



Dear Parents:

Welcome to The Fox Den, an Early Learning Academy. Our Parent Handbook provides information about our center that will assist you in becoming familiar with our approach to learning, our policies, and our curriculum. Many of your questions can be answered in this document. After you have read and reviewed the handbook, please let us know if you have any additional questions.

Our school's leadership team consists of:

Antoinette Kemp (Director), Angela Roundtree (Assistant Director), Valerie Davis (Office Manager) and Josh Hill (Academy Owner, Assistant Director).

Antoinette Kemp (Director): Antoinette Kemp was born and raised in Fort Bragg, NC, and later relocated to Charleston, South Carolina where she graduated from Columbia College with a bachelor's degree in psychology. Mrs. Kemp's journey in the educational field started at a young age as the youth director in her church. She is the founder and CEO of a non-profit organization called, "Battered But Not Broken," in South Carolina for single mothers. The passion that Mrs. Kemp has for education brought her from NC to SC to GA. She has over 21 years of experience as a director, a preschool license consultant, Education Coach, and mentor. Antoinette is married to Dino Kemp, a retired military veteran. They have 4 children. She is a daughter of Al-Karim Court No. 219 Shriner Auxiliary, the executive secretary of Zeta Epsilon Pi Military Wives Sorority, and a member of the divine 9, Zeta Phi Beta Sorority, Inc.

Angela Roundtree (Ass't Director) has been in Early Childhood Education for over 30 years. While education is her passion, she also brings extensive experience in preschool, as well as leadership roles, including Education Director, Acquisition Team, Marketing Coordinator, Director, and Assistant Director. In her free time, she enjoys traveling, baking homemade cakes and pies, cooking with the grandchildren, and attending church on Sundays. She also enjoys watching and attending GA Bulldog games as well as supporting our local high school. She is thrilled to be part of the family here at The Fox Den and she looks forward to seeing The Fox Den grow.

Your Fox Den Learning Academy team is looking forward to working with your child here at The Fox Den. We are committed to addressing any questions or concerns you might have as your child begins this journey at The Fox Den Academy!

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The Fox Den Academy is located at 185 Thornton Road, Forsyth, GA 31029. This is conveniently located next to TG Scott Elementary and Monroe County Middle School and is within 5 miles of other schools in Monroe County.

PHILOSOPHY OF OUR CENTER

A strong educational foundation provides the skills, knowledge, and curiosity for children to prepare for the future. This strong footing opens up a world of possibilities for these children to “shoot for the stars,” and realizing his or her potential. According to the National Association for the Education of Young Children, “Children’s experiences during early childhood not only influence their later functioning in school but also can have effects throughout life” (Bredekamp & Copple, 1997, p.6). Because early childhood education is so crucial to the intellectual, physical and emotional development of a child, it is imperative that we foster the development of the whole child during these earliest of learning experiences.

We believe that a great education promotes:

- intellectual growth,
- develops problem solving,
- critical thinking skills,
- instills a sense of community, and
- achieves continuity in learning that goes beyond the hours spent in the classroom.

THE PROJECT APPROACH

By using the project approach, we are able to provide opportunities for children to use what they are learning. As Katz and Chard point out,

“Including project work in the curriculum helps to ensure that the construction and acquisition of knowledge and the mastery of skills occurs in a way that strengthens dispositions to use them. In addition, children’s self-confidence, satisfaction, pleasure and enthusiasm increases if knowledge and skills are acquired in meaningful contexts with ample opportunity to apply them, the dispositions to deepen the knowledge and use the skills will be strengthened; conversely, without such meaningful application, these dispositions will be weakened. In principle, then, the incorporation of project work in the curriculum helps to ensure that all four categories of learning goals are addressed equally and simultaneously” (1993, p.213).

The project approach, therefore, affords us a learning experience that encompasses our philosophy of teaching and learning. It will foster intellectual growth and develop problem solving and critical thinking skills through a hands-on approach. It will create a sense of community as children must work collaboratively and respect each other’s ideas and opinions. And, if executed correctly, this approach will afford a continuous learning experience as children take the skills and knowledge learned here and apply them to their next challenge.



