will be sent home if they exhibit or develop any of the following:

- ❖ A fever of 100°F using the no touch thermometer, ***they can come back to school after 24 hours of being symptom free without medication***
- ❖ Coughing or shortness of breath or difficulty breathing
- ❖ Severe respiratory symptoms which limit the child's comfortable participation in activities such as congestion and runny nose, green or yellow discharge from the nose
- ❖ Sore throat
- ❖ Headache
- ❖ Diarrhea or increased number of loose stools
- ❖ Nausea or Vomiting
- ❖ Head lice (child must also be nit free), scabies or other infestations
- ❖ Mouth sores with drooling
- ❖ Any contagious illness which is reportable to the Department of Health
- ❖ Any undiagnosed rash or lesions suspected of contagious childhood disease
- ❖ Conjunctivitis/pink eye (suspicion of or diagnosed)

Children with any of these symptoms 24 hours before the start of the school day should NOT be sent that day.

Please understand stand that as long as we are dealing with a pandemic like covid-19 we will be strict on allowing children to enter the facility with any of the above symptoms. Please know we do not have a

choice in this matter it is a government issued order. **We also must require that if your child has any symptoms that would be assumed a presumptive case of covid, then they will be required to get tested for covid and must remain out until their testing results are returned and they have a negative result.**

If your child falls ill with any of these symptoms during class time, the parent or guardian will be notified immediately. For your child's comfort and to reduce the risk of contagion, we request that your child be picked up within a ½-hour of that notification. If we are unable to get in touch with either parent, we will automatically contact the child's emergency contacts listed on the registration form and request they pick up your child. **We also ask parents not to mask fevers with antipyretics such as Children's Tylenol prior to sending children to school.**

Please call the school if your child will be absent for any reason as we must track illness that we must report to the Department of Health. We are required to report probable cases which consist of coughs, shortness of breath, or 2 of the following symptoms fever, chills, fatigue, headache, sore throat, nausea/vomiting, diarrhea, and congestion or runny noses.

Medications: Medication with prescription labels will only be administered once a **Medicine Request Form** is completed by the parent/guardian. Please use the medication's correct name and record the time the last dose was administered. ***Medication that has been prescribed for once or twice daily will not be administered during school. Non-prescription medicines will not be administered.*** Aim High Academy is not responsible for any medications left at the facility. All medications left behind will be disposed of at the end of the school year.

Allergies/Asthma: Children with severe allergies or asthma will require an allergy form and treatment plan to help the staff insure the safety of your child.

If the child must use an epi-pen to combat allergic reactions, it must accompany the child to school labeled with the prescription and name along with the medicine Benadryl. An **Emergency Health Care Plan Form** must also be completed prior to leaving your child at Aim High and a picture of your child needs to be attached to it. If an allergic reaction does occur at school the Care Plan, given to us by the physician, will be followed. The teacher will also call 911, followed immediately by the notification of the parent/guardian.

If an inhaler must be used to combat an asthma attack, it must accompany the child to school with its prescription label along with a spacer for young children if needed. Please use the medication's correct name and record the time the last dose was administered to communicate to the staff.

Storage of Medications: All medications and Medication Care Forms must be given to the Director of our Early Learning Center during the school year. Adult staff will be the only ones to have access to this medication.

Nutrition: The daily schedule at the Early Learning Center includes time for the children to break for snack and lunch. The child's parent/guardian is responsible for providing that snack.

Aim High Early Learning Center is a NUT FREE ZONE. Please do not send your child to school with any products that may contain peanuts or tree nuts as this can lead to a deadly allergic

reaction for some of our students. **Make sure you check ingredients of your child's snack for any nut products. If your child has sunny butter please specify it in their lunchbox please.**

Nutrition plays an important part in a child's life. Our mission at Aim High is to develop Healthy, Happy and Responsible children. For the most part we have seen our families making great choices for their child's nutrition. Aim High is working together with the Department of Education to emphasize the importance of having a healthy snack in the development of children. As always we are encouraging parents to continue providing healthy snacks. We already follow a "Nut Free" policy which I know can be very challenging for some children, however, it is important to make sure all our children are safe.

The following guidelines were developed to aid parents in making healthy snack choices.

Beverages:

- **Water should be the main drink served to kids at snack times.** Water satisfies thirst without adding calories or sugars (and it is low-cost!). **Please have your child bring a re-fillable water bottle with their name labeled on it every day.** We are a very active program.
- **Low-Fat and Fat-Free Milk** - Milk is a terrific source of calcium and vitamin D, Soy and rice "milks" (fortified with calcium and vitamin D) also are healthy options.
- **Fruit Juice** - Choose only 100% fruit juice, The label should list 100% juice and avoid drinks with sugar or high fructose corn syrup in the ingredient list. Please NO Soda.

