

Genesis Kids Academy
Policies and Procedures Manual
2021



Genesis Church
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ABOUT OUR SCHOOL

Genesis Kids Academy is a Ministry of Genesis Church, located at 541 Cotton Creek Drive, Gulf Shores, AL 36542. We can be contacted by email at gkacademyoffice@gmail.com or by phone at 251-948-0782.

MISSION STATEMENT

Genesis Kids Academy is a preschool ministry of Genesis Church. Our mission is to ...
Teach children about God and His love for each of them.
Help each child develop academically, spiritually, socially, physically, and emotionally.
To develop each child's self-esteem in a safe, nurturing, and creative environment.

POLICY STATEMENT

Genesis Kids Academy has established policies and procedures that are in place to assist the preschool in making good decisions that optimize the goals set out in our mission. Policy intentions are transformed into action by school staff, parents and students. Policies that play a significant role in your child's experience at the academy are outlined in the following pages.

GKA reserves the right to make exceptions to, or change policies as deemed necessary, by the Director. Parents will be notified in writing of any significant policy changes made during the school session.

NON-DISCRIMINATION POLICY

It is our policy to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law. This policy governs all aspects of our school's operations.

DAYS AND HOURS OF OPERATION

We offer regular day or extended day schedules. The options are as follows:

	Regular Day	Extended Day
Monday-Friday	8:00 a.m. – 2:30 p.m.	7:00 a.m. – 5:30 p.m.

It is our intention to be open for preschool every scheduled school day. GKA has a set school year calendar. We follow very closely along with Baldwin County Schools and Gulf Shores City School calendar observing many the same closings as these schools. All school holidays, teacher workdays, and other planned school closure dates will be listed on the calendar you receive at the beginning of the year. Please note, situations out of our control such as inclement weather, natural disasters, or major building issues may disrupt service from time to time. Tuition amount will not be adjusted or discounted for any school closure, scheduled or unscheduled.

***For consistency in the classrooms, all children should be checked in no later than 8:30am unless special arrangements have been approved.

CLASSROOM AND CURRICULUM

Genesis Kids Academy's program offers a warm nurturing environment where children feel safe, cared for, and valued. Christ is the cornerstone of our curriculum; therefore, basic Biblical concepts are taught using a Christian curriculum and reinforced daily through Bible verses, prayers, religious songs and talk about God in connection with everyday activities. There is a Bible time every preschool day, with a weekly Bible story. Prayers will begin and end the day, and will also start our lunch time. We will celebrate Christian and secular holidays during our school year with emphasis on Christian holidays. Celebrations may include special programs, music, art activities, snacks, games, etc.

Christian staff help to portray good role models for your child in an atmosphere of love, forgiveness and understanding. Teaching children about God is a top priority in our program.

Our young students are given an enriching curriculum using. Focusing on the Early Learning Standards, our qualified teachers create daily lesson plans that will develop your child's curiosity, nurture their vivid imaginations, and help them practice social skills. Our goal is to facilitate "whole child" learning where the arts, creativity, music, character education, and social interaction are integral components of your child's education.

Some of the objectives students will learn include basic social skills such as responsibility, respect, and self-control. Our students will also practice listening and speaking skills, print awareness, vocabulary, numbers, math, history, and science facts. Students will also learn vital health and safety practices, such as nutritional guidelines, the importance of physical activity, and healthy hygiene routines. Along with these subjects, students participate in a fine arts curriculum that focuses on music, rhymes, songs, creative movement, and dramatic play activities.

Another important component of our Preschool program is instruction of "the arts" in the classroom. This includes movement, singing, acting and drawing/painting. Our goal is to provide enriching activities that students will enjoy and learn from. We focus on incorporating movement during songs that encourage the children to learn the songs and the meaning behind them. We also use movement as a form of exercise and expression with music. Students will sing regularly in the classroom as a functional activity to learn a new color or to help clean up the room.

CHILDREN WITH SPECIAL NEEDS

We act in compliance with the Americans with Disabilities Act and other applicable federal, state, and local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. We will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if we can meet each child's needs within our group preschool setting.

STAFF

Our team at Genesis Kids Academy is made up of caring Christian adults with years of combined experience. Each of our team members is passionate about teaching and ministering to both the students and their families. In addition, each of our teachers is actively engaged in ministry at either Genesis Church or at their own home church.