FEATURES OF OUR CENTER

Curriculum

Our innovative academy is designed to lay a foundation for lifelong learning, promote curiosity, and peak your child's natural curiosity. Our curriculum is designed to meet or exceed the state standards and was developed with both our philosophy statement and project approach to teaching in mind. Key aspects of the curriculum are:

- Child centered curriculum
- Developmentally, Age and Individually Appropriate (DAP/IAP) practices
- Monthly themes that incorporate all content areas (Art, Literacy, Science, Dramatic Play, Movement, Math, etc.)
- Curriculum is progressive, each year builds on the previous years
- Hands-on experience-based learning
- Weekly lesson plans detailing daily activities will be posted in each classroom
- Our chosen curriculum is Frog Street (www.frogstreet.com). Frog Street is an Early Childhood curriculum that is GA-approved and provides weekly plans for teachers centered around literacy, numeracy, social-emotional learning, music and movement, Art, and STEM-related lessons.

Safety

Our Academy has taken all necessary steps to instill confidence with our parents and caretakers that your children are safe while at our center. To achieve this goal we have:

- Cameras located in each classroom, allowing parents to observe your child during the day.
- Keyless entry into the learning environment. Each family has their unique ID for access into the learning environment.
- Detailed evacuation plans and equipment for emergency situations
- A Crisis Management Plan
- Two-way radios for easy communication throughout the building
- Our outside play area is fenced in and situated away from the road for your child's safety
- Pest control services will be utilized. All applications will use green products that are made to be safe with children and pets. Before any pesticide is applied parents will be notified at least 48 hours in writing through a posting on the lobby door. All applications will be completed on the weekends when children are not present.

Camera System (KidsVision)

The Fox Den Academy employs the use of internet cameras in every classroom. This innovative system allows parents to check in on their child's day as often as they would like via the internet. Access to view the classrooms is completely safe and secure. Please see KidsVision.com site for additional information on this offering to our parents.

Food Service

Our Academy is committed to providing your child with three healthy and balanced meals/snacks every day. Our meals will exceed the U.S.D.A. requirements for nutritious meals and snacks appropriate for the ages of each child. Our meals are kid-friendly, nutritious, and healthy. There is **NO additional cost** to the parent for this as this is included in the monthly tuition. The children will be provided with a breakfast, lunch, and an afternoon snack. Breakfast is not served past 8:30A. If you are in need of a breakfast plate because you are running late, please let the front office know so we may save a plate. You are required to sit with your child as they eat if the class has returned to their classroom.

A menu detailing each week's selections will be available to parents on our website as well as in Brightwheel (Communication app). Accommodations will be made for children with dietary restrictions/allergies (Doctor's notes are required). Parents with infants still using formula and jarred baby food should bring those items to the center. Formula will be stored in a safe area. Formula brought from home must be labeled with the infant's name and date on it. We recognize that mother's breast milk is the ideal food for our infants. Bottles must be prepared at home and must be capped and transported properly in an insulated bag or cooler and placed in our refrigerator immediately upon arrival. Glass bottles are prohibited and BPA-free bottles are encouraged. All breast milk bottles must be prepared at home and brought in ready to feed. Any bottle requiring to be warmed up will be done in a crockpot warmer. Microwaves will not be used to warm bottles, milk, or any other infant food.

We ask that your child does not bring any candy, gum, or soda to our Academy.

Organizational Structure

The organizational structure of The Fox Den Academy is shown below.

Owner: Will be responsible for budget, marketing, human resources, and maintenance.

Director: The day-to-day leader of the school. Classroom observations. Staff Development for staff

Assistant Director: periodic inspections of classrooms to ensure that classrooms meet standards and additional roles

Lead Teachers: will be certified teachers and will be responsible for all aspects of the classroom

Assistant Teachers: Each classroom will have an Assistant Teacher that will work in conjunction with the Lead Teacher

Parent Advisory Panel: This will be an appointed committee of parents that will work with the leadership team to ensure goals are met. This committee will be named each year by October 1

The success of our center is determined by the dedication and teamwork our staff demonstrates. Our management team is dedicated to keeping an open mind and listening to all

constructive concerns and suggestions. We commit to an “open door” policy, and we strive to foster that amongst our Fox Den Academy team.

