

Oak Ridge Children's Academy & Daycare

Parent Handbook 2022/2033

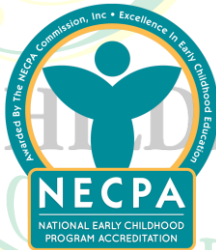
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Revised 03/07/2022

Subject to changes

NECPA ACCREDITED FACILITY

**ORCA is proud to be
accredited by the National
Early Childhood Program
Accreditation**



Welcome to Oak Ridge Children's Academy & Daycare ! We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at ORCA would be glad to address any of your questions or concerns. Once again, welcome!

DFC Lic#C09OR0358



Mission Statement

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The mission of Oakridge Children's Academy is to provide a safe, affordable, and high-quality childcare for children and families. In doing so, we support families in their efforts to reach their goals. ORCA provides a cognitively based program for children ages 12 months to 12 years. We provide a home like environment where children are encouraged to develop at their own pace. The staff is committed to the families we serve, providing support and encouragement.

ORCA welcomes those of diverse faiths, ethnic origins, and race. While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things, we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at ORCA.

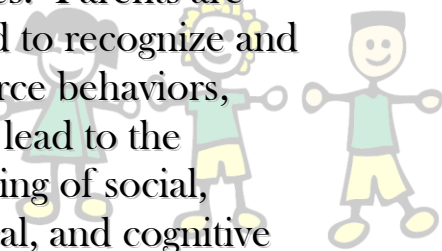
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.**
- Our teachers incorporate props and materials into the different learning environments that reflect diversity.**

Philosophy and Goals

Our center is a “home away from home” for the children that become a part of our program. We believe that by providing a safe and nurturing environment, children will build a sense of trust and security. Literacy is evident throughout the day and within all the play experience, to ensure school readiness for your child. Teachers are committed to understand the patterns of growth in the physical, social, emotional, cognitive and language areas of development in each one of our children. All staff is aware of the ages and stages and are committed to support every family more effective by assisting the parent in their relationship with their children.

Our center strives to make families more effective by assisting and encouraging them to detect and refer any significant developmental concerns in the children. We are committed to provide a well-balanced diet, and we participate to take advantage of appropriate health services. Parents are helped to recognize and reinforce behaviors, which lead to the acquiring of social, physical, and cognitive skills while children are at home.

We have established procedures to ensure children's safety and to help provide them with a successful experience. Our structure is based on age related characteristics and needs of each classroom group .





Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support and quality care for their children.

Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to childcare.

Centre: Enhances the lives of the children and their parents by providing a caring and supportive service.

GOALS OF ORCA

The aims and objectives of the daycare are:

- 1) Provide quality childcare for all children enrolled
- 2) Foster the total development of the child by providing an environment consisting of:
 - ✓ A warm, friendly atmosphere with trained childcare providers
 - ✓ A safe and healthy facility

- ✓ A child centered, non-role stereotyping setting
- ✓ A variety of suitable equipment in good repair
- ✓ A variety of activities that support the physical, social, emotional and intellectual needs of the children

3) To enable the parent to develop positive parenting skills

4) To be an emotional support system for parents when issues arise with their children

5) To assist parents in acquiring knowledge of normal child development and other child related information

6) Children will receive safe and consistent care during daycare hours

7) Children with developmental challenges will receive referrals to appropriate support and services

8) Parents will have increased knowledge of their child's development, individual needs and nutritional requirements

9) Parents will have improved parenting skills, including options for managing challenging behavior

10) Parents will have increased knowledge of health and child-care

11) Parents will have increased contact with other parents of young children

Curriculum

our **Creative** curriculum, toddlers learn these skills and many others throughout the day as they play and develop. Children participate in sensory-based learning experiences while receiving positive, nurturing guidance from highly qualified teachers.



Early childhood development is critically important at Oakridge Children's Academy, our experienced teachers and staff help facilitate this period of learning, and that's what separates us from traditional childcare facilities.

