

# PRESCHOOL POLICIES 2021

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To receive school-wide announcements, please text @asapre21 to 81010

## Our Purpose

A Step Above is a comprehensive childcare ministry of Hope Family Worship Center. At A Step Above, it is our priority to teach our children to love God, respect others and enjoy learning. We will prepare them for Kindergarten and beyond, while ensuring they feel safe, secure, and loved while their parents must be away.

Our center is a place where children feel they are at home, loved, and respected. Our Christian faith will not only be taught, but lived, as we play, learn and grow together. Bible lessons and prayer will be an integral part of the children daily lives at school, as we start our day with prayer, bless our meals, and pray before we rest.

## DHR Exemption

A Step Above is church exempt under law from regulation by the Department of Human Resources, but we follow their guidelines and strive to exceed their standards. You are required to sign an affidavit each year stating you have been notified of this exemption.

## Hours of Operation

We are open 5:30 am – 5:30 pm. We close at 5:30 pm but have a 5-minute grace period. A late fee will be charged for picking up your child after 5:35 pm. The rate is \$1.00 per minute after 5:35 pm. Payment should be made in cash to the teacher who stayed late with your child, either when the child is picked up or the next morning.

## Tuition

Tuition is \$120 per week. Tuition is always due on Friday for the following week. Tuition can be paid weekly, bi-weekly or monthly, but must always be

paid in advance. Please note, you are paying for the week to come, not the week that was just completed.

Payments received after 5:30 pm on Monday should include a late fee of \$5.00 per day, per child. If your account is two weeks past due, you will not be allowed to drop off your child in the third week without the past due amount, plus the current week's tuition. In the case of sudden and extreme financial hardship, please speak with the director before payment is due.

Tuition can be paid online with bank draft, debit or credit card through the secure app or website. There is not a fee for bank draft, but there is a 3% processing fee for debit and credit card payments.

Tuition is due each week. There are no "free weeks" or refunds given for absences due to sickness or vacation. Tuition will also be due the week we are closed for Christmas break.

## Withdrawal or Dismissal

We request two weeks' notice if you withdraw from A Step Above. Payment of the two weeks tuition is due in advance, when you give your notice.

We reserve the right to dismiss any child from enrollment, if the staff determines that the program is not meeting the needs of the child, or if the child's presence is a threat to the welfare of others. It is also understood that the school reserves the right to dismiss a child, should it find that a parent is unable to follow the policies of the school.

## Curriculum

We use Mother Goose Time curriculum for our academic and Bible lessons in each classroom. MGT provides a progression of fundamental skills

needed for reading, writing, and math, as well as social and emotional skills.

We charge a monthly curriculum fee to cover the cost of the curriculum materials and supplies for each class. The fee is \$25/month for Toddlers, K2 & K3 and \$30/month for Pre-K.

#### Picture Release

We love to share pictures of what's happening at ASA. There is a line on the enrollment form that asks if we can take pictures of your child. When you sign this, you are giving us permission to use these pictures at our discretion (i.e. photo albums, advertisements, website, social media, displays at the school, etc.) Please inform the director if there are legal issues that prohibit the use of your child's photos.

#### Arrival and Departure

Children must be signed in each morning. It is extremely important that you do this, because our sign in sheet will be our roll during a fire or other emergency. We need everyone at school to be signed in for their safety. Please make sure to do this every single day.

Children can eat breakfast at school if dropped off before 8:30. Learning time begins at 9:00 in each classroom, and children must be finished eating in order for the class to be able to focus on the lesson. Children should be dropped off no later than 9:00. The only exception is with prior approval from the director for a doctor or dentist appointment. Parents are responsible for feeding their child lunch, unless the child arrives in time for lunch with their class. Please call or text Mrs. Susan by 9:30 if your child will be late to ensure they are included in our lunch count.

Children must be signed out each afternoon. Each child will have a list of approved family members or friends who have your permission to pick up the child. Any special arrangements must be communicated in writing to the director in advance.

Parents, approved family members and friends must be known by the child's teachers or must be able to provide identification. If you or anyone else plans to pick up a child and you do not do this frequently,

always bring your ID. Individuals signing out your child must be 16 years old or older.

#### Holidays

ASA is closed for the following holidays this year. Labor Day, Fall Race (October 1<sup>st</sup>), Thanksgiving Day and the Friday following, the week of Christmas & New Years (27-31), Spring Race (April 22<sup>nd</sup>), Memorial Day, and July 1,4 & 5 for Independence Day.

