

Gooden Academy Preschool Daily Schedule

7:00-7:30	Arrival/Free Play/ Breakfast Prep
7:30-8:00	Breakfast/ Restroom
8:00-8:20	Social Skills/Music & Movement
8:20-9:00	Circle Time/ Whole Group Lesson (Identification of Alphabets, Routines, Stories, Retell, Vocabulary w/ gestures)
9:00-10:00	Exploration/Small Group for Table Work (20-minute intervals) Will work with students based on their level of learning.
10:00-10:30	Music/Art/Brain Break Activities
10:30-11:15	Whole Group Math Lesson / Small Group Table Work/Activities
11:15-11:45	Healthy Lunch
11:45-12:25	Recess
12:25-2:30	Restroom/Story/Nap
2:30-2:45	Snack
2:45-3:15	S.T.E.M Activities
3:15-4:00	Circle Time Wrap Up/Free Play/Dismissal

GOODEN ACADEMY PRESCHOOL

Filling the gap in education

Dear Parents/Guardians,

I want to thank you for considering Gooden Academy Preschool for your educational needs. I offer a loving, safe and educational environment for your child to grow, learn and play. I can understand how difficult it can be to find the right school that fits the needs of you and your child, as well as a safe environment.

For this reason, I strive to offer a program that will enrich your child's development while putting your mind at ease. I will do my best to assist your child in developing important values such as: communication and teamwork.

I believe that children learn best through play, structure as we implement important values throughout our day. It is my goal to offer your family the quality experiences you deserve while preparing your child for kindergarten.

Please feel free to openly discuss any problems or concerns you may have at any time. An open and honest relationship is the key to a happy, successful preschool experience for everyone.

Please help me operate my Preschool business in a professional manner by carefully reading through the parent handbook and filling out all necessary forms. It is very important that you are aware of all my policies, as I want you to make your decision about the school based on the terms of which I provide.

Again, thank you for choosing Gooden Academy Preschool. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Akilah Gooden
Owner/Director
(901) 206-7124
Gooden Academy Preschool

Dear Friends,

I would like to welcome you to Gooden Academy Preschool program. The goal of the program is to provide a welcoming, safe and developmentally appropriate environment for every child. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

The mission and vision of G.A.P is to provide the highest quality care and education for children and to ensure that parents are valued and respected. 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. I strive to make your child's time at the preschool the best experience it can be for them as well as you, the parents. We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities.

Overview

Gooden Academy Preschool is a state-licensed family day home for children between the ages of two and five years old. The preschool is founded on the principle that children should be ready for kindergarten before they enter elementary school. Working within the school system within the past few years, I have learned and watched so many children who aren't prepared for school. The teachers in the school don't have the time to teach the basic information needed, due to state requirements with curriculum. This hinders the children from learning phonemic awareness skills needed to read and grow in the school environment. Gooden Academy Preschool is here to fill in the educational gap that is needed within education. Children enrolled will not only learn social and life skills, but they will also learn developmentally appropriate educational skills for their age group.

The Director

Akilah Gooden has a Bachelor of Science in Educational Studies degree and has worked in education and with children for over 10 years. Working within the school system, I have learned the skills needed to help the children develop the strategies needed to succeed in life and in school. I have a certification in CPR/First Aid/AED through the Red Cross and have also had trainings in Child Abuse and Nutrition.

Additional Staff

Only qualified, appropriate candidates will be used as a replacement of the family child-care provider during emergencies or professional development, jury duty, etc. In order to ensure the employment of qualified and appropriate teachers, the following will be implemented. The candidate will:

- meet Tennessee required credentials and complete required professional development annually including pediatric first aid.
- complete child abuse clearances, criminal checks (state and FBI) and an annual health examination.
- be given a job description that outlines their responsibilities and be trained on all aspects of the operation of this family child-care home.
- have access the weekly lesson plan and step into the role of teacher to provide care and learning activities to the children.
- serve in emergency situations when the director is not able to be available.

****Please note: If I cannot secure a qualified candidate during an emergency, you will be asked to make arrangements to pick up your child (ren) and the program will close for the remainder of the day. A copy of the letter notifying you of our procedure will be kept in each child’s file which is monitored annually by the State of Tennessee.**

State Licensing Requirements:

Gooden Academy Preschool is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials.