Toddlers

Creative Curriculum is ORCA's proprietary developmentally appropriate curriculum and supporting programs, methods, activities and techniques help better prepare children for life. The **Creative Curriculum** gives your child a happier, healthier, more well-rounded foundation for the future. In other words, what children learn at ORCA will help to prepare them for school and for life.

At ORCA, we understand that toddlers are constantly learning. Every time they hear a new sound, they want to know where the sound came from. When they look in a mirror, they want to know who is staring back at them. With



Areas of Development

The curriculum focuses on six areas of development: **Cognitive, Communication, Emotional, Fine Motor, Gross Motor and Social Skills.**

Cognitive Skills: Infants are building their memories, learning to develop words and learning to recognize familiar sounds. They're exploring with their hands and mouths. In our infant room, your child will explore different textured materials, play Peek-A-Boo and complete simple wooden puzzles.

Communication Skills: By developing communication skills, infants learn how to

Emotional Skills: Emotional development involves infants feeling safe in their environment and secure with the adults in their lives. We help your child build trust and attachments by watching your infant's signals and responding to them. Our teachers hug, cradle and walk your child around the classroom while talking about everything they see.

Gross Motor Skills: Gross motor development is the growth of the large muscle groups, like those in the legs and arms. Gross motor skills for infants include holding up their heads, rolling over, crawling and pulling themselves up. Kiddie Academy teachers speak encouraging words to help your child roll over. We provide your infant with plenty of tummy time, and our infants dance to different kinds of music and take walks around the academy, inside and out.

Our Creative *curriculum* is designed to inspire children to explore and progress at their own pace. It encourages children to discover their own style as they create opportunities, accomplish tasks and learn new skills. At ORCA children learn throughout the day, including playtime, because the opportunity to learn is always present.

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ORCA understands that it is an exciting and challenging time for children. At this age they are naturally inquisitive, take pride in doing things independently and love to be praised for it! They are learning new words, simple sentences and nonverbal communication, as well as developing and refining gross and fine motor skills.

Language Arts and Literacy: Our curriculum includes many opportunities for 3-5-year-olds children to listen to stories, retell them, sing and say simple rhymes. Children are encouraged to ask questions, share ideas, explain feelings and talk about what they are doing as they learn. Children begin to recognize print through the learning center signs and begin to identify letters and their names. Dramatic Play, Blocks and Transportation and the Library center are a few examples that encourage language development through play.

Mathematics: In our curriculum, activities are written to give children the opportunity to sort objects and learn how to sequence items. Children will practice counting beads and blocks and begin solving simple math problems. Our teachers will also work with the

children to identify similarities and differences within a group of objects.

Science: At ORCA, children are given the opportunity to practice observation and problem-solving skills. They will be able to observe what happens when a piece of celery is placed in red food coloring. Children will learn about people, plants, animals and weather. ORCA teachers will also help children recognize the parts of the human body.

Social and Emotional Development: ORCA provides an ideal community atmosphere to learn, play, take turns and share with friends. In the learning centers, children can participate in many activities with friends. ORCA teachers will also be there to help guide children to develop a better sense of self. They model appropriate ways to express emotions so that children will learn how to communicate effectively.

Gross and Fine Motor Development: At ORCA, there are many opportunities for children to work on gross motor skills. We provide the opportunities to practice walking in a straight line, walking backwards, jumping, throwing, catching, balancing on one foot and hopping. At ORCA, our teachers will also encourage confidence and support so that children have the motivation to continue to develop new skills.

ORCA'S teachers also support fine motor development by providing appropriate materials, such as playdough, crayons, markers, puzzles, etc. Children are encouraged to practice scribbling, and some of those scribbles will begin to resemble letters and

words. Children are also given the opportunity to feed themselves during our family style meals, zip up or button their coats, and wash and dry their hands independently.

Character Education: ORCA believes it is important to introduce children to a wide variety of character traits. Each month we focus on a positive value, such as honesty, generosity or patience, to help them better understand the society we live in and to help children develop into caring adults.