Snacks:

- **Fruits and Vegetables** - Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Canned, frozen, and dried fruits are easy and usually need little preparation. Healthy options include: fresh fruits and vegetables; frozen fruit; applesauce; fruit cups or canned fruit (in juice or light syrup); dried fruit and fruit leathers (without added sugars); Vegetables can be served with dips like hummus, bean dip, or salad dressing;
- **Healthy Grains (whole grains that are low in fats and sugars)** - Healthy whole grain options can include: English muffins, pita, or tortillas; breakfast cereal; crackers; rice cakes; popcorn; tortilla chips; granola; cereal bars; breadsticks; or flatbreads
- **Low-Fat Dairy Foods** - To protect children's bones and hearts, make sure all dairy foods are low-fat or fat-free, such as yogurt and low-fat pudding. Choose lower-fat cheeses, serve small portions, and serve cheese with other foods like fruit, vegetables, or whole grain crackers.
- **Candy** - please leave this "sometimes" food for home.

**** Sharing of snacks is strictly prohibited in order to circumvent any possible allergic reactions. ****

Children can easily become overwhelmed. Keep the number of snacks to a minimum. Remember, it is a small snack, not a meal. **Please make sure the child's lunchbox and water bottle are clearly labeled on the outside with the child's first and last name. If your child has a heat-up for lunch, please provide a container that is microwave safe with your child's name on it.**

Safety

Injury and accident reporting: For all minor booboos that require little or no first aid an OUCH Report is filled out by the teacher and a copy is sent home to you. All major injuries requiring first aid will require an Accident Report to be filled out by a staff member. This report is signed by the teacher and the director. These reports stay on file at our Center for review of safety policies and procedures. If your child has bumped their head we will call to notify you so you are aware to look out for any signs of concussion that do not appear immediately. Sometimes it can take hours before a concussion reacts with the body.

Attire: Because we are a learning-through-play environment, we strongly suggest that children should be clothed comfortably and safely. Children will be active and possibly get dirty, so they should dress accordingly. We encourage soft-soled shoes. Sneakers are best! Please no sandals, open-toed shoes, dress shoes, flip-flops or any shoe considered unsafe for children to run and play. Please make sure your child is dressed appropriately for the season and has warm enough clothing (e.g. a hat and mittens) for outdoor play. Remember, on gym days we ask that children wear athletic clothing and have their hair pulled back if it is below their shoulders. For girls, please no skirts/skortis on gymnastics days. The pit is very difficult to climb through with them on and clothing can get caught on the bars.

We also request that preschoolers and pre-k children bring a change of clothes, stored in a clear plastic shoe box, to be left at school in case your child has an accident. Remember to frequently check your child's extra supply of clothes for sizes and changes of weather. You will be called if your child needs to be changed and has no change of clothing.

As a general rule, we also firmly suggest that you apply sunscreen to your child before arriving at school. This will ensure your child does not receive too much exposure to the sun's harmful rays during outdoor play. By law, we are not allowed to put sunscreen on any child.

Security: For your convenience, parking and access to the Early Learning Center will be located on the south side of the building (or the pack lot) next to the playground. The classroom door is locked at all times except at drop-off and pick-up times. If you need to pick your child up early please call the front desk so we can prepare the child and have them ready.

Sign In/Out: Children are released to the parent/guardian or authorized individual whose identity can be verified by photo identification and the drop-off person has designated in the morning for Preschool and Prekindergarten. If the person authorized to pick up that day changes, the parent/guardian must call to authorize the change. The person picking up the child **must also be on the Authorization for Pick-Up section of the Registration Form. Only people authorized according to our records will be allowed to pick up your child.** Even if a person is on your authorized pick-up list, they must also be noted as the authorized pick-up person on the daily sign-in sheet before Aim High will release your child to this person. **A person must be at least 18 years old or older to be authorized.** No exceptions will be made to these policies. If there is any custody or restraining orders relating to the child, a copy of the court document must be on file in the student's record. Any changes to the authorization for release must be submitted in writing.

