

About Belcher Academy

Welcome to Belcher Academy and thanks for choosing our center to be your child's preschool. Belcher Academy is owned by Shameem and Kristine Qulam. Shameem, a reputable business owner, and Kristine, a registered nurse, decided to open Belcher Academy in an effort to provide the area with quality childcare. Shameem and Kristine have 2 children and wish to own a preschool, where their children along with yours will have in a safe and engaging learning environment.

At Belcher Academy, we believe that we are here to help you teach your child. We have an open door policy and love parent involvement. Parents who wish to volunteer must be fingerprinted. Please discuss parent involvement options with your child's teacher. We believe that children learn best through play and repetition, learning is further developed when skills are also encouraged at home. We want our center to be a place that your child enjoys coming to and that your family wants to be a part of.

Mission Statement

Our mission is to provide a nurturing environment supporting children's developmental growth socially, emotionally, physically and cognitively while building a sense of confidence, acceptance and security in the families we serve.

Philosophy

We believe that each child is valuable and unique. Children benefit from being within a safe, loving, respectful, consistent and stimulating environment. This environment provides the framework for successful learning. We see the best in children providing a positive self-image and nurturing environment.

Hours of Operation

Belcher Academy's hours of Operation begin at 6:30 am and continue until 6:00pm. Any child left after 6:00 will be charged a late fee of \$1.00 a minute. If we are unable to contact the parent and the child is still at the school after 6:30 pm, protective services will be contacted and the child will be turned over to them. Families will be charged \$3.00 a minute for every minute after 6:30 that the child is left at the center. This fee must be paid at pick up in cash at the time of pick up. We ask that parents stay in contact with the school administration to prevent this situation from occurring.

Enrollment Procedure

All registration and enrollment paperwork must be filled out and turned in with appropriate fees and documents before the child may begin classes. All parents are asked to sign children in and out of their child's classroom and communicate with the teacher at drop off and pick up. We know you need to communicate with your child's teacher we do ask parents keep these conversations to a minimum. This distracts the teacher from her main focus, which is keeping the children safe. If you have any concerns please speak with the Director or Manager and one of them will schedule a Parent/Teacher conference. Parent\Teacher conferences may be held in person or via telephone. Infants through 2 years will have a daily communication sheet that will be sent home with each child daily.

Probationary policy/Termination of children

Belcher Academy has a 90 day probationary period for each child. At the end of the 90 days the parents will have the option to continue care or withdraw their child. Belcher Academy Administration also has the option to continue care or ask for the child to be withdrawn, in which case you will be given 2 weeks to find another center. Our Administration wants to insure that each child fits well with our center, their teachers, and the other children. Belcher Academy will make sure that every child is treated equally and fairly. We will provide access for early intervention programs and/or therapists to work with your child who may have special needs, developmental delays, and /or behavioral issues . Several members of our administration have extensive training and experience working with special needs children and their behavioral challenges. All the staff will work to ensure your child has the best care possible. We want our center to be a safe and happy environment for everyone. This policy helps to protect all the children in our care.

Rates/Payment schedule/Late fees

Weekly fees are due by close of business Friday for the next week. If the fees are not paid by Monday 9am your child(ren) will not be allowed to stay, unless prior arrangements have been made. Payments made after 9:00 am on Monday morning will acquire a late fee of 5.00 a day for each day the tuition is late. You will receive a 10% discount if you pay monthly. Only one type of discount can be applied, cannot combine discounts. If you decide to withdraw your child we ask for at least one week notice. If we are not given a week's notice, you will be billed until we are able to fill this seat.

Holidays School Closures

Labor Day	
Thanksgiving and day after	4 th of July
Christmas Eve	(2) teacher in-service days a year (TBA with notice)
Christmas Day and day after	New Year's Eve
Memorial Day	New Year's Day and the day after

**Subject to change in 2015
Full tuition rates apply**

Attendance/Absences

Children need be in class by 9:00 am. If your child has an appointment, please speak with management to make special arrangements will be made. If arrangements are not made your child will not be accepted after 9:00 am. In the event of an absence normal rates still apply, you are still responsible for the full week's tuition. If your child is absent due to illness, vacation or any reason we ask that you contact the center. This will enable us to better plan our school's daily schedule and we won't have to contact you.

