



Parent Handbook  
2017 – 2018

Denise Heath, Director  
205-661-1030



I praise you because I am fearfully and wonderfully  
made; your works are wonderful, I know that full well.  
Psalm 139:14

Clearbranch  
8051 Glenn Road  
Trussville, AL 35173

[www.clearbranch.org](http://www.clearbranch.org)  
Find us on Facebook:  
Clearly Kids at Clearbranch  
or email us: [clearlykids@clearbranch.org](mailto:clearlykids@clearbranch.org)

## **Vision:**

At Clearly Kids Christian Academy it is our goal to build good character, strong faith, moral excellence and a solid educational foundation in each child. We believe children are the future of our community and country. It is our priority to invest in their growth through positive guidance and nurturing. It is our intention to create an environment which is open to endless possibilities . . . where each moment is a teaching moment!

## **Mission:**

Clearly Kids is passionate about God and children through learning and love.

## **Values:**

Cuddle...

Love...

Enjoy...

Accept...

Reassure...

Lead...

Yield faith in...

Know...

Inspire...

Develop . . .

Support . . . **OUR CHILDREN**

# CLEARLY KIDS CHRISTIAN ACADEMY POLICIES AND PROCEDURES

## **HOURS OF OPERATION**

Before Care 7:00 A.M. - 9:00 A.M.

Instruction Care 9:00 A.M.-2:00 P.M.

After Care 2:00 P.M.-4:00 P.M.

## **FIRST DAY OF SCHOOL**

August 14, 2017

## **SCHOOL CALENDAR**

Clearly Kids follows Trussville City School's calendar, with a few exceptions, for holidays and inclement weather.

## **ENROLLMENT**

Children are placed on the class roster on a first-come, first-served basis. Classes are based on the child's age as of September 1st. When a class meets its student/teacher ratio, a waiting list will be started. In order to be enrolled in our program and guarantee your child's spot, we must have the following information at registration:

- Registration Form
- Emergency Medical Release
- Signed Affidavit
- Enrollment Fee\*
- Class Room Fee\*
- Book Fee\* (if applicable)
- Medication Permission Form
- Handbook Acknowledgment Agreement

\*All fees are non-refundable.

The following information is also required and must be submitted at orientation in August. Please make any necessary copies for us to keep on file:

- Original Blue Immunization Card (must be current)
- Copy of Birth Certificate
- Copy of Insurance Card
- Pick-up Agreement (You will receive this at orientation if enrolled in one of our Kindergarten classes)

## **TUITION**

Tuition is divided into 10 monthly installments. The first payment is due on or before August 1<sup>st</sup>, and on the 1<sup>st</sup> of each subsequent month thereafter. The 10<sup>th</sup> payment will be due May 1<sup>st</sup>. Payments are considered late after the 10<sup>th</sup> of the month and are subject to a \$15.00 late fee. \*\* Full tuition is due for months with holidays or inclement weather, and no credit is given for absences or closures.

\*\*In the event it becomes necessary to institute collection efforts, the person responsible for payment agrees to pay attorney fees, court cost, interest and all other reasonable cost of collection. There will be a \$25.00 handling fee on all checks returned to Clearly Kids Christian Academy.

## **ADMISSION POLICY**

Admission to Clearly Kid's is open to any child regardless of race, creed, or religion. No otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under this program.

## **STAFF-CHILD RATIO**

Our class sizes will be limited to the following:

<b>Age</b>	<b>Staff-Child Ratio</b>
0 up to 12 months	1 to 5
12 months up to 18 months	1 to 5 or 2 to 10
18 months up to 2 ½ years	1 to 6 or 2 to 12
24 months up to 36 months	1 to 7 or 2 to 14
2 ½ years up to 3 years	1 to 9 or 2 to 18
3K	1 to 10
4K	1 to 14
5K	1 to 16

### **All children must be completely potty-trained to be eligible for 3, 4, and 5-year-old Kindergarten**

At our discretion, your child may be placed in a Children's Day Out class (if space is available) if they are not completely potty-trained. Kindergarten teachers are not responsible for diaper changing or potty-training.