Staff Training

We take the training of our staff very seriously. We have identified certain skills and competencies teachers must have to meet the early education needs of children. Following a careful selection process, which includes a background check, each staff member receives training beginning with our New Employee Orientation process. Our teachers participate in a variety of ongoing training, both in-house and at specific training seminars including First-Aid and Infant-Child CPR training in order to develop, maintain, and update their teaching skills. Our management staff observes the teachers and provides feedback to ensure we are providing the most developmentally appropriate and highest quality learning opportunities possible. We strongly support the professional development of our staff.

LESSON PLANS

Staff in each classroom prepares weekly and daily lesson plans that include a variety of classroom activities and the skills to be developed through those activities. Each classroom provides daily physical activity, including outdoor activities as weather permits and indoor movement activities throughout the day. The amount of time children are encouraged to participate in physical activity is developmentally appropriate and may increase with age. Parents also receive daily reports via communication folders and our Brightwheel app.

PROGRAM ASSESSMENT

We continually assess all aspects of our programs in a variety of ways, including classroom observations, quality assurance checks, and parent surveys. We encourage your active involvement in assisting us with this progress, as the most important assessment tool at our disposal is the progress of your child and how he or she learns and masters new skills and abilities.

TELEVISION AND OTHER PASSIVE MEDIA SOURCES

We limit television/passive media in our school in order to focus on interactive learning experiences. When media is used, each program is previewed and approved by the management team before it is introduced into the curriculum.

SCHOOL PICTURES

Professional photographs of the children will be taken in the fall and spring. Purchase is optional. We will also take pictures throughout the year for special projects. There will be occasions for us to submit pictures to the newspapers and use on Genesis or GKA Facebook pages. During the registration process you will be asked to give your permission for Little Beginnings to use your child's photo. If you do not wish for your child's picture to be used, you can opt out at that time.

STUDENT/TEACHER RATIOS

In order to assure that your child has the best experience possible we maintain small class sizes. In addition to class teachers we employ aids that float between the classes as needed. Maximum class sizes are as follows:

Infant rooms	6 children per class
Toddler class	6 children per class
2 year old class	8 children per class
2 1/2 year old class	10 children per class
PreK 3/4 class	18 children per class (2 full time team teachers)

MAINTAINING A CLEAN AND HEALTHY ENVIRONMENT

Our commitment to a clean and healthy environment compels us to take precautionary steps to prevent the spread of communicable diseases. Our school is designed to be easily cleaned and maintained at the highest standards of sanitation. We implement and post daily cleaning and disinfecting schedules in our classrooms that are followed and reviewed daily. Toys are sanitized and tabletops are regularly disinfected, including before and after meal and snack times.

We also promote cleanliness and good hygiene with all children on a regular basis. Frequent hand washing is practiced by staff and children, and is always required before eating, after toileting, and after outdoor play.

ENROLLMENT POLICIES

Children are generally enrolled based on their age as of September 1st of the current year. All children enrolled in the PreK 3/4 class must be completely potty trained. (No pull-ups.)

REGISTRATION

When you enroll your child with us, you are required to complete the Enrollment Packet. These forms give us vital information about your child so that we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed and submitted to management for review before your child's first day. Within the Enrollment Packet, you will be asked for telephone numbers where you can be immediately reached. Please notify us as soon as any of these numbers change. For your child's health and safety, we must be able to quickly reach you while your child is in our care. You will also be required to provide us with the names and telephone numbers of at least three other persons that you authorize to pick up your child from school. Please inform these persons that they are required to bring valid, government issued identification and know all security codes, ie door code and Brightwheel code.

TUITION and FEES

While completing the Enrollment Packet, you will be asked to sign an Enrollment Agreement that explains the terms and conditions of enrollment and our fees. In addition to tuition, we require a non-refundable annual registration fee and a book/supply fee, which are due at the time of registration.

Payments are accepted in cash in a sealed envelope labeled with the child's name, by check, or money order made payable to Genesis Church and left in the drop box in the office.