Termination Policy:

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, a two week written notice from parent or provider is required to terminate the contract, with the exception of (provider’s) family emergency, gross misconduct on part of the, parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Enrollment Requirements

Before your child can be officially enrolled in Gooden Academy Preschool, you must have completed the following documents:

- Signed Enrollment Application and Tuition Agreement
- Completed Child Profile & Copy of Immunization Record
- Signed Consent Forms (those that are applicable)
- \$100 Registration Fee must be paid to cover space

****Registration fee must be paid in order for the spot to be held for your child.**

Hours of Operation:

Gooden Academy Preschool is open Monday through Friday from the hours of 7:00am – 4:00pm. This is not a daycare but a real preschool where learning abides daily. If arrangements are needed for early arrival, please contact the director, Akilah Gooden, for further details.

Tuition and other fees:

2 year olds	\$165 per week
3-5 year olds	\$150 per week

All fees are due on **Monday (before the start of school).** Payments will be accepted in the form of cash, check or electronic transfer through Zelle or Cash App.

****If a check is returned, you will be charged a \$40 fee and no longer able to pay in the form of a check, but only by the other payment options. Partial payments are NOT accepted.**

Please note: This includes school days, holidays and vacation, unless otherwise indicated. As long as your child's name is on the role and occupies a space, full payment is due. Payments becoming 2 weeks delinquent will result in termination of your child and he/she will not be allowed to return until full payments are made. Payment plans may be made either, WEEKLY, OR MONTHLY. NO REFUNDS!!!

Late pick-up policy:

If you are late picking up (after closing time) you will be charged a late fee of \$1 per minute that you are late. This late fee must be paid in cash to the staff on duty upon pick-up of your child. Should your child be left in our care for more than 30 minutes, State Law requires that we contact juvenile court for pick-up of your child(ren). Please give us a courtesy call in the event that you're running late. Late fees will still be applied.

Supply Fee:

There will be an annual supply fee of \$50 per child. This will ensure that your child has all the supplies needed for the school year. This fee must be paid before the start of school.

Authorized Release:

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone not on the list. The provider will require photo identification from anyone that it is not recognized. The providers will not release the child to anyone including the parents/guardians if they suspect the person in under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.

Sign In/Sign Out:

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

Open Door Policy:

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions.

Reporting Child Abuse:

I am required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent

Smoking:

This is a non-smoking facility. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy. In addition, smoking is prohibited on field trips. If you need to excuse yourself from the field trip, please let the provider know so that they are aware of your absence.

HOLIDAY CLOSINGS:

In order for myself and staff to spend time with our families we will observe the following holidays. Holidays that fall on a weekend will be observed the next business day. Reminders will be sent home of all holiday closings/vacations.

1. **New Year's Eve/New Year's Day**
2. **Martin Luther King Jr**
3. **President's Day**
4. **Good Friday**
5. **Memorial Day**
6. **Independence Day**
7. **Labor Day**
8. **Columbus Day**
9. **Thanksgiving**
10. **Day after Thanksgiving**
11. **Christmas Eve, Christmas Day and the Day after Christmas**

If a holiday should land on a Saturday, I reserved the right to close the Friday before. And if the holiday should land on Sunday, I reserve the right to close on the Monday after. I will take a yearly paid vacation and all parents will be given a 2-week notice of schedule changes or closing of center, if needed, well in advance. As required by the state of Tennessee, I have to take some days off for our continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep our childcare license in good standing. All parents will be given advance notice before this occurs.

**Gooden Academy Preschool follows the Shelby County Schools District calendar when it comes to inclement weather delays and closures.

Child's Absences and/or Vacations:

If your child will not be attending preschool due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending preschool for whatever reason, you are still required to pay.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the preschool. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status.

- ⇒ If your child is injured while at the preschool, first aid will be administered.
- ⇒ If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child.
- ⇒ In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services.
- ⇒ Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs.
- ⇒ It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.
- ⇒ Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- ◇ A phone call to 911 is made.
- ◇ Child's parents (or emergency contacts) are called.
- ◇ Child is separated from the other children and appropriately cared for.
- ◇ Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Sick Policy:

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- ⇒ Illness that prevents your child from participating in activities.
- ⇒ Illness that results in greater need for care than we can provide.
- ⇒ Illness that poses a risk of spread of harmful diseases to others.
- ⇒ Fever (100F or higher under the arm, 101F or higher in the mouth, 102F or higher in the ear) accompanied by other symptoms.
- ⇒ Diarrhea-stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- ⇒ Vomiting-green or bloody, and/or more than 2 times during the previous 24 hours.
- ⇒ Mouth sores caused by drooling.
- ⇒ Rash with fever, unless a physician has determined it is not a communicable disease.
- ⇒ Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- ⇒ Strep throat, until 24 hours after treatment.
- ⇒ Head lice, until treatment and all nits are removed.
- ⇒ Scabies, until 24 hours after treatment.
- ⇒ Chickenpox, until all lesions have dried and crusted. .
- ⇒ Has a physician or other health professional's written order that child be separated from other children.