Our Programs



Learning should only be this much fun! Our great respect for the individual child derives from the findings of Jean Piaget, who discovered the developmental thought process of infants, toddlers and preschoolers. From Piaget's work, early childhood educators know that children learn best through play. "The more that you read, the more things you will know. The more that you learn, the more places you'll go." – Dr. Seuss, *I Can Read with My Eyes Shut!* Reading and literacy are an integral part of our program from Infants

through Pre-kindergarten. In addition to our school learning library, every classroom is stocked with books.

Toddlers - Through supervised play in a planned, stimulating environment, toddlers rapidly acquire a foundation of basic skills and capacities during the first two years as motor skills develop and early language begins. Toys and materials are selected to help the development of gross and fine motor skills. While still needing a nurturing, secure environment, toddlers begin to explore their independence and start developing the beginnings of emotional and social stages. Our staff understands the developmental needs of the toddler and introduce activities that help in the appropriate developmental stages of the 1- to 2-year-old.

Preschool- Preschool children enjoy spending time with other children their own age and becoming involved with group activities. Structured educational programs introduce them to basic concepts in language arts, math, science, social studies, and art. We have specifically designed learning centers for individual and group projects that encourage children to make discoveries about themselves, fellow beings and the world we all live in and share. Our staff plans activities for groups as well as for individual children in order to foster their development in all areas.

Pre-kindergarten - Pre-kindergarten children exhibit growing physical and intellectual independence made possible by acquired physical skills and complex language. Daily structured educational programs stress language arts, math, science, social studies, and computer skills. There is also an end of the

year graduation ceremony. Creativity is encouraged and learning experiences presented as a healthy mixture of fun and challenge at our learning centers.

Voluntary Pre-kindergarten - Our state funded VPK program is a three-hour block of concentrated instruction with smaller class size and lower ratios. Inquire at the office about eligibility requirement and times offered.

After School Program - The program is attended by kindergarten and elementary school children. We offer safe, stimulating environment with on-time transportation from school. After School is spent finishing homework, exploring computer fun, engaging in physical fitness, and game time spent with special friends. A midafternoon snack is served. Summer Camp is also available during the months of June-August.

The NECPA Accreditation has a heritage of supporting the profession of early care and education by encouraging the availability of high quality, affordable childcare and preschool programs for children, families and communities. Its early years began in 1991 when leading industry professionals of the National Child Care Association envisioned a valid and reputable Accreditation choice that promoted all eligible programs to raise their quality bar, bringing tangible benefits and experiences to the lives of the children and families they served each day. Founding the NECPA required extensive research followed by pilot testing to ensure the commitment to rich standard components. Since this time, we have promoted the most reliable measures of quality in the early childhood field both

nationally and abroad. Transitioning from one generation to the next requires pursuance of comparisons to various accepted quality assessments to ensure NECPA is offering programs current research and best practices for their early childhood settings. NECPA is accepted into the Gold Seal of Quality program. Gold Seal Program and History In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge childcare facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In December 2004, Voluntary Prekindergarten (VPK) legislation was passed and signed into law. This bill requires participating childcare facilities and homes to maintain quality care accreditation and higher education standards for staff. The Gold Seal Quality Care Program is an approved accreditation for childcare providers

New Student/Parent Orientation •

Registration is ongoing year-round provided classroom space is available. • School tours are given from 5pm – 5:30pm by appointment. • Handbook is reviewed with the parent upon registration. • Open house / Back to School Night will be held in August • New student orientations are held in August each school year for our Pre-Kindergarten classes.



General Information

Our staff members are experienced early childhood educators and caregivers dedicated to the academic, emotional and physical well-being of every child. We maintain an open-communication policy and invite you to speak as often as you wish for information pertaining to your child. This will give us the opportunity to become acquainted and will allow you to partake in your child's education, sharing in his/her achievements.

Our School does not discriminate against anyone based on sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We include children with special needs when possible and make accommodations as required by the Americans with Disabilities Act.

Holidays - We observe the following holidays:

New Year's Eve, New Year's Day, Thanksgiving Day (Thursday and Friday) Memorial Day, Labor Day, Christmas Eve, Christmas Day, July 4th, Martin Luther King Jr.
If the holiday falls on Saturday - Facility will be closed Friday. If the holiday falls on Sunday - Facility will be closed Monday.