Staff

We pride ourselves in providing “a home away from home” for our students. Our slogan, “Nurturing Young Minds, Inspiring Limitless Potential”, is taken seriously and all staff is expected to perform their responsibilities to promote this ideal. Our dedicated team of educators is committed to promoting social-emotional skills, critical thinking, creativity, and a strong sense of values, preparing each child for a successful transition to future education and life beyond our academy.

Our Mission Statement is:

Mission Statement

The mission of The Fox Den, an Early Learning Community is to provide a nurturing and stimulating environment that fosters the holistic growth and development of our young learners. Through a play-based and child-centered approach, we strive to ignite curiosity, spark imagination, and cultivate a love of learning in each child. We believe in creating a collaborative partnership with families, forming a strong educational foundation that empowers children to become lifelong learners and compassionate contributors to society.

The majority of our staff has degrees in education or child development. All of our employees have had extensive training in the child care area. In addition, all employees have been trained in CPR and First Aid. Each of our employees is expected to continue education in the area of child development by taking at least 18 hours of training each year to refresh their skills.

HOURS OF OPERATION

The Fox Den, an Early Learning Academy will conduct our daily learning from 8:00AM to 2:30PM. Students may arrive as early as 7:45A and be at the center as late as 2:45P before any before- or after-school care fees are incurred. In addition, we will offer before- and after-school care for our birth to 4K children as well as to K-5 students.

Our before-school care will be available between 6:00AM - 7:45AM. We will offer transportation from our academy to any of the three elementary schools in Monroe County. There is an additional charge for before-school care.

Our after-school care will be available between 2:45PM – 6:00PM. Transportation will be available from our three Monroe County elementary schools to The Fox Den. There is an additional charge for after-school care.

PROGRAM INFORMATION

We are committed to tailoring our programs to meet the unique needs and developmental stages of each 'Den' – our affectionate term for our different age groups represented by foxes.

- 'Fox Cubs' (infants)
- 'Clever Kits' (Walkers) (3 classes)
- 'Sly Whiskers' (our 2K students) (2 classes)
- 'Swift Paws' (3K students) (2 classes)
- 'Wise Tails' (4K students) (1 class)

The following pages are Descriptions of each of our age group rooms.

'Fox Cubs' (Infants)

Our program for infants and babies (not yet walking) is centered on the theme of exploring me. During this time from 6 weeks to 12 months, the children need constant care and attention from those around them. The teachers spend much of their time attending to the children's needs on a daily basis. However, their experiences at this early age are important to their later development as well. Therefore, each class will have a number of activities in cross-content areas that they will engage in each week. These content areas are:

- Self Help Skills
- Sensory/Tactile
- Physical/Motor Development
- Language Development
- Social/Emotional
- Development
- Special Art Activities

Your child's classroom teacher will help your child develop in these essential areas that coincide with their developmental abilities. They will develop many different skills while receiving the highest quality of care we can offer. Your child will be changed every two hours, unless otherwise needed. They will also sleep and eat according to the schedule that you provide. We want you to feel confident and comfortable that you are a part of your child's education! Every day you will receive a report of your child's eating, sleeping and bathroom experiences, as well as the activities that they participated in and any important milestones that they reached. Our infant program is superior in many areas, including care, attention, child/staff ratio, staff experience and training and many other areas. Please feel free to approach us with any other questions you may have.

Clever Kits (Walkers)

This program is designed for our infants who are now walking and are between 12 and 24 months of age. The day includes large and small muscle development, choice time, breakfast, diapering/toileting, songs and stories, outdoor time (weather permitting), music and movement, lunch, nap, afternoon snack, art and beginning readiness activities, and planned experiences. The children are encouraged to develop their imagination, make friends and explore their environment. In this classroom, the learn by "doing." Our goal is to encourage

their physical movement like climbing, crawling, and balancing to support their healthy muscle and bone development. Cognitively, the students will engage in language, vocabulary, and memory development.