## **WITHDRAWAL AND RE-ENROLLMENT**

A written notice must be submitted to the director two weeks prior to your child's early withdrawal from the program for any reason. You will be responsible for paying tuition for the two-week period and your child is allowed to attend during this time period. If written notice is not given, your account will be charged one full month's tuition. All fees are non-refundable.

If your child is withdrawn from the program properly and later wishes to re-enroll (if enrollment allows), within a three-month period, the enrollment fee is waived. After a three-month period, the full registration amount will be required. If a child is absent from the program for more than two weeks without notice or payment, we will assume the child is withdrawn. \*\* We will proceed to register another child to fill the class vacancy.

\*\*Clearly Kids reserves the right to suspend or permanently expel a child from enrollment at any time for non-payment of tuition and fees or for extended absences without appropriate notice.

## **MEDICATION**

Prescription and emergency medication will only be administered if we have the following:

- An Over-The-Counter medication form completed and in your child's file.
- For prescription medications: an authorization form must be filled out, dated, and signed by a parent or guardian each week the child is on the prescription medication.

Any prescription drug or over-the-counter drug sent to the school must be in its original container and must be clearly labeled with your child's name, the name of the drug, and directions for administering. These medications must be given directly to your child's teacher. **Do not send them in your child's bag.**

## **HEALTH POLICIES**

No child who is ill shall be admitted to Clearly Kids. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act. Determinations of illness may be based on the child's inability to participate in the center's activities; the need for additional care that center staff cannot provide without taking time and attention away from the other children; signs of serious or contagious disease or condition, such as but not limited to fever, diarrhea, vomiting, unexplained rash, scabies, head lice; a physician's diagnosis requiring that the child be separated from other children. Normal body temperature is 98.6 degrees. A fever is a body temperature of 100.0 degrees and higher. Please follow the above requirements before bringing your child back to school. This will help us to protect your child, other students, and our staff.

Any children in attendance who becomes ill, has a contagious disease or condition, or suffers an injury that requires professional medical attention shall be separated promptly from the group, but shall have continuous supervision by a staff person. The injured child's parent shall be notified to pick up their child.

Your child must be symptom-free for 24 hours before returning to class from an illness. Any child who is put on antibiotics must be on the medication for at least 24 hours before returning to class.

## **DISCIPLINE**

Discipline is not punishment, but is a system to train children to produce desirable behavior. The word ***discipline*** actually means "learning" or "training". We will provide guidance rather than punishment. Classroom rules and limits will be set and explained to your child. Re-directing a child is often times all that is needed to eliminate certain behaviors. Our teachers may use the option of time-out, if re-directing has been unsuccessful. Under no circumstances will corporal punishment be used. We believe consistent, loving, firm correction is the most appropriate way to guide your child. \*\*If your child continues to exhibit unacceptable behavior and our efforts to re-direct are unsuccessful, we will ask for your assistance and cooperation with any behavior matters. It is a joint effort between the parent and the teacher to correct negative behavior. Please direct conflicts between children to the staff, rather than other parents. We cannot resolve behavior issues if we are unaware of them.

\*\*Clearly Kids reserves the right to suspend or permanently expel a child at any time if, in the sole judgment of Clearly Kid's, the needs of the child are not being met, or the child's continued enrollment is detrimental to Clearly Kid's.

## **EMERGENCY PREPAREDNESS**

We conduct tornado and fire drills throughout the year. Our practices will be done in an effective non-threatening manner. This can be very traumatic for a child in a real disaster situation, and it helps calm their fears if they have practiced the procedure in a relaxed environment. Our students have a fire safety theme and we provide informative education from outside resources whenever possible. We also have the Trussville Fire Department visit our school in the fall and discuss fire safety with the children.

In the unlikely event that the Clearly Kids campus should need to evacuate, we have arranged with CrossPoint Baptist Church Worship Center, located across Liles Lane, as the place where parents would be reunited with their children. Children will be located in CrossPoint's Worship Center, supervised by Clearly Kids staff, and will be escorted individually (as their names are called) to be officially released.

Clearly Kids will do our best to remain open as scheduled. However, if we temporarily lose power, water, heating or air conditioning we can't compromise the health and safety of the children. Parents, consequently, may be alerted to come earlier than usual to pick up their children.