Enrollment and Tuition

Children between the ages 12 months and twelve years are eligible for enrollment at ORCA. Children may attend the center for a 12.5 Hour between 6:00 a.m. and 5:30 p.m., Monday through Friday.

All tuition payments are due on Monday or Tuesday of the current week if payment is received after Tuesday there will be late fees automatically applied to your account.

Wednesday late fee- \$10.00

Thursday late fee-\$15.00

Friday late fee-\$20.00 each additional day until tuition is received \$5.00 including Saturday and Sunday.

ORCA does not offer cash back or change your account will be credited if you pay over the tuition amount.

NO REFUNDS WILL BE GIVEN AT NO GIVEN TIME!

All tuition payments can be paid by cash, credit card, debit card, money order, or online

www.oakridgechildrensacademy.com

A registration fee of \$60.00 is due once child has started. This is a one-time, nonrefundable charge. If a child is withdrawn then reenrolls later, a second enrollment fee will be expected. Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

Fees:

Toddlers-12months-\$190.00

Two's-24months-\$180.00

Three's-36months-\$160.00

Fours-48months-\$150.00

Five-54months-\$150.00

VPK Fulltime-\$150.00

VPK Wraparound-\$100.00

Afterschool(fulltime)-\$120.00

Before or After School-\$80.00

Before & After-\$90.00

Summer Camp 6-12 years-\$120.00

Sibling Discount-10%

Parental Involvement- Time is the most important investment you can make in your child. We encourage parents to be active participants in school activities. However, as a volunteer or guest of the classroom, a parent may not discipline, help with diapering

or toileting or be alone with children other than his/her own.

Outdoor Play Requirements – Children need fresh air EVERYDAY (1 hour morning and afternoon). Children are REQUIRED to participate in outdoor activities in cold weather, and hot weather, please dress your child appropriately depending on the weather.

Drop Off / Pick-Up Policy- All children must be signed in and out by a responsible adult of 18 years old or older. Proper I.D. is required. Our facility will not release a child to any adult who is believed to be intoxicated or impaired.

Withdrawal & Dismissal Policy-

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.

The director at ORCA reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Communication-

Proper communication between our parents and the teachers and staff of ORCA is extremely important. Teachers will be sending home information on a regular basis. Toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher—even just to become better acquainted! Concerns about any

aspect of our program, or your child's care, may be expressed to the center director.

Remember to communicate in writing any changes in your child's schedule. We must be informed, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the child's enrollment application. ORCA will not accept any changes to who may be picking your child up over the phone, prior arrangements MUST have been made on the child's enrollment form. Any new person picking up child MUST have the proper identification to take child and be respectful to our staff. If there is any concern, the staff of ORCA reserves the right to deny a person's request to pick-up a child.

Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates

In addition, if you are a family that uses English as a second language, we will try to communicate to you in your chosen language if requested.



Drop-off and Pick-up Policies-

Parents are expected to accompany their child to the front door of our center. The teachers are glad to assist you and your child at your drop-off time. ORCA, however, will not assume direct responsibility for your child until your child is inside the building. Families MUST Park in a designated parking area within the yellow lines, AT NO TIME ARE FAMILIES ALLOWED TO PARK IN FRONT, OR THE SIDE OF THE MAIN OFFICE BUILDING DOORS, this area is our fire hazed area for emergencies. Families may also use the grassy area of Woods Street to park their vehicle.

Your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.

The parent or guardian of a child not picked up past closing (5:30 p.m.), will be charged \$2 per minute per child. Families who pick up late more than 3x, in a one-year period, will pay \$5 per minute after 5:30pm. All late fees are expected to be paid the following day. Excessive abuse of late pickup times can result in disenrollment or families will be reported to DCF for abuse and neglect of their child.

We discourage leaving your idling vehicle in the parking lot during drop off and pick up times. In cases of extreme cold or heat please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER leave a child in a vehicle unattended.

Confidentiality- Each family has the right to confidentiality. ORCA keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons not affiliated with the family.

