

Amarachi Academy of Global Languages and Technology



2021/2022

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Amarachi Academy Parent Handbook

Our parent handbook is very comprehensive. This is to ensure a mutual understanding between Amarachi Academy and parents. Policies and procedures may change from time to time, but you will always be notified of the changes before they happen.

Welcome / Philosophy

Welcome to Amarachi Academy!!!

This handbook is created so that there are no misunderstandings and that everyone is aware of the requirements of Amarachi Academy, as well as the parents/guardians requirements. This handbook covers our childcare philosophies, business policies, and expectations. Please, read this handbook carefully. Also, feel free to discuss with the management any questions you may have.

Amarachi Academy is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at the school the best experience it can be for them and the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

In programming activities for the children, we follow the North Carolina Foundations for Early Learning and Development Framework, which follows a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colours,

shapes, name recognition, and new vocabulary. Please see any staff member if you would like more information on the Curriculum Framework, or you can access it online at: NC Foundations for Early Learning.

Hours of Operation

Hours of operation are

7:00 am – 5:30 PM.....Monday – Friday

We will be closed on January 1st, Good Friday, 4th of July, Labour Day, Thanksgiving, December 25th - 26th, January 1st, and any other holidays observed the American people.

Late pick-up policy:

If you are late picking up your child after closing hours, you will be charged a late fee of \$15 per 15 min late or any part thereof, except in emergencies. This late fee **MUST BE PAID IN CASH** to the staff on duty upon pick-up of your child.

Enrolment Requirements

Before your child can be officially enrolled in Amarachi Academy, you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid (N2000)*
- School Fees must be paid (contact the office)
- Deposit of \$10,000 into each child's Supply Account (see below for description of this account)*

***SPACES WILL NOT BE HELD BY VERBAL CONTRACT!
REGISTRATION FEE AND DEPOSIT MUST BE PAID FOR A SPOT BE HELD FOR YOU AND YOUR CHILD.**

We do require that the parent/guardian and their child (ren) visit our school prior to enrolment. This process allows your child(ren) to become more familiar with our the school and staff. If you feel it necessary, we can arrange for your child (ren) to be left in our care for 2 hours free of charge as a trial basis, before leaving them for a full day.

Evacuation Procedures

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to First Pentecostal Power Fellowship, 22 Agric Road, Umuobu Ovom 1.

This is just short walk from the center, and that will be how the children will be transported there. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location. The second number to call is +234 806 074 6787.

Transportation/Outings

For any field trips or outings that require transportation, parents will be asked if they would like to volunteer to drive their own children, stay for the outing, and then return their children back home with them, or back to the center, whichever case may apply. If parents are unable to attend and we need transportation to and from a location, we will be using the school bus, which is always inspected up to date, and outfitted with proper utilities.

If any parent is uncomfortable with this transportation method they have the option of transporting their child (ren) themselves. Outings are a part of the NB Early Learning and Education Curriculum Framework, and participation is encouraged by all families. If there is anything, we can do to help anyone feel more comfortable with their children participating please feel free to talk to the Director about it.

NO child will be permitted to go on an outing without written parental consent.

Payment Procedures

Forms of payment currently accepted are Electronic Money Transfer or bank deposit over the counter. Please provide proof of your payment at all times to the Director.

All fees must be paid before the resumption of school.

If payment is not posted to the school account, the student will not be admitted into the classroom. In order to ensure accurate supplies to keep the school running, fees need to be on time as specified.

Registration Fee

An annual registration fee is stipulated in the School fees bulletin.

The tuition is stipulated in the School fees bulletin.

Other required payments are stipulated in the School fees bulletin.

Supply Account

Parents can maintain a supply account from which fees or charges may be deducted when they arise. When it runs out the school will ask parents to replenish the account. This supply account will ensure that the student's financial needs are met upon demand. Therefore, the student will be suspended or expelled while others are studying.

Some parents may have a busy week and forget to meet their children's financial needs and thereby lead to the suspension of their children. The balance of this account will be applied to fees or charges that arise until the account balance is zero and would require your deposit.

your last week/month's bill should any remain upon termination of services.

Signing in and out/Attendance Records Policy

Students are signed in and out by staff members upon their arrival and departure. We ask that if your child is going to be absent that you should inform the center by the schools starts for the day. This will help the school to plan activities for the day. When your child is absent you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone please leave a brief message. Also, upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, in order to prevent the spread of germs.