### **INCLEMENT WEATHER**

In case of bad weather, we typically follow Trussville City School's closing and/or delay decisions. When weather is questionable, we will be monitoring the situation closely. We ask that you do the same. For updated closings or delays, visit the Clearly Kids Facebook page. Teachers are advised of emergency procedures. We will make every effort to update the Clearly Kids voice mail @ 205-661-1030 in the event of closing or delay. We **do not** make-up missed weather days regardless of Trussville City School systems decisions.

### **DROP-OFF/ PICK-UP PROCEDURES**

Instructional classes begin at 9:00 a.m. Teachers are busy getting their rooms ready for the day, and are not prepared to supervise your child before 9:00 a.m. No child will be released to a person not authorized, in writing, to pick up. If someone other than the designated person will be picking up your child on any given day, please attach a signed note to your child's bag with that person's name. Please inform the office by phone if an emergency arises that causes you to be late or of any changes in pick-up. We will require photo identification at this time. Any child not picked up by 2:10 p.m. will be taken to After Care. A \$10 After Care charge will be added to your account.

### **Before and After Care**

You must register for Before Care and After Care in advance. Any child participating in Before and After Care must drop-off and pick-up at your designated classroom. Before Care is available from 7:00 A.M.- 9:00 A.M. and After Care from 2:00 P.M.-4:00 P.M. Any child not picked up by 4:00 P.M. will be taken to the Clearly Kids office to wait for your arrival. A \$5 late charge will be added for each 5 minutes you are late.

### **Children's Day Out**

You are to sign your child in and out each day on the attendance record posted outside each classroom. Please make sure you leave telephone numbers where you can be reached on this form each day. Children are to be picked up promptly by 2:10 p.m.

It is only normal for some children to feel anxiety in a new situation or when being left in someone else's care. We have found, the sooner a teacher can get them involved in classroom activities the more quickly the child adapts to the new environment. **We strongly urge that parents say their "good-bye's" quickly at the door and do not enter the classroom.** You are encouraged to wait out of sight until your child has settled down, or feel free to call the preschool office at any time during the day to check on them.

### **Kindergarten**

Carline starts at 8:50 a.m. All children in 3K, 4K, and 5K not participating in Before or After Care must be dropped off and picked up in the carline. You will receive detailed instructions about loading and unloading at parent orientation, as well as pick up signs for your vehicle. It is mandatory that you have your car sign visible for afternoon pick-up. You will also be required to sign a pick-up agreement. This form states that you understand it is your responsibility to distribute your child's pick-up signs to the proper recipients and this sign indicates to our staff that this person has your permission to pick up your child. You will be required to sign your child in and out in this line each day. So that we can keep the line moving, please do not use this time to discuss matters with the teachers. Also, cellphone use in carline is prohibited. All staff are required to buckle children 4 and under into a child restraint seat. (Children 5 and older must be

buckled with a car-seat). This is a school policy that will be enforced. **For the safety of the children, the efficiency of our program, and to encourage your child's independence, we request that everyone use the car line whenever possible.**

### **ACTIVITY TIME**

Teachers are encouraged and expected to be creative in their teaching. Christian based materials and curriculum are used to teach in a classroom setting. Individualized plans for each age group are developed through the use of activity centers and physical growth activities. A variety of experiences and choices are provided in home living, blocks, puzzles, books, nature, music, art, balls, games and other large and fine motor skill activities.

### **RECREATION**

On days that weather permits, we will take the children outside to the playground. On days that we must stay indoors, we have a large open area for the children to play. The rock climbing wall and large slide is limited to the 5K classes only. Infants will take outside strolls in the "bye-bye buggy".

### **CHAPEL/MUSIC/SPANISH**

Clearly Kids operates under Clearbranch United Methodist. Therefore, we are a christian organization that studies Biblical teachings. All classes will have Bible lesson each morning. These may be taught in a group or in individual classrooms. This time consists of devotionals, stories and fun songs. We believe a child is never too young to begin hearing "Jesus Loves Them!" All 3K, 4K, and 5K classes will learn A-Beka Bible Memory verses and participate in music and Spanish lessons weekly.

### **RESTROOM TIME**

Most of our classrooms are equipped with an adjacent child size restroom. All classes have scheduled restroom breaks, but children are allowed to go as needed. We encourage your child to practice personal hygiene and proper hand washing habits. We ask Children's Day Out parents to please make sure your child's teacher is aware of your attempts to potty-train so that she can assist in the effort.

