

Graves County Schools



Parent Handbook

2024-2025

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Children and Parent Rights

Pursuant To KRS 199.898

(1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- a. The right to be free from physical or mental abuse:
- b. The right not to be subjected to abusive language or abusive punishment: and
- c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:

- a. The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;
- c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
- d. The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Effective 7/15/1998

Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601
502-564-7962



2024-2025 Calendar

July 24-25, 2024	Staff Professional Development - Closed
August 1, 2024	Staff Work Day - Closed
September 6, 2024	Labor Day - Closed
October 7-11, 2024	Fall Break - Closed
November 27-29, 2024	Thanksgiving - Closed
December 23-January 1, 2025	Christmas/New Years – Closed
January 20, 2025	Martin Luther King Jr. - Closed
February 17, 2025	Staff Professional Development - Closed
April 7-11, 2025	Spring Break – Closed
May 26, 2025	Memorial Day - Closed
June 23 - July 4, 2025	Summer Break - Closed

*In the case of inclement weather, the Early Eagle Program will post closure information on Snowman 6 as well as post through social media outlets used per site.

**Employee holidays include: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Eve, Martin Luther King Jr. Day and Memorial Day.



Dear Families,

We welcome you to our Early Eagle “family”. It is our goal to not only help your child grow developmentally but to gain a working relationship with you. Your child will be striving toward a well-rounded knowledge base in the areas of cognition, social, self-help, communication, gross motor and fine motor. They will also explore their abilities in creative arts, problem solving, scientific reasoning, and technology. They will acquire these skills through hands-on experiences, centers, outside play, walking field trips, classroom visitors and through learning groups.

Your Early Eagle staff strive to make this the best possible learning experience for your child and to help your child prepare for kindergarten, but they cannot do it alone. We would love to have volunteers in our program as well as get parents involved with learning activities at home. We will also be asking special guests into the classroom to deepen knowledge on specific topics, so if you have a special talent, skill, or culture, please let your child’s instructor know.

If you have any questions about your child or the program or if you have any changes in information, please let your child’s lead instructor know. We look forward to working with you and we expect a great year!

Sincerely,

Your Early Eagle Academy Staff

People You Should Know:

Early Eagle Academy Administration

Graves County Board of Education

2290 St. Rt. 121N

Mayfield, KY 42066

(270)328-2656 or (270)328-4992

Courtney Hayden

Early Education Consultant

Graves County Middle School Early Eagle Academy

625 Jimtown Rd.

Mayfield, KY 42066

(270)328-4993

Melina Hargrove

Program Site Director

Angela Gattis

Daycare Instructional Assistant

Elaina Franzen

Daycare Instructional Assistant

Ebony Davis

Daycare Instructional Assistant

2024/25 Tuition Rates

Early Eagle Academy is available Monday-Friday, from 7:00 AM – 5:00 PM. The program follows a year round schedule, with closings during spring break, Christmas break, fall break, and two weeks during the summer. In the case of inclement weather, please refer to the closing information for Graves County Schools via website (www.graves.kyschools.us) or WPSD Snowman 6, or the Early Eagle Academy Facebook Page.

Registration Fee: \$50 School Year

Full Time:

· Monday-Friday, 7:00 AM – 5:00 PM \$150/per week

Part Time (1/2 day):

· Monday-Friday, 7:00 AM – 11:00 AM \$75/per week

· Three Days (M/W/F) \$105/per week

· Two Days (T/Th) \$70/per week

· “Wrap Around” M-Th \$72/per week

· “Wrap Around” M-Th + All Day Friday \$105/per week

Drop-In/Emergency Care:

· Monday-Friday (When space is available) \$35/per day

Late Fee: \$25


*Tuition is to be paid weekly (by Monday of each week). A late fee of \$25 will be added if tuition is not paid by the following Monday. If payment has not been made the second week following due payment, the child will not be able to return until account balance is in good standing.

Child Care Assistance Program

Early Eagle Academy does accept CCAP. Not sure what that is or want to know if you qualify? Check it out here:

Child Care Assistance Program

To learn more about the Child Care Assistance Program and eligibility visit:
<https://benefind.ky.gov/>
or contact DCBS Family Support at:
855-306-8959



If you meet any of the following conditions you may be eligible for the Child Care Assistance Program:

- Child is a resident of Kentucky and either a U.S. Citizen or qualified legal alien
- Child is under thirteen (13) years of age; an exception for thirteen (13) to nineteen (19) years of age if child has a special need or court order
- Must have a need for child care and take part in any of the following listed to the right:
 - Work an average of twenty (20) hours per week for a single parent and forty (40) hours combined for a couple
 - A teen parent attending high school or pursuing a general equivalency degree (GED)
 - Currently participating in the SNAP Employment & Training Program
 - Adult who is a full time student enrolled in a certified trade school or an accredited college or university
 - Participate in Kentucky Works activities
 - Need Child Care as a support for child protective/preventative services

Kentucky.gov

The ABC's of our Program:



Arrival and Departure: The children may arrive at 7:00 AM and no later than 8:30 and may stay until 3:30 but as late as 5:00 PM. Continued tardiness in picking up children could result in dismissal from the program.