Sly Whiskers (2s)

This introductory program is for children 24 months to 3 years of age. This program is an introductory program that encompasses our center goals while focusing on the child's development and play. In this program your child will be introduced to centers. They will have a:

- Manipulative center
- Art center
- Dramatic play
- Library
- Block and Transportation
- Discovery/Science
- Listening
- Collaborative play

The children will also have thematic units that they will cover throughout the year. They will learn "All About Me", "Me and My Friends", "Life on the Farm", "Families", "Colors", "Animals, Animals", "The Circus", "Everything Grows", and "Transportation". The children will also be exposed to introductory literacy activities in the classroom.

Students will have meals/snacks brought to their rooms at the start of the year and be introduced to the cafeteria later in the year to eat their meals.

'Swift Paws' (PK3s)

This program is designed to allow children to explore the environment and begin to develop the skills that they will use for years to come. The curriculum is a unit-based thematic curriculum and is progressive each year. Within their classroom environment the children will be exposed to centers and activities such as:

- Manipulative center
- Art center
- Dramatic play
- Library
- Block and Transportation
- Discovery/Science
- Listening

Each month the classes will study a new unit that will encompass all of these areas and follow our center philosophy. Within each monthly unit, the class will have a weekly theme, two focus letters and a social skills goal.

2's, 3's and 4's students will utilize the cafeteria for their meals.

'Wise Tails' (4K)

This program continues to build on the previous program. Just as in the 3K, the classrooms in this program will be set up in centers to allow the children to explore their environment and learn from a variety of perspectives. The children will be exposed to teacher directed, child directed, small group, large group, and individual group work. The curriculum is also a unit based thematic program. The curriculum again incorporates learning centers in the lessons. They are:

- Manipulative center
- Art center
- Dramatic play
- Library
- Block and Transportation
- Discovery/Science
- Computers
- Listening

The children will study a new unit each month. Some areas of study will be similar to those in the three year old program; however, there will be different learning goals and activities. This program has a different approach to focus letters. For example, in the previous program the children go through the alphabet starting with A and ending with Z. In this program they begin to learn the letters for themselves. For instance, they may study S and W during the first month. Another difference in this program is that the social skills are replaced with a science skill. They may study collecting and observing during September and classifying, measuring, and estimating during October. This program is a wonderful preparation for transition to Kindergarten.

Foxy Explorers (Before-School Care)

Clever Fox Club (After-School Care) **(additional fee)**

The Fox Den Academy offers an educational and fun before- and after-school care program for our students as well as school-aged children (Gr. K-5). We provide our students with an enriching environment full of fun and educational activities. Our program is designed to provide your child with opportunities to develop and build on the foundations that they are beginning in their elementary classrooms. This program is designed to promote a child's independent thinking and decision making as well as increase their social skills. We help your child reach these goals through developmentally through age-appropriate activities that are child centered. The children will be presented with cross content curriculum choices including computer based education. The children will focus on:

- Discovery (math, manipulative and science)
- Creativity (art and dramatic expression)
- Literacy (computer, listening, library and literacy)
- Other small focus areas
- A quiet spot for them to relax with an activity of their choice.

All children enrolled in this program will be provided a snack.

**Fox Scholars and Adventure Fox Camp (Summer Academies) (Infant – Fifth Grade)
(additional fee)**

Week-to-week

AM: focuses on academic enrichment and learning. Pursuit of knowledge and excellence

PM: outdoor activities, nature exploration, adventure. Highlights excitement, curiosity, exploration

REQUIRED PAPERWORK

All families enrolled at The Fox Den Academy must complete the following forms prior to admission to our Center.

Enrollment Agreement

This form provides basic information regarding your child, such as full name, date of birth, etc. It provides contact information for the child's parent and/or guardian. The Enrollment Agreement also specifies the days your child will attend the center and the rates that are applicable at the time of enrollment. In addition, the Agreement explains extra charges that may apply dependent on various situations. These charges are explained in more detail later in this handbook. This Agreement also authorizes others you choose to pick up your child.