If your child is too young to come to school or go home alone, please let the school know your assigned person who will be bringing the child to school and picking up the child after school. Also please let staff know upon the child's arrival to school each day. Photo ID will be required from the person picking up your child as well if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

Absences/Exclusion from The school

If a child is too sick to attend the school, please keep him/her home. There is no "sick room" at the school, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

Fever greater than or equal to 100.5 degrees F.

Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.

Red discoloration to the whites of the eye(s).

Skin rashes as they are difficult to diagnose unless seen by a physician.

Severe abdominal pain, vomiting or diarrhoea.

A deep, hacking cough

Difficulty breathing or untreated wheezing

Yellow discharge from the eyes

An unusual yellow coloring of the skin or eyes

Cuts or openings on the skin that are pus-filled or oozing

Lice or nits

If your child(ren) are sent to school with any of the above listed symptoms, or develop during the day they will be sent home. Children should NEVER be medicated and then sent to school (i.e. given paracetamol or any other kinds of drug). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend the school. There are still costs associated with each spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending school due to illness or any other reason, please let the Director know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

Child Abuse/Neglect

If there is any act of disrespect from your child, the child will be suspended. In some extreme situations, the child will be suspended. Please be aware also that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to appropriate authorities.

Clothing Code

Children should come dressed in the official school uniforms at all times. Note that clothing can get dirty since some activities we do on a daily basis are messy. Your child must have a spare or change clothing in case of soiling of clothes. We want to keep your children clean, happy, and comfortable all the time.

You must provide a separate set of indoor shoes or canvass to your child at all times. Feet are required to remain covered by public health at ALL times when indoors. Indoor shoes protect your child's feet in the event of physical exercise or tasks.

Please also remember whenever weather permits, the children are taken outside for 1-2 hours per day. Please ensure that your child has proper outer and inner wear provided for in case of need. If a child does not have

such proper apparel, they will have to be excluded from the activities or tasks. This happens all too often. So, please provide your child with an extra pair of these items.

Discipline Policy

Here at Amarachi Academy, discipline and guidance center on respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own “messes” to using manners and politeness when speaking with teacher, parents, and each other.

All “rules” centre on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in our school.

We follow the 1-2-3 time out procedure. The child will get two warnings upon the first and second instances of the child not acting safely, or be irresponsible or disrespectful. If the child continues the action that is not acceptable, the child will receive a third strike and a time-out. It is explained to the child as “when you cannot be safe with yourself and your friends/when you cannot play nicely, you must step away”. The child will be removed from the group and asked to go sit on a chair by themselves, but still within the same vicinity. They will be asked to sit for a few short minutes to calm down, think about what behaviours are OK. The time-outs will last the amount of time that corresponds with the behaviour. Before rejoining the group, we will briefly discuss what appropriate behaviours will need to be used to be a part of the group again.

Daily Routine

7:00am- 8:00am- School children arrive and enjoy self-directed preparations before class such as book-reading.

8:00am- Classes begin

Often an activity can be introduced at circle and then opened up for self-directed discovery time.

For example, the children could be shown how to tear tissue paper to make long strips in red and white or other forms of technological exercises. After circle time, the strips of tissue paper could be used at craft time to make a Valentine's Day craft and any other learning tasks. In addition to Academic activities the following will also occur:

Craft/Activity Time

Snack Time

Washroom break

Outside Play

Wash hands, washroom

Break time

Story time and Washroom break/diapering

Quiet time with books

Sit down activities for technology, colouring, cutting/pasting, puzzles, stamping, plasticine, Lego, etc.

Washroom break

Snack Time

Self-directed activities

Outdoor activity and pick-up time

This schedule is very flexible and is adjusted according to the curriculum objectives also considering children's needs and interests (i.e. If a child is engaged in art or another activity, if we are engaged during scheduled "learning/circle time" the learning/circle time will just be pushed back to a later time so that we may fully engage in the current activity unit it is completed. The number one goal is learning.

Items Needed From Home

Spare Clothing – including underwear and socks, at least 3 complete sets for those potty training age and under

Weather appropriate clothing - jacket/splash/ pants/hats/mitts, boots etc. – lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play everyday.

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding and so do the students.