Genesis Kids Academy School Year August 2021-May 2022

Fees and Tuition

PRESCHOOL DAY HOURS **8:00AM-2:30PM**

NURSERY CLASSES (INFANTS AND TODDLERS) PAYMENTS	\$5250/YEAR	\$525/MONTHLY
PRESCHOOL CLASSES (PreK2 and PreK 3/4)	\$4750/YEAR	\$475/MONTHLY

EXTENDED DAY HOURS **7:00AM-5:30PM**

NURSERY CLASSES (INFANTS AND TODDLERS)	\$6250/YEAR	\$625/MONTHLY
PRESCHOOL CLASSES (PreK2 and PreK 3/4)	\$5750/YEAR	\$575/MONTHLY

ANNUAL REGISTRATION FEE **\$150**

ANNUAL BOOK / SUPPLY FEE **\$75**

NAP MAT WITH TOTE **\$40**
REPLACEMENT TOTE **\$ 8**
REPLACEMENT DAILY FOLDER **\$ 3**

Annual tuition for the academic school year is broken down into 10 monthly payments. Each payment is due on the first day of each month and will be considered late if not paid by 3:00 pm on the tenth day of the month. After this time, a late fee of \$25 will be charged to the account.

If a student's account becomes overdue by 30 days, the complete amount due must be paid before the child is allowed to return to school.

Tuition payment is the same every month regardless of absences, school holidays, or unexpected school closures. No allowances, credits, refunds, or make-up days shall be made for occasional absences.

SUMMER FUN PROGRAM

Genesis Kids Academy typically offers an optional camp each summer while the preschool is closed for summer vacation. Our Summer Fun Program is built around the needs of our existing students, accepting other children as space allows.

Existing Genesis Kids Academy team members staff the summer program. Our Summer Fun Program curriculum also includes special activities each week. Calendars describing the plans for your child's classroom will be provided.

There is an additional fee for supplies, and monthly tuition rate will be announced prior to registration for the camp.

DISCOUNTS

Multiple Child Discounts

When multiple children from the same family attend the school, a 10% discount of the usual tuition fee may be granted once a second child begins attending and for each child who attends thereafter. To take advantage of this discount, full tuition must be paid for the child with the highest tuition base. The discount is then applied to the other children enrolled from the same family.

Genesis Active Member

Active members of Genesis Church are provided a 10% discount as well as priority enrollment status for their child. Children of active members will be given first chance at open slots during registration.

You are only entitled to one form of discount, which cannot be combined with other discounts offered.

LATE FEES

Late payment fees of \$25.00 will be assessed if all tuition and other charges are not paid before the due date. Late pick-up charges of \$15.00 will be assessed to parents who leave their children 5 minutes beyond regular pick-up time. After 15 minutes, an additional \$1/minute will be added to this late fee.

If you are unable to pick up your child before the school's scheduled pickup time, please call us as soon as you know you will be late.

RETURNED CHECK FEES

If you write a check that is returned to us for any reason, you will be charged a returned check fee of \$30. The fee and the amount of the original check must be paid via money order, cashier's check, or cash. If you write two checks to the school that are returned for any reason within a six-month period, you will be required to make payments via money order, cashier's check, or cash for the next six-month period.

WITHDRAWAL AND TERMINATION

Withdrawing Your Child

If you decide to withdraw your child from our program, **you are required to give us a thirty (30) day written notice.** You will still be responsible for all tuition and fees for the remaining thirty days, whether or not your child is in attendance. After you have withdrawn your child, he or she will only be eligible for readmission based upon space, availability, and if all other enrollment criteria have been met. If an outstanding balance existed when your child was withdrawn, you must bring your account current before we can consider you for re-enrollment. If your child is eligible to re-enroll, you must pay a new non-refundable registration fee at the current rate.

Disenrollment

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the wellbeing of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e. moving a child to another class (if available), redirecting behaviors, providing alternative choices, separating children who are not getting along or other interventions) Disenrollment may be a result of one of the following:

Abuse of other children, staff, or property by child or parent/guardian.

Continued violation of policies by child or parent/guardian.

Disruptive or dangerous behavior by child or parent/guardian.

The school's inability to meet the child's need or the parent's/guardian's expectations.

This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent. Decisions of the Director are final.

REFUND POLICY

All fees paid to Genesis Kids Academy are non-refunded. This includes registration fees, supply fees, tuition payments, etc.

SCHOOL DAY POLICIES

DROP-OFF AND PICK-UP PROCEDURES

Please keep your child with you at all times, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of their age, unattended in your car when dropping off or picking up. Lock your car, as we cannot be responsible for any personal belongings taken from your vehicle while it is on our property. Children must be checked in by 8:30am each day.

Drop Off

To drop off your child at our preschool, parents or guardians must sign-in the student on the iPad at the front desk, and then walk your child directly to his or her classroom or designated drop off area.

