

Edgewood Academy



EDGEWOOD ACADEMY

PRESCHOOL

HANDBOOK

Mission Policy

Edgewood Academy provides students with a comprehensive college preparatory education in a safe and supportive environment, preparing students for a future of lifelong learning and productive citizenship.

Edgewood Academy will adhere to this mission in its Preschool Program by providing a stimulating learning environment for young children.

Nondiscrimination Policy

Edgewood Academy, Inc., admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

Beliefs

Each student at EA is a unique individual with different physical, social, emotional, and intellectual needs.

The main objective of EA is that students' learning needs should be the prime concern in all decisions.

Administrators, teachers, parents, and students at EA share the responsibility of providing a safe and comfortable environment that promotes student learning.

Continuous improvements at EA are necessary in order to prepare students to become lifelong learners.

Operating Policies

Purpose

The purpose of the Edgewood Academy Preschool Program is to provide a stimulating educational experience in a safe and caring environment. As a preschool connected to a private elementary school offering religious instruction, Edgewood Academy is exempt from DHR licensure.

Admission Procedures

Admission to the program is open to children three and four years of age, as of the first day of school of each academic year. Three year old children may enter the program on the date they turn three, if that date is after the first day of school. **All required forms must be completed and returned to the Director before the child's first day.**

Forms required include a copy of birth certificate, Preschool PreAdmission form, immunization form (blue slip), and others as required by Director. Children may be enrolled on a full- or part-time basis. This will be agreed upon at the time of enrollment and a contract will be signed regarding schedule and fees.

***Children must be completely toilet trained and using proper personal hygiene practices independently.**

Arrival Procedures

Preschool teachers will have a clipboard for parents to sign in their child. A **legible, full signature** is required, along with time signed in.

Parents and siblings are asked not to enter the classroom at arrival or departure time.

All classes start promptly at 7:30 A.M. Children should not be brought in late as it poses a problem by disrupting the class lesson time. After 7:30, a student must be checked in at the main office and will be considered tardy.

Departure Procedures

Students will be picked up by 11:30 or 2:00 pick up times at designated area. The parent or person authorized to pick up the child must sign the child out upon his/her departure. A **legible, full signature** of this person is required, along with time signed out.

Parent conferences may not take place at departure or pickup times. These may be scheduled by calling the Main Office.

Names of **all** persons who are authorized to pick up **must** be listed on the Preschool PreAdmission Form. Persons may be asked to show a form of identification. Only those persons listed on the form will be allowed to pick up children. This may not be done by phone. Parent must add additional names to form in the Main Office. Please keep all names and numbers updated.

School Calendar

The Edgewood Preschool program will operate with the same calendar as the entire school. Preschool will have two dismissal times, 11:30 and 2:00.

Clothing

Children should wear comfortable clothes suitable for indoor and outdoor wear.

Children should wear clothing that they can manage in the bathroom such as pull on pants, easy buttons, snaps, etc. Spaghetti strap tops, racer back tanks, and short shorts are not acceptable dress.

Tennis shoes and socks/P.E. friendly shoes must be worn daily for your child's safety.

All children should have **one** change of clothing (season appropriate) at school including shirt, pants, underwear, and socks. Please label each article of clothing with child's name. **Please do not send pull-ups.**

Coats and sweaters should be marked with the child's name for identification.

Toys and Personal Items

Please do not allow children to bring toys from home. Toys are provided at school.

Books, CD's, etc. may be brought with the permission of the teacher.

Health and Medical Information

A current record of immunizations must be provided on the first day of attendance and updated periodically thereafter according to the immunization schedule prescribed by the Alabama Department of Public Health. **No exceptions.**

Sick children must not be brought to school. Students should be fever-free for 24 hours without medication, have not vomited in the last 12 hours, and have not had diarrhea in the past 12 hours.

Medicine brought from home may be administered by the School Nurse/School Secretary if a Medicine Form has been filled out and given to the School Nurse/School Secretary. You must provide a measuring instrument for dosing each medication. Parents are encouraged to give all medications at home when possible.

Inclement Weather

Parents will be notified by the school through SchoolCast in the event of school closing due to bad weather.

Fees and Tuition

Fees and tuition are set annually by the Board of Directors and may be obtained in the Business Office.

Pupil - Staff Ratios

K3: maximum 12 students / 1 teacher

K4: maximum 14 students / 1 teacher

Staff Qualifications

Pre-K teachers at EA must have a high school diploma at minimum, with a B.A. in education or a childcare-related field preferred. Pre-K staff complete professional development on an ongoing basis throughout the year, including the annual AISA professional development day.

Birthdays

Party invitations may be handed out at school provided all children in the class receive an invitation. Birthdays may be celebrated during snack time with special cookies, Rice Krispy treats, fruit, etc. **Please no regular sized cupcakes (mini cupcakes are acceptable), cakes, or cookie cakes.** Notify your child's teacher in advance. Please be aware that some children may have severe food allergies.

Rest

Children remaining at school after 11:30 will have a rest period of at least 45 minutes.

Discipline

The following disciplinary actions will be taken should the need arise for intervention:

*Redirecting the child; reminder of rules and expectations.

*Time-Out.

*Phone call and note to parents.

*Conference with Director.

Meals

Snacks are provided by the school. Children who remain after 11:30 will be given a nutritious lunch.

Accidents

Parents will be notified of any minor accidents or injuries at pick-up time. In case of emergency, parents will be notified immediately.

Curriculum

Edgewood Academy will utilize research based curricula that meets the needs of the preschool child. Our primary curriculum is ABeka, which focuses on phonics instruction as well as Bible stories.

Social goals include but are not limited to:

1. Respect the rights and property of others.
2. Practice courtesy, kindness, and sharing.
3. Exhibit self-control.
4. Demonstrate positive feelings about self.

Physical goals include but are not limited to:

1. Promote health and fitness.

2. Enhance coordination and hand/eye movements.
3. Learn to hold crayon, pencil, or marker correctly.
4. Learn to control hand movements within a reasonable space.

Cognitive goals include but are not limited to:

1. Recognize and print first name.
2. Recognize and say letters of the alphabet.
3. Sequencing.
4. Develop listening skills.
5. Identify simple shapes.
6. Recognize sets.