Daily Schedule

Preschool Daily Schedule

8:00-8:30	Arrival for Extended Day
8:45-9:00	Drop off for half and full day students
9:00-9:30	Playground/Gross Motor Time
9:30-9:45	Circle Time
9:45-10:15	Bathroom and Snacks
10:15-11:30	Centers
11:30-11:45	Closing Circle
11:45	Half Day Dismissal
11:50	Lunch
12:20-12:45	Quiet Time
12:45-1:15	Playground
1:15-1:30	Bathroom and Transition
1:30-2:15	Enrichment
2:15 – 2:30	Bathroom & Snack
2:30-2:45	Prepare for home
2:45	Dismissal

Pre-K Daily Schedule

8:00-8:30	Arrival for Extended Day
8:45-9:00	Drop off for half and full day students
9:00-9:20	Circle Time
9:20-9:30	Bathroom
9:30-10:00	Playground/Gross Motor Time
10:00-10:20	Bathroom & Snack
10:20-11:40	Centers
11:40—11:45	Closing Circle
11:45	Half Day Pick Ups
11:50	Lunch
12:20-12:45	Playground
12:45-1:30	Enrichment
1:45 -2:15	Bathroom & Snack
2:15-2:30	Prep for Home then Story Time/Playground
2:45	Dismissal

Parent Handbook Contract

- I Agree **Absences:** There is no reimbursement or make-ups for routine absences.
- I Agree **Tuition:** Tuition covers the academic school year. It is broken down into 10 installments.
- The first is due upon registration and is applied to your last installment. The rest of the installments are due the first of each month from September 1st through May 1st
 - Failure to pay tuition by the 7th of the month will result in a late payment fee of \$15 per week per child. If the tuition is 30 days in arrear, your child's enrollment will be terminated.
 - Reminder that all deposits are non-refundable.
- I Agree **Drop Off and Pick Up:**
- Children should be dropped off starting at 8:00am for extended morning in the Early Learning Center. Half day and full day drop off is at 8:45am. Dismissals: Half Day is at 11:45am and full day is 2:45pm, Dismissal from Lunch Bunch is at 12:45pm. Extended Day Preschool and Pre-K ends by 4:00pm.
 - Late Pick Ups – we understand life happens, please contact the front desk to let them know you are running late. No communication equals a late fee.
- I Agree **Weather:**
- All Parents should sign up for text alerts from the RI Broadcasters to get the most recent school closings, early dismissals and delays.
 - Notification of cancellation: Will be posted on all the major networks, our website, our Facebook page and our voicemail. You can **register for notifications on the RI Broadcasters Network...Aim High is listed under private schools.**
- I Agree **Snacks & Lunches:**
- All children should bring their own snacks (no candy please) and lunches along with a refillable water bottle every day.
 - We are **a NUT FREE School**, so please plan accordingly.
- I Agree **Student Behavior:**
- We always try redirecting, and positive communication with children. If we are having a chronic disruptive behavior, the parents will be notified and a conference will be set up. If there is a physical altercation or a child can't keep their hands to themselves a meeting with the director will be set up. It is our responsibility to keep all children safe at all times.
- I Agree **Birthdays:**
- Please do not send in food or goodie bags when it is your child's birthday, we will celebrate our own way and make sure the child feels special on their special day.

- I Agree **Illnesses:**
 - Children are great at sharing...germs! Please be aware and keep your child home when they are not feeling well. Every child will have a health check prior to entering the facility daily. Parents will have a ½ hour to pick up their child if their child falls ill during school. Presumptive cases will require a covid test and cannot return until test results are in and symptoms have been gone for more than 24 hours.

- I Agree **Dress:**
 - Children should dress appropriately for an active day of play. We will go outside unless there is a weather alert or there is active precipitation. Please dress accordingly.

- I Agree **Gymnastics:**
 - Preschool & Pre-K will have gymnastics on Wednesday and Thursday mornings for half day children along with Monday afternoons for full day children.

- I Agree **Toys:**
 - Please do not allow your children to bring in their toys from home. They cause disruption throughout the day. If they are lost, broken or stolen it is not Aim High’s responsibility.

- I Agree **Covid-19 Risk and Release:**
 - I understand that despite any and all reasonable Precautions and policies, it is impossible to completely prevent the spread of communicable diseases (including Covid-19) in a public environment, such as attendance to Aim High. I understand and accept that risk for my child.

- I Agree **Covid-19 Quarantine Policy:**
 - I agree and understand that should my child be required to quarantine away from Aim High for any reason outlined in the Aim High Handbook, I will not receive a refund for those weeks.

I have read and understand the above information. I understand that these are the policies of Aim High Academy and its programs. I will adhere to these policies. As a member of the Aim High Early Learning Center, I am required to stay current on all payments involving tuition, lunch bunch, and special events.

(Print Child’s Name)

(Parent or Guardians Signature)

(Date)