When we first open for the day and attendance is low, children may be gathered into one or more rooms before going to their respective classrooms. Likewise, at the end of the day as children are waiting to be picked up, they may be in a room other than their assigned classroom.

Pick Up

When you arrive to pick up your child you must sign-out your child in the daily attendance on the iPad at the front desk, then walk directly to the classroom to pick up your child. For your child's safety, please do not allow your child to run ahead of you to the exit.

We must ask you to make every effort to pick up your child by your scheduled pick-up time. If you are going to be late, please call our office immediately. A late fee of \$15.00 will be assessed for arriving at the school 5 minutes after pick-up time. If we do not receive a call from you and cannot reach your emergency release contacts, we may be required to call the local authorities to assist with the situation. Members of our staff are not permitted to take your child home with them.

Releasing Your Child

Please notify us any time someone other than a parent/guardian is picking up your child. We will only release a child to his or her parents/guardians and the persons listed on the Emergency Contact and Release list in your child's Enrollment Registration Information packet. We will not release a child to anyone (other than the parent) under the age of eighteen, including siblings. If a situation arises requiring someone not on the Emergency Contact and Release list to pick up your child, prior written authorization must be provided to the school. Government-issued photo identification must be shown for any person not positively known to us before we can release your child. If there is an emergency situation and you are unable to submit prior written authority, we will use your personal information to verify your identity to authorize the release.

APPROPRIATE DRESS

Please dress your child for school in comfortable, washable play clothes that will allow him or her to thoroughly enjoy the classroom, playground, and all school activities. Little girls need to wear bloomers or shorts under dresses. When dressing your child, take into consideration current weather conditions, as well as the unexpected changes in the weather that may necessitate having a jacket, coat, and hat for days that are colder. Please do not let your child wear jewelry to school. Flip-flops are not permitted.

To help us keep your child happy, safe, healthy, clean, and comfortable while in our care, please bring at least one complete change of clothes. Accidents and spills can happen at any age. Please place your child's first and last name (in permanent ink) on each article of clothing and give them your child's teacher in a sealed, and labeled gallon size zip lock bag.

ITEMS TO LEAVE AT HOME

Toys ***

Please do not bring any items, such as toys, jewelry, or books from home. Please help your child understand why it is not wise to bring toys or other objects to school because they may be lost or broken. We cannot be responsible for lost or damaged items. Toys can be brought only for show and tell on scheduled days and must be kept put away except while showing in class time. Tip: If your child is having a hard time leaving their toy in the car, tell them to leave the toy in their car seat to watch over their seat until you come back to pick them up.

Electronic Devices Prohibited

Children are not permitted to bring electronic devices to school for any reason. This includes iPads, cell phones, mp3 players, video game players, etc. Though electronic devices can have a place in a child's education, they are not appropriate in our preschool setting and we cannot be responsible for replacing lost or damaged devices.

LOST AND FOUND

If your child is missing anything, please inquire at the school as soon as possible. It is much easier to return a lost item if it is labeled with the child's first and last name, so remember to label everything.

LUNCHES AND SNACKS ***

Children need to bring sack lunches including a beverage each day. Please do not send soda or any food that requires refrigeration or heating. Each child needs to have a refillable sippy cup or water bottle. Snacks will be provided. All lunch boxes, food storage containers, and cups or bottles MUST be labeled with your child's name. *** Please check out www.inchbug.com for great options for labeling your child's items.

ACTIVITIES

Outdoor Activities

Outdoor play is an essential part of your child's day. We will monitor the weather throughout the day to ensure the safety of the children. Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing.

Water Activities

Children may participate in "Splash Days" during the summer months. The children will have the opportunity to run and splash in sprinklers, use water tables, and use water toys. If your child will be participating in water activities, you will be asked to send your child to school with sunscreen, a swimsuit, water shoes, a towel, and any other necessary water items on these days. In addition, we require a signed authorization or the application of sunscreen or insect repellent.

Holidays and Birthdays

Celebrating holidays and birthdays is a meaningful and fun experience for children, families, and teachers. Holidays are a reflection of the cultural and ethnic diversity of our families and are an opportunity for children to learn about each other. We encourage families to share their own traditions as a wonderful benefit to their children, and a great way to become involved in the classroom. Your child's birthday is a special day for him or her and for us. We are happy to acknowledge your child's birthday within his or her classroom, and will gladly make your child feel special. Please talk to your child's teacher about birthday celebrations at least one week in advance. Special arrangement or requirement may be necessary to ensure the safety of children who may have food allergies.