Bringing items from home: Children should be discouraged from bringing personal toys and books to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Calendar: The center follows its own calendar (see page 4), but in the case of inclement weather, the Early Eagle Program will abide by Graves County Schools closure decisions. Unless otherwise noted on the district website and/or WPSD alerts.

Discounts: a sibling discount is offered at a 15% discount.

Escorting your child: a responsible adult should always escort the children into and out of the building. All children must be signed in and out on a daily basis. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person who is not known at the program, will be required to show a driver's license for identification and must

be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

Field Trips: The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of a field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guests to come into the program to share with the children. If you are interested in chaperoning a field trip, please let the teacher know as we are required to have a Child Abuse and Neglect check (CAN) and a Criminal Record Check (CRC) on all parents who volunteer.

Goals for your child: There is a curriculum in place at the Early Eagle Academy. Your child will be learning lots of new things and will have goals to reach. Please keep an eye out for progress reports and notes about parent/teacher conferences within your child's communication folder.

Homework: oftentimes, lead instructors will send home parent/child activities to complete and enjoy working on together at home.

Immunizations: Each child is required to have an up-to-date immunization certificate on file. Updated certificates should be provided to the program as children receive further immunizations. All immunizations need to be completed on a Kentucky Immunization Certificate.

Just FYI: it is often that we have children with various types of allergies, please be cautious if you send in special snacks. Make sure to ask your child's lead teacher about any allergies, before sending in special snacks. If you choose to send in special snacks, they must be prepackaged (not homemade).

Kids who are currently receiving Third Party Therapy, and you would desire for your child to receive therapy sessions during your child's time with our childcare

program, we would be happy to work with you on scheduling these sessions. You will need to contact the Board of Education to discuss the appropriate procedure to receive third party therapy. Service agents must provide adequate supervision of your child during each session. Adequate supervision is defined as, devoting full-time attention to children and ensures the children are with-in scope of vision and range of voice. Scope of vision and range of voice is the range of one's awareness allotting for the sight and sound supervision without physical barrier or obstruction. The service agent must also provide us with a photo ID and adhere to the Graves County Schools "Visitors to School' policy (10.5 AP.1)

Late Fees: Tuition is to be paid weekly (By Monday of each week). A late fee of \$25 will be added if tuition is not paid by the following Friday. If tuition is not paid after two weeks, then your child may not return until your account balance is in good standing.

Meals: Children will be provided meals and snacks that meet the USDA federal food guidelines. A doctor's statement is required for all children who have food allergies, so adjustments to the menu may be made. Snacks will be provided for free, you may send your child's breakfast and/or lunch or utilize our catering service for \$7.75 a day.

Newsletters and keeping in touch: Monday messages will be sent home each Monday, letting you know the goals for the week, as well as any important dates that are happening. Each child will have a communication folder that will keep parents informed of how their child's day was.

Outside: Children will be taken outside each day except when it is too cold (wind chill of 32 or below), too hot (heath index of 100 or above), or too wet. When your child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with your child's lead instructor.

Play is a vital part of a child's growth. Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and belongings to help ensure the return of all the proper possessions and clothes.

Questions about the program may be directed to your child's lead instructor or to Courtney.hayden@graves.kyschools.us.

Reporting progress: Parent/teacher conferences will be held twice a year and progress reports will be sent home periodically.

Supplies: The only supplies your child needs is a youth sized backpack (Large enough for a folder), plastic pocket folder, and a change of clothes in a labeled Ziploc bag.

Tuition Fees and Payment: Tuition will be charged at \$150 per week for full time slots and \$75 per week for half time slots. If there is space available, there is an emergency care option at \$35 a day. If you are eligible for CCAP funds, tuition will be billed directly to CCAP. If there is a balance left after CCAP funds have been received it will be the responsibility of parents/guardians to pay the difference/remaining balance. It is the responsibility of the family to remain in good standing with CCAP. Tuition is to be paid to the tuition box located at each site and checks can be made out to *Early Eagle Academy*.