The Release of Children

If someone other than who is listed on your child's enrollment paperwork needs to pick up, we will require it to be put in writing and signed by the parent or guardian. No phone calls will be accepted. Everyone picking up a child must show their ID. Children will not be released to anyone who does not have correct identification. This ensures the safety of everyone in the building.

In the event of a Lock Down, No one will be allowed in or out of the building. If you have come to pick up your child and find you are not allowed in, please contact the office and they will explain what is going on. The safety of your children is most important and will not be compromised.

Vacation

After one year of enrollment with tuition payments current; each child will be allotted one week vacation (5 days). Vacation days must be used concurrently and may not be split up. If your child will be out for one full week or more and you have used or do not have vacation time; full tuition is required to hold your spot.

Discipline

Here at Belcher Academy we believe in positive reinforcement and redirection. This means that we will reward good behavior and redirect negative behavior towards something positive and constructive. If the negative behavior continues there will be a write up and the parent contacted. We will not allow a child to be hurtful towards others. We provide childcare and education in a group setting, so we are concerned for the welfare and safety of all our children and staff. When a child or parent's behavior threatens the safety of or becomes abusive toward other children, staff or school property it may result in termination of your child(ren).

Meals

Breakfast, Lunch and Snack will be provided by Belcher Academy. No outside food or drinks will be permitted. In the event of parties, parents may be asked to supply snacks; in this case only sealed, store bought food will be allowed.

Photos:

On occasion staff may take pictures/video of classroom projects and special play days. These photos/videos shall be part of the general program activities. Parents are asked to sign a waiver allowing us to take and use pictures/videos of their child for special projects. (Website, newspaper article, etc...)

Parent Responsibilities

Each child will be given a supply list appropriate for their classroom. For families who have been notified that their child has run out of diapers/wipes/extra clothes and do not resupply these items you will be charged a fee of \$3.00 a diaper and \$5.00 per clothing item borrowed. Extra clothing will only be charged after a week of borrowed clothing not being returned. Obviously, we understand that there are extenuating circumstances and many times we, as parents, simply forget. This policy is in effect to keep it from becoming a habit to not bring needed items for your child and expecting the center to supply them.

Infants	Toddlers	Twos	Threes	VPK / Fours
Diapers Wipes Pacifier Change of clothes Blanket	Diapers Wipes Change of clothes Blanket Special sleeping toy (small)	Diapers/Pull ups Wipes Change of clothes Blanket	Change of clothes Blanket	Change of clothes Blanket

Illness/Sick Policy

Children who are ill should not be at school. Please keep your child home if they are experiencing any of the following symptoms.

- Temperature over 100.7
- Diarrhea/ Loose Stool x 3
- Vomiting
- Severe cough
- Lethargy
- Head Lice
- Symptoms of pink eye
- Excessive crying and pulling on ears

If your child becomes ill during school hours you will be called to pick up your child. You are expected to have your child picked up within an hour after being contacted.

Without a Doctor note stating your child is not contagious your child has be symptom free for 24 hours before they may return to school.

Please do your part to assist us in controlling the spread of illness at our school. The goal is to make our school a healthy and safe place for your children and our staff.

In the event of an emergency 911 will be contacted. Staff may not transport children to the hospital.

Medication

Medication is allowed. We will need a doctor's note with the appropriate dosage, along with a medication consent form filled out and signed by a parent or guardian. We will ask that all parents sign a waiver stating that for all temperature exceeding 102.5 axillary, Tylenol will be given to prevent febrile seizures. Parents will be called before this action is taken, a medication form will be signed by staff upon administering Tylenol. You may choose not to sign; however, without this signed form we will not provide Tylenol under **ANY** circumstance.

Belcher Academy reserves the right to change existing policies or introduce new policies pertaining to the preschool at any time (11/14)