Authorization of Emergency Medical Care

This important form provides contact names for emergencies. In addition, it also provides names and numbers for the medical personnel you have chosen to care for your child.

Permission to Photograph

We use photos for various reasons in our center. This form authorizes those situations where your child can be photographed as well as where those photographs can be displayed.

Universal Health Care Record This form must be completed by your child's doctor. A special appointment is not required for you to have this form completed. You may take it to your doctor at your next scheduled appointment.

Immunization Record A current copy of your child's immunization record is required.

Expulsion Agreement This form states our policy regarding expulsion and requires your signature.

SCHOOL POLICIES

Communicable Disease

If a child exhibits any of the following symptoms, he/she is prohibited from attending the center. If such symptoms occur at the center, the child will be removed from the group and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea (3 or more times)
- Episodes of acute vomiting (2 or more)
- Elevated temperature of 101.5 degrees Fahrenheit
- Severe coughing or sore throat
- Yellow eyes or jaundice
- Red eyes with discharge
- Infected untreated open wounds
- Difficulty breathing
- Skin lesions that are bleeding
- Skin rashes that last longer than 24 hours
- Swollen joints and stiff neck
- Blood in urine
- Visibly enlarged by lymph nodes

These symptoms may be signs of common or more serious communicable diseases.

Once the child is symptom free for 24 hours, or has a doctor's note stating that he/she no longer poses a serious health threat to himself/herself or others, he/she may return to the center.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others, he/she may return to the center.

Respiratory Illness
Chicken Pox**
German Measles
Hemophilus
Influenzae*
Measles*
Menningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illness
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illness
Impetego
Lice
Scabies

*Reportable diseases that must be reported to the Health Department by our Center

****Note:** If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the center, you will be notified in writing.

Again, this is not a TFD policy; it is a **state-mandated** policy to prevent the spread of communicable diseases among children. If your child is brought to school the next day they will be denied access to the center. If you have any questions regarding this policy please let us know.

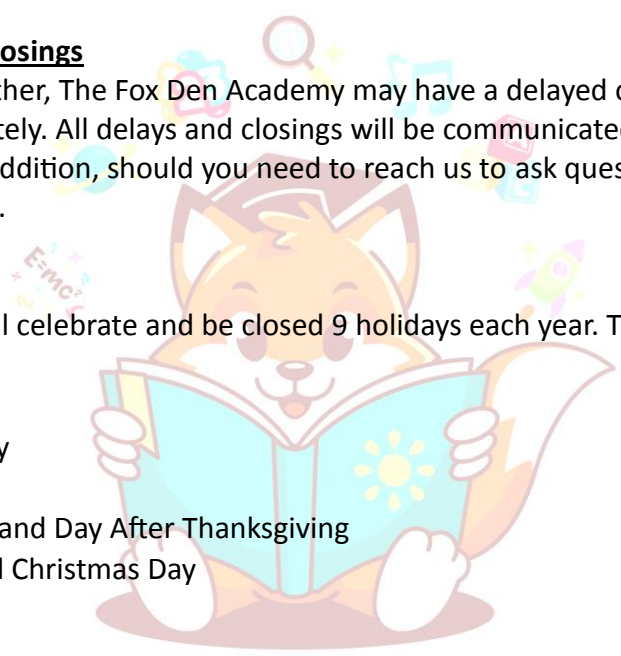
Delayed Openings and Closings

In case of inclement weather, The Fox Den Academy may have a delayed opening, early closing or may be closed completely. All delays and closings will be communicated via Brightwheel (our communication app). In addition, should you need to reach us to ask questions, we can be reached at 478-974-5674.

Holidays

The Fox Den Academy will celebrate and be closed 9 holidays each year. These include:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day After Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve



If a holiday falls on a Saturday, we will close on Friday. If a holiday falls on a Sunday, we will close on a Monday.

Additionally, The Fox Den does observe two half days of instruction. This allows our staff to engage in valuable training opportunities as well as transition their rooms. These two half days are in December and May (dates to be announced).