Understanding CCAP - This program does accept CCAP funds. If you are unsure as to if you would qualify for this service, please visit <https://benefind.ky.gov/> to gain more information and to apply for this service.

Visitors and volunteers are always welcome! If you plan to visit your child, please sign in and out upon entry and exit from the center. If you plan on volunteering on

a continuous basis, please let the teacher know as we are required to have a Child Abuse and Neglect check (CAN) and a Criminal Record Check (CRC) on all parents who volunteer.

Withdrawal: The center requires at a least a two week notice of the child's permanent withdrawal from the center. Please contact Courtney Hayden at the Graves County Board of Education Office to complete the withdrawal process.

X - All children need an eXtra set of clothing to be kept at the center, or included each day in the child's bag. A plastic bag for soiled clothing is always helpful. To avoid confusion, all clothing should be labeled with the child's name.

You are your child's advocate. If you feel like there is a problem, please go to your child's lead instructor first to discuss the matter at hand. If you feel like the matter needs to be handled differently, please contact Courtney.hayden@graves.kyschools.us or by phone at (270)328-1555.

Zzzzzz: Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed 2 hours. Rest mats are provided for this period. Each child needs a blanket for rest time. Blankets should be labeled with the child's name. Blankets will be stored in your child's backpack and will be sent home daily. If possible, please avoid picking up your child during rest time. If you do need to pick your child up during this time, please advise the teacher in advance to keep from disturbing the other children.



Example of Our Daily Schedule

(Each site has their own set schedule)

July 2024-June 2025

7:00-8:00	Arrival/Wash Hands/Table Work
8:00-8:30	Morning Meeting/Calendar
8:30-8:45	Breakfast
8:45-9:00	Handwriting Without Tears/Journals
9:00-10:00	Centers
10:00-10:15	Theme/Project Work
10:15-10:45	Outdoor/ Gross Motor
10:45-11:00	Wash Hands/Music and Movement
11:00-11:30	Reading Groups
11:30-12:00	Lunch
12:00-12:30	Yoga/ Nap Preparation
12:30-2:30	Nap
2:30-2:45	Snack
2:45-3:00	Music and Movement
3:00-3:15	Science/ Social Studies
3:15-3:45	Outdoor/ Gross Motor
3:45-4:00	Second Steps
4:00-5:00	Centers

Staff to Child Ratio Policy

Staff-to-Child Ratio and Class Size

The following staff-to-child ratios are suggested best practice. Assessors will rate staff-to-child ratios according to the highest observed ratio and class size for each age category (Infant, Toddler/Two, Preschool, Kindergarten, and School-Age).

Age Category	Ratio	Maximum Class Size*
Infant (Birth-15 months)	1:4	8
Toddler/Two (12-36 months)	1:6	12
Preschool (30 months-5 years)	1:10	20
Kindergarten (Enrolled in any public or private kindergarten)	1:12	24
**School-Age (Kindergarten- third grade)	1:15	30

*If your program is above the maximum class size then you will receive a no rating for that item.

**For programs with school-age accreditation only

At Early Eagle Academy, student safety is our main concern. A step that we take to ensure that a safe environment is maintained, is by following the National Association for Education of Young Children's recommendation of having 1 staff member to every 10 students who are on site. All staff are required to be CPR/First Aid certified, and participate in additional professional development each year to learn about updates to regulations and gain new ideas/strategies to use within the classroom setting.

Early Eagle Academy Meal Program

Early Eagle Academy is a member of the Child and Adult Care Food Program which allows us to serve snacks at no cost to you. If your child attends our daycare program during breakfast and/or lunch, then you will need to send in a breakfast/ lunch. As stated in the Kentucky Standards of Practice for Child Care Centers:

922 KAR 2:120. Section 9. Food and Meal Requirements:

Breakfast shall include (3:

1 serving of white milk

1 serving of grains

1 serving of fruits and/or vegetables OR 1 meat/meat alternative

Lunch and dinner shall include:

1 serving of white milk

1 serving of protein

1 serving of grains

2 servings of vegetables OR 1 fruit/1 vegetable

If your child's lunch does not include all of these components, we will be required to get these from the cafeteria and charge you. The cafeteria has set a cost of \$1.00 per component (vegetable, fruit, grain, protein) and \$1 per carton of milk.

You do have the option to sign up to utilize our school catering service. If you choose our catering service then you can include the meal cost with your tuition payment, just make sure to note it on your payment envelope or on the tuition sign in sheet at each site (located by the tuition box). The cost per breakfast is \$3.14 and lunch is \$4.84.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Our Curriculum

Early Eagle Academy staff utilize the Creative Curriculum. Our curriculum aligns with the KY Early Childhood Standards. Parents will receive a Monday Message each week, outlining the standards that will be covered, as well as what units will be incorporated. Parents will also receive a monthly newsletter that will explain the upcoming units that will be focused on.