#### School Closures

ASA follows Talladega County Schools for school closures due to severe weather or snow. Our plans will be communicated via text. We will do our best to give at least 1-hour notice before closing.

#### Security

Our center is equipped with video cameras for monitoring all the classrooms and entrances. Monitors are in all classrooms and the director's office. Our entry doors are locked to restrict access to the building. Staff and parents have door codes that allow unlimited access to the building during operating hours. All other visitors to the building must speak with a teacher to enter the building. Do not let people into the building if you are unsure who they are.

If you would like to view footage on the camera, please give the director advance notice in order to pull the footage.

#### Nutrition

A Step Above has a kitchen that is regularly inspected by the State Health Department. We currently have a health score rating of 98. We serve morning and afternoon snacks with water. A hot, nutritious lunch with milk is served each day. All children who can eat a regular diet will be served the menu. Exceptions will be made only for those children who have food allergies.

Food may not be brought to the center from home. The only exception is breakfast, which may be eaten in the classroom if the child is dropped off before 8:30 am. (Candy and soft drinks are prohibited.) Children who arrive after 8:30 am

should be fed BEFORE they are dropped off. Snack from home should not be brought to school.

## Health and Safety

Illness at Home- Children who show any signs of the following should be kept at home: Fever of 100.4° F or more, diarrhea, vomiting, thick nasal discharge, pink eye, Cocksackie or a suspicious looking rash. Parents are urged to notify the school when their child has been diagnosed with a contagious illness, so that we may watch for similar symptoms in classmates.

Illness at School- If your child becomes ill during the day; you will be called to pick them up immediately. Please let us know if you will be out of touch for the day. If we cannot reach you, we will call the next person on your contact list.

If sent home with any illness, your child may not return the next day. They must be fever free for 24 hours without the help of medication to return. If an antibiotic is prescribed, the child should stay home for 24 hours after the 1<sup>st</sup> dose.

Exposure Notice- If the class is exposed to a contagious illness, a notice will be posted on the clipboard by the classroom door or you will be notified via Remind message.

Covid-19- If your child has been exposed to someone with Covid-19 or is exhibiting symptoms of Covid-19, please be courteous to our other families and staff and keep your child home & report the exposure to the Directors immediately. We will notify you if your child has a classmate or teacher that has tested positive for Covid-19. Students who are identified as close contacts of a positive student or teacher will be required to quarantine for 14 days. In certain instances, this may require the classroom to close for 14 days.

Please take any fever (100.4 or higher) or sickness seriously. Our preschoolers are in close proximity to each other throughout the day. If one child is sick, the best way to prevent sickness from spreading is for that child to be at home.

## Medication

Medication cannot be given by A Step Above staff without a written, signed, and dated medicine slip

from the child's parent or guardian. A separate medicine slip must be filled out for each medication, each week. We cannot give "as needed" or "until all is gone".

## Clothing

Please keep TWO complete changes of clothes in your child's backpack or cubby. Remember to update these clothes as the seasons change and child grows. Children should not wear open-toe shoes, flip flops or sandals. The children will be climbing on equipment and running around the playground. Closed toe shoes are the best option for staying safe on the playground.

## Diapers and Wipes

Please keep a supply of diapers or pull ups and wipes in your child's cubby until they are completely potty trained. We do not provide these items, so you will be asked to bring some when your child runs out during the day.

## Items Brought from Home

Children should not bring items from home unless requested by the teacher. ONE soft sleep toy is okay for nap time.

## Nap Mats

Children will sleep on a cot with a nap-mat each day. Nap-mats should have an attached blanket/pillow. Loose blankets/pillows or large sleeping bags are not permitted.

## Daily Information

We will be using the Learning Genie app for Parent/Teacher communication this year. Teachers will be able to send daily reports as well as class pictures and information via this app.

Parents may contact their child's teacher for information about the daily schedule, child's progress, adjustment, behavior, etc.

## School Wide Announcements

We use Remind to send home school-wide announcements and individual messages via text message. Every family should sign up for this service by text @asapre21 to 81010.



# ATTENTION:

Please remove this page and return this portion of the document to Mrs. Susan or your child's teacher.

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
have read and agree to adhere to the policies outlined in the document titled "Preschool Policies 2021"  
written and put in to place by A Step Above Early Learning Center. My signature below confirms that I  
have read this document thoroughly, understand the policies outlined, and agree to follow them while  
my child is enrolled at A Step Above Early Learning Center.

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Parent/Guardian Signature

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Date