Reimbursement of charges is not given for scheduled holidays or half days. You may not change the day you attend the week of a holiday. All families are contracted for specific days. We are sorry, but we can't accommodate these types of day changes. Should you have specific questions regarding personal circumstances please discuss with our Director and Owner.

Positive Discipline

At The Fox Den Academy children learn through constant exploration and experimentation. Our staff are committed to providing a safe environment for learning. Our staff are directed to use a positive and consistent approach to problem solving in the classroom. Discipline should be

developmentally appropriate and promote positive problem solving among the students. Children may be removed from a group activity when acting inappropriately. However, these children must be under the supervision of a staff member. If a child is removed from the group activity, it will be for a reasonable and appropriate period of time. This is usually defined as one minute for each year of the child's age.

Children will not be allowed to hurt themselves or others. Hitting, kicking, biting, etc. will be dealt with on a case-by-case basis to determine the best course of action. Possibilities include: redirection, help solving the problem, and parent conference. Parents will always be kept informed and involved. We expect that all parents are willing to work with their teacher and their child to create the best atmosphere for all children.

A child will **never** be physically or corporally punished by a member of the staff. When using discipline with a child the staff member will use appropriate language, tone, and approach to the situation. Rooms are designated with "Calming Corners," where a child may use calming techniques if needed.

Any employee not abiding by the center's positive discipline policy will be terminated immediately.

Safety and Outdoors

The Fox Den Academy has a Safety and Outdoor Policy to ensure that your child is under proper supervision at all times. All employees are introduced to and trained on this policy when they are hired at our center. They are expected to follow all policies, procedures, and rules in this area throughout their employment with our center.

To help them do so, it is important that our parents follow a number of guidelines as well.

- Please use your key fob or personal code to enter the children's learning area.
- Please walk your child to their classroom.
- Please do not leave them in the hallway to find their own way or leave them in a room where no teacher is present.
- When picking up your child, please come into the building. I know it may seem convenient to send an older child into the center while you wait outside, but for your child's safety an adult must pick up.
- If children are on the playground, you can not enter and exit the property through the playground gates. They will be locked during school hours. All entry and exits must be through the main entrance.

Our first priority at The Fox Den Academy is to ensure all of our children's safety. Thank you for your help in this matter.

Hand Washing

Germes are spread quickly through children. Our mission is to cut down on the spread of germs. If we do not promote healthy practices with our students, sickness is more likely to spread throughout the school. While it is impossible to prevent this altogether, we do our best to minimize these occurrences. Following is a list of basic provisions for keeping The Fox Den Academy healthy and germ free:

- Wash hands after blowing nose.
- Wash hands after using the bathroom.
- Wash hands before and after using the water table.
- Wash hands before and after snack and lunch.
- Wash hands after playing outside in the sand, dirt, etc.
- Wash hands when you are dirty.
- Wash hands anytime they are exposed to bodily fluids.
- Cover mouths when coughing and sneezing.

Attendance and Time Off

In the Enrollment Agreement you stipulate the days that your child will be attending The Fox Den Academy. These are firm dates that cannot be changed. For example, if a holiday is on a Tuesday, a day you normally attend, you can't change your day that week to a Wednesday. In addition, if you choose not to attend the day you are scheduled you cannot attend on a different day. Employees are scheduled according to the time you have contracted for. You will not be reimbursed for holidays, sick days or days that your child doesn't attend but you have contracted for. If you do have a conflict with days and need to change days, please let us know as soon as possible.

If possible, we would appreciate advance notice when you child will be away from school.

Medication

We can only dispense medication if you have completed a Medication Request Form. This form is required every time there is a medication requirement. You cannot complete a "blanket" Medication Request Form. This applies for prescription and non-prescription medication. All prescriptions must be in the original container with prescribing information included. These forms are for our records, and are not sent home. Your classroom teacher, or yourself can leave the completed form in the office. We need a doctor's note to dispense medicine on an ongoing basis. Medicine will be dispensed by the front office staff.