Supplemental curriculum that we use to enhance the KY Early Childhood Standards include:

- Handwriting without Tears
- Visual Phonics
- Heggerty Phonics
- Erikson Math
- FrogStreet

Check out these online resources to learn about the Kentucky Early Childhood Standards for early learning:

Let's Learn Kentucky: <https://www.letslearnky.org/>

Kentucky Family Guides:

<https://kyecac.ky.gov/families/Family-Guides/Pages/default.aspx>

Kentucky Early Childhood Standards:

<https://kyecac.ky.gov/professionals/Early-Childhood-Standards/Getting-Started/Pages/Start-Here.aspx>

School Readiness Program

School Readiness Definition

Ready to Grow...Ready to Learn...Ready to Succeed

Taken from the Governor's Task Force on Early Childhood Development and Education

The Task Force recommends that in Kentucky:

School readiness means each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success.

Families, early care and education providers, school staff and community partners must work together to provide environments and developmental experiences that promote growth and learning to ensure that all children in Kentucky enter school eager and excited to learn.

In developing the above recommendation, the Task Force recognized the five developmental areas for school readiness are:

- Approaches to learning;
- Health and physical well-being;
- Language and communication development;
- Social and emotional development; and
- Cognitive and general knowledge.

In addition to the definition of school readiness, the Task Force developed a series of indicators related to the above developmental areas. These readiness indicators provide an overview of the expectations of primary schools for incoming students and provide guidance to families and communities on how to prepare children for school.

Also, a readiness indicator provides teachers, child care providers and parents a tool to better inform them on the specific strengths and needs of each individual child. These indicators represent the hopes and aspirations for incoming students, not the expectations. Children develop at different rates, not every child will have mastered all of the skills and behaviors at the beginning of a primary program.

Health and Physical Well-Being

My child:

- Eats a balanced diet
- Gets plenty of rest
- Receives regular medical and dental care
- Has had all necessary immunizations
- Can run, jump, climb, and does other activities that help develop large muscles and provide exercise
- Uses pencils, crayons, scissors, and paints and does other activities that help develop small muscles

Emotional and Social Preparation

My child:

- Follows simple rules and routines
- Is able to express his or her own needs and wants
- Is curious and motivated to learn
- Is learning to explore and try new things
- Has opportunities to be with other children and is learning to play/share with others
- Is able to be away from parents/family without being upset
- Is able to work well alone
- Has the ability to focus and listen

Language, Math and General Knowledge

My child:

- Uses 5-6 word sentences
- Sings simple songs
- Recognizes and says simple rhymes
- Is learning to write her name and address
- Is learning to count and plays counting games
- Is learning to identify and name shapes and colors
- Has opportunities to listen to and make music and to dance
- Knows the difference between print and pictures
- Listens to stories read to them
- Has opportunities to notice similarities and differences
- Is encouraged to ask questions
- Has his television viewing monitored by an adult
- Understands simple concepts of time (night and day, today, yesterday, tomorrow)
- Is learning to sort and classify objects

NOTE:

*School readiness skills and behaviors are not to be used to determine school eligibility; all children who meet the legal age requirement are entitled to a public school education.

**School readiness skills and behaviors are aligned to Kentucky Early Childhood Standards and are designed to be used with the KIDS NOW Early Childhood Parent Guide and were adapted from the Final Report of the National Governors Association Task Force on School Readiness, the Northern Kentucky Council of Partners in Education Kindergarten Readiness pamphlet, the United States Department of Education School Readiness Checklist, the Maryland Model of School Readiness, and the School Readiness in North Carolina Report to the North Carolina State Board of Education.

Attendance Policy

Attendance is not mandatory, but is highly encouraged, due to the vigorous learning that takes place during the day. If your child has to miss for illness or any other reasoning, tuition is still mandatory. Tuition will be assessed under these circumstances:

- During fall break, Christmas break, spring break and summer break, tuition will not be required.
- If your child is hospitalized and required to stay for an extended period of time, tuition will not be required.
- During the summer months, if you do not plan on sending your child, but you want to save your spot, then $\frac{1}{2}$ of the tuition cost is required. There are 2 days each week, which you will be allowed to send your child.

Immunization Policy


All children enrolled within the Early Eagle Academy must have immunizations as recommended by the U.S. Department of Health and Human Services before entering the program. These immunizations include DPT, MMR, Polio, and HIB. A commonwealth of Kentucky Immunization Certificate must be on file and the immunizations must be current or up-to-date.