Custody Orders-

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

Tornado and Disaster Procedure-

In the event of a tornado or disaster warning, the children will be taken to the Seventh-Day Adventist Church next door to our facility. Students will remain sheltered until it is Clear to go back into the facility.

Child Abuse and Neglect- Staff members are required by law to report any suspected child abuse or neglect.

Diapers & Toilet Training-

Parents supply all diapers at ORCA. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of extra clothing pull-ups, underwear, pants, and socks.

Immunizations and Physicals-

All children who attend childcare programs in Florida are required by law to be fully vaccinated. ORCA requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed.

***Important:** It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.



Wellness Policy- You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if while in our

care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache.

The child must be fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.

- Diarrhea (more than two loose, watery stools), or vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present.

The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.

- Persistent cough or runny nose for an extended period (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor).

Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication. Head lice: suggested treatments available upon request. Child must be nit free to return to school.

- Chicken pox and Hand Food Mouth: Child must be fever free and sores scabbed over.
- Strep throat: Child must have 24 hours of antibiotics in his/her system.
- Mumps, pin worm, impetigo, conjunctivitis (pink eye), etc: Follow doctor's recommendations.

Information from our main office is available upon request. If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.

Medicine-

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will NOT be administered to children. Parent must administer over the counter medication. Prescription medication must be in the original container and labeled with the child's name. Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication.

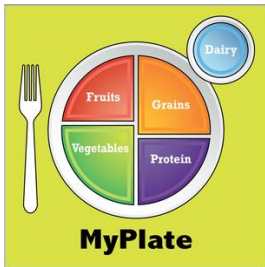
Pandemics Our Preparedness and Response

Plan- (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

Injuries and Accidents- Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Accident Report would be completed by the teacher and signed by the Center Director, Assistant Director or appropriate person.

A copy of this report will be sent home. A parent or guardian will be notified regarding any serious injury to your child that occurs while your child is in our care. In the event of a major medical emergency or accident, the center teacher or director will call 911

first. The child will be transported to the hospital noted alternatives upon request. on the Child Enrollment Application (or the closest hospital). The parent/guardian will be called immediately.



Meals, Snacks and Food Allergies-

ORCA partners with NEMOURS Healthy Eating to provide healthy meals for children in our care. To provide all foods from the MY plate categories including Meat, Grain/Bread, Vegetables, and Fruit.

The center will provide milk for lunch and two snacks with water for each day. ORCA will provide whole vitamin D milk for children between the ages of 12 and 24 months.

1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required.

ORCA serves breakfast which starts at 6:30am-8:30am for any reason your child miss breakfast they will have a morning snack with the class. Lunch starts with our younger children eating at 10:45am and ending at 1:00pm.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items daily for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun,

Smoke & Drug Free Environment-

Our center is a smoke free environment for the safety and health of children and staff. No one is permitted to smoke or use tobacco products on the premises this includes vaping as well. Having or using drugs or alcohol is prohibited, If any parent seems to look as if they are intoxicated or under the influence of any drugs or alcohol ORCA will not release the child to the parent, other alternatives will need to be made. If no other contacts are present for pickup the local police department & DCF will be called.

Nap Time-

All children will be given the opportunity for an afternoon rest time between the hours of 12:00pm until 2:45pm, different times varies for each age group. Each child will be provided a mat to rest upon, parents will provide 2 blankets for their child.

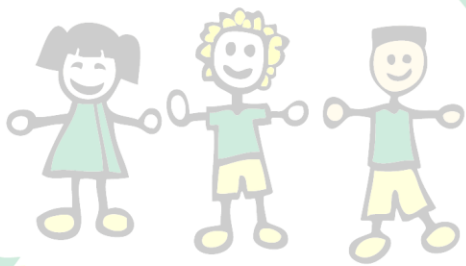
Changes in Policies The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center owner.

Thank you for selecting Oak Ridge Children's Academy as your childcare provider.

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Pak Ridge
CHILDREN'S ACADEMY



DFC Lic#C09OR0358
CHILD DEVELOPMENT CENTER