Diapers, Wipes and Changes of Clothing

If your child is still in diapers, you must provide diapers and wipes. You will be notified in advance when your child is running low on supplies. In addition, each child should have two appropriate changes of clothing, including socks and underwear. Please bring what is needed to effectively meet the needs of your child (pacifier, sippy cup, etc.) Lastly, your child also needs a sheet and blanket for nap time. All items brought to school should be labeled with your child's first and last name and be kept in your child's cubbie.

For preschoolers (3's and 4's), please dress your child in play clothes. Your child will be participating in fun outdoor and art activities and may get their clothes dirty. For your child's safety, we recommend that they wear closed toe, rubber sole shoes. For nap time, we provide sleeping cots. Please bring a twin sheet and small blanket for your child.

Toys from Home

We are not responsible for items such as toys that are brought to school that may be lost or broken. We maintain a "no toys from home policy" and recommend that you not bring things to school that you will be terribly upset if they are lost. Children often share, show, and play with things that they have in their cubbies and throughout the day they may get misplaced. Please choose what you bring in carefully!

Alternate Pick-Up

If you require someone that is not listed in your enrollment agreement, to pick up your child, you must complete and sign an **Alternate Pick-up Form**. If necessary we can email the form to you. The person picking up your child will need to show us their driver's license before we will release your child. Your child will not be released to someone if the appropriate paperwork has not been completed.

Special Diet (We are a peanut-free facility!)

Please advise us if your child has any special dietary needs. For example, if your child is allergic to milk we need to know. Also, if you have an EpiPen for your child, please provide that to us. (Teachers will be trained to use on an as-needed basis) If your child has unique needs, such as, can only drink soy milk, we ask that you provide that. We will mark the item with your child's name, so that it will not be used by others. Also, if there is something specific that you want your child to have on a daily basis, please provide that. If your child has very specific dietary needs or allergies it may be required that you provide food for them on days where there is a conflict. Please see the weekly menu and contact the office to make decisions about your child.

Sun Safety Policy

Children will spend time outside daily (weather permitting). We have a strict sun safety policy. All children will be limited to 30 minutes per session of playground/outside activity time after the temperature exceeds 90 degrees. Unlimited water will be available at all times. Play areas are shaded; however, it is the parent's responsibility to apply sunscreen prior to attendance. Our staff will reapply sunscreen to children before going outdoors in the afternoon. If any child exhibits signs of heat exhaustion, they will be removed from the outdoor environment, treated accordingly and the parents will be notified if necessary.

FEES

Actual fee charges are subject to change and therefore are not published in this handbook. You will be provided a fee schedule upon enrollment and whenever fees change.

Payment Schedule and Tuition

You are advised of your tuition when you enroll at The Fox Den Academy. In the event that tuition rates are increased, you will be provided with the new rate at least one month prior to the effective date of the increase. You may pay tuition bi-monthly, monthly, quarterly, or annually.

- Bi-monthly tuition is due on Monday mornings and is due the 1st and 15th business days of the month.
- Monthly tuition is due on the 1st business day of the month.
- Quarterly tuition is due on August 1, October 15, January 1, and March 15.
- Annual tuition is due on August 1.

We do not pass credit card fees onto our parents. If you do not wish to pay these fees, we do allow for checks to be used for tuition payment. We, unfortunately, do not accept cash.

Registration Fee

A registration fee is required to enroll in The Fox Den Academy. This is a non-refundable fee. This will be comprised of a Security fee (two weeks base fee at center) +\$100 (paperwork)

Security Fee

A security fee of two weeks tuition is required upon enrolling at The Fox Den Academy. We require a two week written notice should you decide to terminate our services. When that notice is received your security deposit will be used to cover your last two weeks of attendance. If we do not receive written notice, you will forfeit your security deposit.

Late Fees

Late Pick-up Fees

Our center closes at 6:00 P.M. We expect that you will honor this closing time and pick up your child by closing. If you are going to be late due to an emergency, please call. We do not have staff scheduled to work after 6:00 PM. If you are late and we have received no emergency call you will be charged a late fee. The late pick-up fee is per minute per child, so if you are 15 minutes late and have 2 children, you will be charged the late fee times 2. This fee is due at the end of the week that you were late. For example, if you were late on Wednesday, the fee is due by Friday. If you do not pay the late fee, you will be charged a late payment fee. If this becomes habitual or you do not pay your late pick-up fee, your enrollment may be terminated.