### **SNACKS AND LUNCHES**

#### **Snack**

We provide crackers/cookies and water for morning snack time. On special occasions such as birthdays, you may provide a snack for the class. Please inform your child's teacher so she can recommend the time that is best for the special snack. Each teacher has the option of planning her own snack program that may require parent participation. Your child's teacher will inform you on specifics for that special snack.

#### **Lunch**

Your child should bring a nutritious lunch, including drink, each day. Do not send any carbonated drinks or glass containers and limit sweets. Do not send foods that need refrigeration or heating (this does not apply to infants.) Make sure all cups, utensils, lunch boxes, and baby food jars are labeled with your child's name. Children's Day Out will also need to send a plastic cup with a lid (we prefer the "spill proof" cups) and any utensils your child will need. Please make the food easy for your toddler or preschooler to handle. (I.e. take grapes off stems, cut meats into small bites, no gummy fruit snacks.) We do not allow, "food sharing" between children. Absolutely no hard candy, gum, or peanuts.

**PLEASE MAKE SURE YOUR CHILD'S TEACHER IS AWARE OF ANY FOOD ALLERGIES.**

### **REST TIME**

All Children's Day Out classes have one rest time each day, usually around 12:00 p.m. (infants as needed). After a busy day, they need this rest time and many will go to sleep. Infants and toddlers use cribs,

children age 2 and older rest on the floor. Rest mats are available to purchase at local stores, or you may send something from home for your child to lie on. 3K classes will occasionally have a 15 minute rest time. This time will be used as a quiet time to look at books, listen to music, or include story time. All rest time is adult supervised. There is no rest time for the 4K and 5K classes.

### **CLOTHING**

Dress your child in clothing appropriate for play and outdoor activities. Select clothing that is washable, sturdy, and free of complicated fasteners. All children need a change of clothes, including undergarments, each day. Accidents can happen at any age. During cold months, always provide a warm jacket. Please label all outer garments, including hats and gloves. Shoes with rubber soles provide maximum safety in hallways, classrooms and outside play. Please do not let your child wear backless or large heeled (platform) shoes or flip-flops. Diapered children: please send a minimum of four diapers each day and a small container of baby wipes. We can only apply diaper cream or ointment if we have an over-the counter medication form on file.

### **PERSONAL ITEMS**

No toys from home are allowed, except on special days on which your child's teacher permits them. On these special days, do not let your child bring any pretend weapons or characters that suggest violence. However, if a Children's Day Out child has a security blanket or toy he/she sleeps with, please label and bring it. We will keep the blanket and/or toy in your child's bag until rest time. We cannot be responsible for lost or broken toys. Make sure all toys brought from home are labeled with your child's name.

### **CLASS PARTIES**

Parties are planned for Christmas, Valentine's, Easter, and the end-of-the-year. Teachers may request up to \$5 per party for party supplies and/or ask for parent participation in providing the needed supplies. During fall celebration parties, we do not allow any crafts or decorations that include ghosts, witches, etc. The focus at Clearly Kids for Christmas and Easter is the birth and resurrection of Jesus. Parents are encouraged to let your child celebrate his/her birthday with their classmates. Parties are planned at the discretion of your child's teacher. Therefore, please discuss any party plans with the teacher.

### **VOLUNTEERS**

We encourage parental involvement. Volunteers are needed throughout the year coordinating special parties and events. The teachers also appreciate any assistance you can offer with classroom preparation (cutting, special crafts, etc.).

### **PARENT/TEACHER MEETINGS**

If you ever feel the need to discuss your child's learning needs or have any concerns or questions, please set up a conference time with your child's teacher. They will be more than happy to discuss your concerns. A teacher may also request a conference if she feels it is necessary. It takes both parent and teacher working together to meet the learning needs of a child. However, please do not use morning drop-off or afternoon pick-up to discuss issues with your child's teacher. They have the responsibility of many children during this time, and cannot divert their attention.

### **TEACHERS AND SUBSTITUTES**

Our teachers and all substitutes must have an application on file. We require that all teachers and substitutes provide us with letters of recommendation. Each teacher is required to attend annual training for personal enrichment and to meet Department of Human Resources requirements. CPR certification is provided annually.