HEALTH AND WELLNESS

We will observe each child's health daily and we will document the following:

Changes in behavior or appearance.

Any skin rashes and itchy skin or scalp.

Any boils or weeping skin rashes.

Signs of fever, such as flushed appearance or shivering.

Complaints of pain or not feeling well.

Vomiting, diarrhea, or drainage from eyes.

If we observe your child developing symptoms of illness during the day, we will isolate him or her from the other children and call you to pick up your child. For the health and well-being of your child and others, your child must be kept home if he or she develops any of the following symptoms of contagious disease until the child is symptom free for forty-eight hours without medications (unless otherwise directed by the local health department). In some cases a physician's statement may be required.

- An illness preventing your child from participating comfortably in activities, including outdoor activities, as determined by staff.
- An illness resulting in a greater need for care than the staff determines they can provide without compromising their ability to care for other children.
- The child has any of the following conditions:
 - Appears to be severely ill – lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
 - A fever above 100° orally or above 99° taken axillary (underarm).
 - Diarrhea
 - Blood or mucus in the stools not explained by dietary change.
 - Vomiting
 - Persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness.
 - Mouth sores
 - Unexplained rash
 - Head lice or nits, until after treatment has begun.
 - Streptococcal pharyngitis (i.e. strep throat or other streptococcal infection).
 - Chickenpox (varicella)
 - Impetigo.
 - Pertussis (i.e. whooping cough). We will follow the direction of the local health department.
 - Measles, Mumps, and Rubella. We will follow the direction of the local health department.
 - Flu
 - Hand, Foot and Mouth
 - Cold Sore and Fever Blister (herpes simplex virus type 1)

If your child has a communicable disease, please inform the school immediately so we can take the necessary precautions. We will take necessary measures to protect your child's confidentiality, and will only share the information relating to the communicable disease with those that need to know. We also notify you if we become aware that an employee or a child in our care has contracted a communicable disease that the local health department requires us to report.

Children with Allergies

Please notify us immediately when you learn that your child has allergies. If a child requires medication for a life-threatening allergic reaction, (i.e. bee stings) the child's prescription may be kept at the school and administered when necessary. If your child suffers from allergies, please contact your Director, who can provide you with additional information.

Dispensing Medication Procedure

Medication may be provided for your child while in our care in accordance with our policies.

You must:

Personally hand over all medication to a member of the staff in the classroom.

Complete a Medication Authorization form which will be kept in the Director's office.

Any medication brought by you for your child must be:

In the original container

Labeled with the child's first and last name.

Labeled with the date.

Include directions to administer the medication.

If prescribed, include the name of the physician prescribing the medication.

Current, not expired.

Our staff will record the following information:

Name of child to whom the medicine was given.

Name of the medication.

Date, time, and amount of medication given.

Name (not initials) of staff administering the medication.

All medications are stored in an area that is inaccessible to children.

No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.

We have the unilateral right to refuse or discontinue administration of any product if

- An adverse reaction results
- The product expires
- Your child is ill or injured
- The product can be administered before or after child care
- The consent and waiver form is incomplete
- For any other reason if, in the Director's opinion, it is in the best interest of the child.

BEHAVIOR MANAGEMENT

We maintain a positive discipline policy, which focuses on prevention, redirection, love, and consistency. Behavior is guided in a positive manner that will preserve the child's self-esteem and self-image. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, and encourage making amends when offense involves another person.

Genesis Kids Academy prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation.

If your child continues to exhibit inappropriate behavior over a period of time, you will be asked to participate in a family-teacher conversation with the Director and teacher. You may be asked to bring your child with you as well.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior redirection we feel should be reinforced at home.

Depending on the severity of the inappropriate behavior, you may be asked to pick up your child early or keep your child home for a day or two. If the child's inappropriate behavior persists, the Director may request that you withdraw the child from the pre-school.

Biting

If you are the parent of an older infant or toddler, we know it is distressing to learn your child has been bitten or has bitten a friend. Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers 13 months to 2 years of age. Common reasons cited for biting are: need for autonomy and control, exploration, teething, attention getting, frustration (frequently due to lack of language or unmet needs), anxiety, mimicking, self-defense, and lack of experience interacting with children in a group.