Children who have been ill may return when:

- ⇒ They are free of fever, vomiting, and diarrhea for 24 hours.
- ⇒ They have been treated with an antibiotic for 24 hours.
- ⇒ They are able to participate comfortably in all usual activities.
- ⇒ The child's physician signs a note stating that the child's condition is not contagious
- ⇒ The involved areas can be covered by a bandage without seepage or drainage through the bandage
- ⇒ If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Medication:

ONLY prescription medications, ointments, and creams may be given to your child by myself, if needed. Parents are required to fill out the proper form and to supply all medications in their original container. Medications must be labeled with the child's name, weight, and dosage amount.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at preschool. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to the school in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the preschool provider is imperative for a successful transition from diapers to toilet.

Television Viewing:

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS or an educational video. On occasion, usually only on Fridays, we may pick an appropriate children's video to watch. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Toys:

We have well organized, separate, age appropriate toys for the students at the preschool. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to school except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to the preschool with toy weapons.

Miscellaneous:

Understand that your child may be included in classroom evaluations by State Licensing officials, Head Start Program, USDA Food Program, and other parents observing their right to our open-door policy.

Understand that your child may be included in pictures connected with our preschool program, unless otherwise specified by you the parent.

Behavior Management and Discipline:

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
5. Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness:

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Clothing

All children must be appropriately/completely dressed upon arrival. We require that each child has a set of extra clothing in the event of an accident. This includes top, pant, underwear and socks. All children are capable of spills/accidents. In order that clothing items don't get confused, please mark your child's initial in the tag area of each item.

If your child should have an accident and no extra clothing is available, we will contact you for the items or immediate pick up. Do not send your child to school in new clothes, we have messy art activities and/or we go outside on a daily basis. We are not responsible for and damage to new clothing.

Food Program:

We will serve breakfast, lunch and an afternoon snack daily. Breakfast is served from 7:30 a.m. – 8:00a.m. Your child must be signed in by this time in order to receive breakfast. Lunch is served at 11:15a.m. – 11:45a.m. Outside food is not permitted unless approved by staff.

Special Diets:

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact. At the time it will be determined if your child can participate in the USDA Food Program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the USDA Food Program. However, if a viable solution can not be reached between parent, provider, and the USDA Food Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

Curriculum and Learning:

Pre-K Literacy Curriculum units are based upon the close read model. Each week we will focus on one text and each day look closely at that text. Pre-K Literacy is a 42-week literacy curriculum that includes lesson plans for oral language, phonological awareness, print awareness, whole-group reading, whole-body and the art. Pre-K Literacy includes a weekly craft, skill check, follow-up practice sheets each day and SO much more! The units have been completely planned out to meet the individual needs of the students.

Parent Involvement:

Upon enrolling in the program, your child will be assessed. This will help in placing your child with the appropriate curriculum. Frequent evaluations will be given, and progress reports sent home in order to measure successes/non-successes.

In order for the program to be effective, ***all parents/legal guardians are required to participate*** by attending parent meetings, activities, field trips, complete and return assignments, etc. Failure to comply may result in your child's termination from the program. In the event that you are unable to attend an activity, we strongly recommend that you designate someone to attend on your behalf. Annually we will conduct an evaluation renewal to determine if your child will be approved for re-admittance.

Communication:

So, we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Referrals:

For past and present clients: a referral from a client is one of the biggest compliments we can receive. As a special thanks to you, we provide families with one week of childcare free for each referred child that has successfully enrolled in the preschool program. The one week free will be given to you after the referred child has attended the preschool through the two-week trial period without gross misconduct on part of the parent, or child. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the one week free.

Contract Adherence:

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note from the Director:

I take my job very seriously, and I am committed to the very best care for your child. I consider it a privilege to have been entrusted with the care of your child, and I will always treat him or her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our preschool.

We are always open to suggestions and feel communication is a very important part of a quality program. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