Snack and Meal Times

In an attempt to be as environmentally friendly as possible, we would like to encourage parents/guardians to pack their children’s lunches in reusable containers, and use reusable drink containers. Throughout the day, water drinks are available for the children as needed. At all times during drinking and eating, children are required to be sit and not engaged in any play activity. This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits. Under no circumstances would school children be allowed to walk around or play other than scheduled and designated times and places. Under no circumstances will children be allowed to go to sleep during school hours.

Medications

All issues related to medications are to be handled by appropriate healthcare providers at the parents’ instance. Parents are responsible for any medication to be given to their children. Any medication activity by the school can only be upon a parent’s written request via “Authorization to Administer Medications” form. Parents must make sure that all medications are in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. In all circumstances, an Amarachi Academy staff needs to know when the child received his/her last dosage of the medication, to ensure consistent medication administering at the appropriate times.

With any antibiotic prescription, children may not return to care until they have had a full 24 hours of dosage OR are no longer contagious and ready to participate in the full childcare activities. This is to ensure that they are fully ready to participate in all the center's activities. The school management will make the final decisions on all these matters.

Allergies

Parents must provide all allergies (and dietary concerns) pertaining to their respective children for awareness purposes. Such information must be in the child's bag at all times in case of need.

Developing Illness Policy

***Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the school to be alerted.

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from activities.

If any of the following conditions are present, it is required that children be excluded from activities:

-Pain - any unexplained or undiagnosed pain

-Difficulty in breathing - wheezing or persistent cough

-Fever (100.5* F/ 38.3*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility

-Sore Throat or trouble swallowing

-Infected skin or eyes (mucus/pus draining) or an undiagnosed rash

-Severe body or scalp itching

-Children with a known or suspected communicable disease/illness

-Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting

-Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhea

-Just not feeling good - a child must be well enough to participate during the entire day at the school

Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

Fees

Full-time School fee is defined as having access to our services on all days that we are open, Monday through Friday from 7:00AM – 2:00PM throughout the term.

After-school.....N... / week

Before-school.....N... / week

After-school (entire term)...N... / week

Holiday Program.....N... / week

Contact the office for information about the fees.

Fees are due by the first day of care of each week. Fees may be paid using money transfer or deposit into the school's account at the bank. Fees must be received before the first day of school. Parents may contact the school management with any questions requiring decisions as only the Management can make final decisions. Full fees are due regardless of a child's illness, statutory holidays or holiday days off. A receipt for fees paid will be provided to the parents for accountability purposes. Receipts are also available upon request. Fees are subject to increase when such needs arise, and parents will be duly informed. We do offer a family discount of 5% off your full school fees bills for families with multiple children.

The school will be closed on all statutory holidays, and if any other closures are expected, for instance on non-statutory holiday days, notice will go out to parents in advance.

Telephone Communication

If you need to contact the school for any reason, please feel free to phone +234 806 074 6787. If you get our voice mail please do leave a message, send a text message, or leave an audio message. We might be out or busy with the children and unable to get to the phone at that moment. We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to a maximum of 2 per day, as calls often disrupt the classrooms and learning activities to pull a teacher out to speak on the phone. Thank you for your understanding.

If you call outside of school hours please leave a detailed message. Someone will return your call at our next earliest convenience.

Parent's Grievances and Suggestions

We at Amarachi Academy of Global Languages and Technology are committed to openness and honesty. If any parent should have any

grievances, or any suggestions, please do not hesitate to contact school Management.

Parent Involvement

Our doors are always open to parents who would like to become volunteers involved in the school. We welcome any comments or suggestions from parents about programming or the educational model we operate. If any parents wish to volunteer at the school, or on outings please contact the school Management so that the official decision is made along with the necessary arrangements.

Photographs/Video Cameras

We like to take many pictures at the school to share with the children and the parents to show how much fun we have at the the school. We do have a few school albums that we place these pictures into (that do not leave the school premises). We also have a private Parent Forum Photo sharing group just for parents and staff. If you wish to be added to the group, please email, us at the email address that will be provided upon request. You will also provide your email address that you would like the school to use. We will send the invitation to join. As soon as parents leave the school, they are removed from the group. Please feel free to save your child's pictures. However, keep in mind you cannot share any pictures of children in a public forum unless you have written consent of that child's parents. So, if you do save pictures or wish to share them with friends on Facebook, please ensure that there are no other children's faces in the pictures.

Withdrawal Of Services Policy

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of services. Even if your child does not attend during that two week period, payments should cover the entire period.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner/operator, and involved staff member and the parents/guardians involved. The concerns will be clearly and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2-week written notice of termination of services is given.