At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made. If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an incident report for the bitten child.

The child who has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. We will complete an incident report for the child who has bitten and discuss the incident with the child's parents. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with the family and the creation of a Behavior Intervention Plan. Each case will be assessed on an individual basis.

Staff cannot discuss with either parent the identity of the other child involved in the incident, nor can staff discuss the medical history of any child involved in a biting incident with the other parent.

PARENT/FAMILY INVOLVEMENT AND COMMUNICATION

COMMUNICATION FOLDERS

Please check your child's communication folder daily for Preschool information, art projects, notes from the teacher, etc. Parents are responsible for picking up the information placed in the folders. This is one of our two main forms of communication.

BRIGHTWHEEL

The Brightwheel app is essential at GKA. All parents should sign up for an account from the invitation link provided by GKA. Brightwheel will be used for attendance records, communication between teacher and parent, and also communication and updates to parents from the preschool office. Please be sure your notifications are turned on in the app so that you will not miss important information.

PARENT PARTICIPATION

We welcome parents of enrolled children in our Preschool to join us for various classroom or facility wide activities, celebrations, and events. We will inform parents ahead of time on our website, Facebook page, newsletter, and letters home of upcoming events.

Parents who want to volunteer to assist our Preschool in coordinating an event should speak with the Director to work out what help is needed. Please check with your child's teacher or the Director before bringing in snacks and treats for students. We may have students with certain medical or allergy restrictions that would prevent sharing of certain snacks.

Any parent who volunteers to assist or attend an activity on our campus is expected to behave in a respectful way toward all children, use clean language, and treat all children and staff with dignity while on our premises. All parent volunteers for a Preschool activity must sign in with the Director and may be required to wear a "Parent Volunteer" badge for the duration of their volunteer duties.

Families are the most significant people in each child's life. Because you know your child better than anyone, we depend on you to help us learn about your child, starting with your initial visit when we gather information from you. We value your active involvement and input in the school's programs, particularly in ensuring your child's progress, and also to assist us in determining program goals and improvements.

FAMILY-TEACHER CONFERENCES

We encourage you to schedule meetings with your child's teacher whenever you have questions or concerns. In addition, we offer family-teacher conferences. Your child's teacher will contact you to schedule your conference. This gives you the opportunity to discuss your child's interests, progress and any other questions you may have regarding our programs. We hope you will take advantage of these opportunities to visit with the teacher to discuss your child's interests and progress.

SOCIAL MEDIA

We encourage our families to engage with us both at school and online. Our Facebook page is an excellent source for informative school updates, helpful parenting tips, and fun interactive media. This online community is also a great place to share stories of wonderful experiences with our schools, as well as cute pictures of your little one having fun.

CUSTODY AND VISITATION ISSUES

It is our policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit, or request documents about their child. If that is not the case, it is the parents/guardians responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. We will follow the last dated court documents, without prejudice, to either parent/guardian. We ask that parents/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in dismissal.

SAFETY AND SECURITY

FIRE/EMERGENCY DRILLS

We conduct fire and emergency evacuation drills regularly. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of the school, but must wait until the drill is complete and children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is complete. In the event of a real fire/emergency situation, the Director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible.

THREATS AND THREATENING BEHAVIOR

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero tolerance policy regarding threats or threatening behavior in our schools, whether the threat comes from a child or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. This type of behavior will result in immediate dismissal from our program. Adults not responding to requests from the Director or Staff to stop the threatening actions or leave the premises may be referred to local authorities.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS AND/OR ALCOHOL

If a parent or other adult enters the school to pick up a child and appears to be intoxicated whether by the smell of alcohol or his or her actions appear to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, a staff member may notify the local authorities.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

As caring and concerned child care providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding, and help. Our staff has been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse or neglect. Parents may ask the Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive manner.

STAFF HIRED BY PARENTS

In the event that you enter into an agreement with a Genesis Kids Academy employee to babysit for your family outside of the employee's normal works hours and/or outside of the school hours, it must be done away from the school and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Genesis Kids Academy employee. We cannot be responsible for our employees away from our school, outside of their working hours, and will not be liable for their acts or omissions when not on our property.

RESOLUTION OF DISPUTES

In the event that a dispute arises out of or relates in any way to our services, we encourage you to attempt to resolve such matters directly with the Director. The Director will be happy to work with you to resolve any issues you may have.