Late Tuition Payment Fees

Tuition may be paid bi-monthly, monthly, quarterly, or annually. Bi-monthly tuition is considered late by close of business on the first business day after the 1st and 15th business days of the month. Monthly, tuition is considered late by close of business on the second business day of the month.

Termination of services for Late Payment

Habitual late payments, refusal to pay late fees or return check charges may result in termination of services.

Sibling Discount We do provide a 10% sibling discount (for the older scholar) when two siblings are registered.

PARENT TEACHER RELATIONSHIP

We strive to maintain a strong connection between our school and our children's parents. Numerous events are scheduled throughout the year, where parents can participate in activities with the children. Examples include holiday parties, parent reading time, and field trips where parents are encouraged to chaperone and enjoy the fun. We have an open-door policy at The Fox Den Academy, and you always welcome to visit the center at any time during the day. We encourage you to schedule time to come into your child's classroom to participate and lead an activity. Examples of parent participation include; reading a story, doing an art project, leading a cooking activity, etc. This is a wonderful opportunity to get to know your child's teacher as well as spend quality time with your child.

Please note, when communicating with teachers, they are most likely focusing on caring for the children, so messages may not be answered immediately. If you have an urgent request, please call the school directly.

Parent-Teacher Conferences

We conduct Parent-Teacher Conferences, twice yearly. Although we hope you are communicating with your child's teacher throughout the year, these conferences are a time to discuss in detail, with your child's teachers, the developmental goals that your child has reached. Conferences are normally scheduled in October and May. If you would like to set up a conference at another time throughout the year, please feel free to contact your child's teacher.

Brightwheel

We encourage the use of Brightwheel for communication purposes. If there is an emergency, however, please call the front office. Any notices from the leadership team will be sent via Brightwheel.

Newsletter

We publish a bi-weekly newsletter. The newsletter provides information regarding monthly activities as well as parenting articles. The newsletter is provided via paper or email and can also be viewed on our website.

Parent Advisory Panel

We are in the planning phase of developing a Parent Advisory Panel. You will be provided with more information about this area as we have it available.

TERMINATION OF CARE

Parent Initiated

We recognize that there are times when you no longer will require our services. We require a written two week notice to ensure that your security deposit is applied to your last two week's of tuition.

School Initiated

Unfortunately there may be times when we need to act on our **Expulsion Agreement**. Reasons for school initiated termination may include:

- failure to pay tuition in a timely manner,
- failure to pay late fee charges that have been assessed,
- habitual late pick-up,
- child behavior,
- parent conduct and
- deportment.

If this occurs we will give you two weeks notice to find alternate care. Your security will be applied to these last two weeks of attendance. However, we reserve the right to terminate services immediately in cases of extreme negative behavior by a child or parent. In those cases where immediate expulsion is warranted, your security deposit will not be refunded.

On a personal note...

The Fox Den Academy aims to be the premiere curriculum-based early learning center in middle Georgia. We have set high expectations for our staff and our goal is to elevate your child's curiosity, spark their imagination, and cultivate a love of learning in your child. If you have ideas that you wish to share to make us even better, we are open to your thoughts! We don't take lightly that you are entrusting your most prized possessions (your children) to us. We are excited to have your child as a part of The Fox Den, An Early Learning Academy!



Parent Contract

Child's Name #1 _____

Birthday _____

Child's Name #2 _____

Birthday _____

Child's Name #3 _____

Birthday _____

Date _____

I, _____, have read and agree to the policies outlined in this Parent Handbook. I agree to abide by these procedures as stated. I agree to participate in the parent conference with the Director.

Parent Conference Date _____ Date Completed _____

I, _____, Director, have given above parent an opportunity to ask questions and discuss the policies of The Fox Den, An Early Learning Academy and any other items of concern during the parent conference.

Director's Signature _____ Date

A photo copy of this page must be placed in the student's file.