### **SUPPLIES 3K, 4K, AND 5K**

A class supply list will be furnished along with teacher letters in July. You may be asked to replenish your child's supplies such as crayons, markers, etc. during the year as needed. You will need to provide a backpack for your child to carry to school each day. We recommend one large enough to hold a lunchbox, change of clothes, and a folder. Backpacks with wheels have proven to be hazardous and therefore are not permitted. All artwork, class work, correspondence, announcements, etc. will be placed in a folder to be sent home daily. You may also put tuition payments in an envelope and place it in the folder. Cash payments will need to be brought to the Clearly Kids office. Please check and clean out your child's bag daily.

### **EVALUATIONS 3K, 4K, and 5K**

All kindergarten students will be evaluated by their teacher two times during the school year. The evaluations include phonics, numbers, social, and physical skills. These are done for your benefit so that you can see how your child is progressing at various levels, and how your child is adapting to a learning environment. You will receive a copy of your child's evaluations and a copy will be kept in your child's file if future reference is ever needed.

### **FIELD TRIPS 3K, 4K, and 5K**

Our Kindergarten classes take approximately 3 field trips per year. You will be informed in advance of dates and costs. All field trips are optional. We do not offer kindergarten classes on the days we schedule trips. We do not provide transportation for these trips. It is school policy that all children have a parent or designated adult transport and attend with them. The teachers participate with the children on these trips, but parents are responsible for supervising and controlling their child. Siblings are welcome to attend on all field trips.

***Clearly Kids has an open door policy. However, for safety purposes the hallway entrance doors to the preschool area are locked daily from 9:30 a.m.-1:30 p.m. Please come upstairs to the office and we will let you into the preschool area at any time during the day.***

## CHILDREN'S DAY OUT CURRICULUM GUIDE

### **September Themes**

Nursery Rhymes  
All About Me  
Manners

### **October Themes**

Fall  
Fire Safety

### **November Themes**

Nutrition- Food  
Thanksgiving  
Farm

### **December Themes**

Family  
Birth of Christ

### **January Themes**

Winter  
Animals

### **February Themes**

Valentines- Love  
Five Senses

### **March Themes**

Weather  
Seasons

### **April Themes**

Spring  
Insects

### **May Themes**

Transportation  
People in the Bible

The following items are integrated throughout the year: Counting, colors, shapes, and alphabet. Please remember that "play" is also an important learning experience. When children interact through play they are learning to share, take turns, be patient, be creative, and to use their imaginations.

## **K-3 TEACHING GOALS**

Like any good structure, a firm foundation is key to the overall strength of a building. The same is true of your child's kindergarten experience. Age three is an exciting opportunity for children to learn foundational skills, which will be built upon in the years that follow.

The K-3 child will begin to explore and develop relationship skills with other children, as well as with the adults who will be teaching and nurturing each child. Children at this stage of development learn how to deal with new surroundings and situations, how to control their emotions, and how to adjust to life within a group. Children in the K-3 environment learn from a variety of resources, which include their teacher, other students, their surroundings, and challenges presented to them.

Each child is given the opportunity to feel successful within the group and is provided with encouragement and resources to gain self-confidence, independence, and reassurance of their own importance.

In order to provide your child with a well-rounded learning experience, we will be using several different resources and curriculum. The A-Beka curriculum is one of the main resources used. This Bible based curriculum is widely used and is very popular among professional educators and parents. The additional resources we include will serve to enhance your child's ability to learn and to offer additional creativity to the program.

Areas of learning at the K-3 level include:

Recognition of all letters of the alphabet, an introduction of the phonetic sounds of these letters, counting skills and visual recognition of numbers 1-10, colors, shapes, art activities, Bible Memory Verses, Bible stories, and fine motor skill activities.

## **K-4 TEACHING GOALS**

The goal of our staff is to insure that each K-4 student is encouraged and motivated to succeed within the class as well as individually. The K-4 learning experience offers children many avenues of exploration and growth. Your four year old will be provided with the attention and understanding that allows them to actively participate in the learning process through developing their own sense of identity, learning limits and boundaries, and exploring new concepts. The K-4 experience is designed to reinforce previously learned skills from the K-3 level as well as encouraging personal growth.

Teachers of four-year-old students are encouraged to continually affirm the child's sense of accomplishment and self-worth. Children at this age continue to learn important interpersonal skills that will help them work well within groups while maintaining their own individuality.

Our primary resource for teaching your K-4 child will be the A-Beka curriculum. This Bible based curriculum is widely used and is very popular among professional educators and parents. In order to provide your child with a well-rounded learning experience, we include other resources outside of the A-Beka curriculum. These additional resources will serve to enhance your child's ability to learn and to offer additional creativity to the program.

Areas of learning at the K-4 level include:

The phonetic sound and recognition of all letters of the alphabet, blending of consonants and vowels which is an introduction to early reading skills, concept and recognition of numbers, counting skills, readiness skills (cutting, tracing, etc.), character development, Bible memory verses, and Bible stories.

## **K-5 TEACHING GOALS**

The goal of our 5-K program is to encourage each child to be confident and successful. The K-5 learning experience is often regarded as perhaps one of the most important years in the life of the early learner. A solid K-5 program should equip your child with the necessary intellectual and emotional skills needed to be successful in the future.

Your five-year-old will be introduced to as many learning concepts, educational goals, group dynamics, and changing environment as possible. The goal is to prepare your child in such a way as to give both child and parent a sense of confidence in learning. You may be amazed at how much and how easily your five-year-old will learn at this stage in the learning process. The K-5 child is typically an adept learner who is interested and excited about processing and storing as much information as possible. Don't be surprised if your child is constantly inundating you with questions and is eager to share their own knowledge and experiences.

Our primary resource for teaching your K-5 child will be the A-Beka curriculum. This Bible based curriculum is widely used and is very popular among professional educators and parents alike. In order to provide your child with a well-rounded learning experience, we will also be including other resources outside of the A-Beka curriculum when appropriate. These additional resources will serve to enhance your child's ability to learn and to offer additional creativity to the program.

Areas of learning at the K-5 level include:

The phonetic sound and recognition of all letters of the alphabet, early reading skills, Number concept and recognition, beginning addition, money recognition, Art, Writing, Bible stories and Bible memory verses, and Readiness Skills which is designed to help develop motor skills needed to cut, color, and draw.

## 2017-2018 Tuition and Fees

Monthly tuition is based on Preschool hours from 9:00 a.m.-2:00 p.m.

Enrollment Fee:	\$110
Class Fee:	\$110
Book Fee:	3K \$35
	4K \$60
	5K \$70

All fees are non-refundable. A class supply list will be furnished with Teacher letters in July.

### Monthly Tuition

Our tuition is based on an annual rate (August through May), but can be divided into 10 monthly payments as shown below.

### Children's Day Out: 2-years-old and younger

Class	Annually	Monthly	Before Care Monthly	After Care Monthly
2 Days	\$1600	\$160	\$40	\$40
3 Days	\$2000	\$200	\$60	\$60
4 Days	\$2350	\$235	\$80	\$80
5 Days	\$2750	\$275	\$100	\$100

### 3K: Must be 3-years-old by September 1, 2017

Class	Annually	Monthly	Before Care Monthly	After Care Monthly
2 Days	\$1550	\$155	\$40	\$40
3 Days	\$1770	\$170	\$60	\$60
4 Days	\$1900	\$190	\$80	\$80
5 Days	\$2050	\$205	\$100	\$100

### 4K: Must be 4-years-old by September 1, 2017

Class	Annually	Monthly	Before Care Monthly	After Care Monthly
3 Days	\$1600	\$160	\$60	\$60
4 Days	\$1900	\$190	\$80	\$80
5 Days	\$2250	\$225	\$100	\$100

### 5K: Must be 5-years-old by September 1, 2017

Class	Annually	Monthly	Before Care Monthly	After Care Monthly
3 Days	\$1800	\$180	\$60	\$60

### Extended Hours

Before Care: 7:00 a.m.-9:00 a.m.

After Care: 2:00 p.m.-4:00 p.m.

### Parent Orientation 6:30 p.m.

Monday, August 7, 2017 and Tuesday, August 8, 2017

### Meet the Teacher 10:00 a.m.-12:00 p.m.

Wednesday, August 9, 2017 and Thursday, August 10, 2017

**First Day of School:** Monday, August 14, 2017