If immunizations are not current, the child's name will be taken off the enrollment list.

If the child is not able to receive the update on their immunizations due to illness, etc. the parent must provide a written statement from the Health Department or Doctor with an explanation why the child could not receive it and the possible date of receiving the needed immunization. Immunizations must be completed as soon as the child is well.

Children enrolled who are without current immunizations will NOT be allowed to remain at the center until these are obtained.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM....

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.
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Sick Child Policy

- If your child becomes sick at school, they will be removed from the group and our staff will help to make them comfortable.
- Once your child is comfortable, we will then call the parent/guardian that is listed on the child's application form.
- If we cannot get in touch with the parent, we will look to the next number supplied on the application form and will continue in this manner until we get in touch with someone off the emergency list on the application form.
- We understand that you may not be able to come pick your child up right away, and that is ok, just understand that the longer that they are there, the more children that are exposed.
- Children will be sent home if they exhibit these symptoms:
 - o Fever of 100.4 or above
 - o Vomiting
 - o Shows signs of a rash
 - o Has live head lice
 - o Fatigue/doesn't seem like themselves
 - o Diarrhea

Medication Policy

It is inevitable that your child may become ill and require medication. The preferred method of administration of medication is at home prior or after daycare attendance. This is to be encouraged and should be attempted if at all possible.

Parents/legal guardians may give medication to their child at their daycare site.

If your child requires to be given medication while in attendance at daycare, please follow these guidelines:

- DO NOT send the medication with your child. A parent/legal guardian must bring the medication to the child's Lead Instructor, in its original package.
- Parents/legal guardians must give written permission daily in order for the medication to be administered.
- If the medication is a prescription medication, written physician instructions and written parent/guardian authorizations are required.
- Prescription medications must be in a container appropriately labeled by pharmacy/physician. It must include the name of the child, name of medication, instructions for dosage and storage, and name of the provider who wrote the prescription.
- Non-prescription medication must be labeled with your child's name, specific instructions for administration, and the name of the physician/health care provider recommending the medication.
- No medication will be given for the purpose of fever reduction.

Discipline Policy

- At Early Eagle Academy we support children using positive guidance.
- All staff will verbally state their classroom expectations to students and post classroom rules within the classroom.
- Classroom rules will be discussed daily and will be practiced daily.
- Misbehavior will occur, in which staff will remind students of the rules and guide them using positive reinforcement.
- Positive reinforcement allows staff to use token systems, give students a choice in solving problems themselves, and verbally walk the kids through problem solving.
- In the event of a behavior occurring that is harmful to others or to themselves, that child will be removed from the group and staff will remind the student of the rules.
- Parents will be informed daily on their child's behavior.
- If problem behaviors consist, then the lead instructor will contact the parent to create a plan on how to correct problem behaviors. If after the plan is implemented, and behaviors still arise, then the program director will call a meeting with the parent and lead teacher.
- If a child is the cause of an incident report to another child, a total of two times, then a behavior plan will be put into place. If the harmful behaviors consist an additional two more times, then the child will be dismissed from the program.

Behavior Incident Plan (Example)

At Early Eagle Academy, safety is our number one priority for all students and staff. Sometimes behaviors arise that are hurtful to others. Early Eagle Academy has a behavior plan in place to allow for 4 behavior incidents to occur. After the second incident, an intervention plan will be put into place, with hopes of decreasing hurtful behaviors. If a child reaches incident number 4, then that child will not be able to continue attending the preschool program. Parents will be informed of each incident and will be required to sign that they are aware of the incident. The behavior intervention plan will be shared with families as well, if it gets to that point. Behaviors that will count as documentable incident include:

- Physically injuring peers/staff
- Verbally threatening peers/staff
- Disruptive/uncontrollable behavior
- Any behavior that puts themselves or others at risk

Incident #1:
Parent Signature: _____ Date: _____
Incident #2:
Parent Signature: _____ Date: _____
Intervention Plan - A plan will be put in place and individualized based on each student's needs.
Incident #3:
Parent Signature: _____ Date: _____
Incident #4:
Parent Signature: _____ Date: _____

Screening and Referral Policy

All students entering into our program will be screened at the beginning of the year using the ASQ 3 and ASQ:SE-2, within the first 30 school days of starting our program. Once an initial ASQ has been completed, additional screenings will be conducted during monthly milestones (42 mo., 48 mo., 54 mo., and 60 mo.). The ASQ SE will be completed for each child every 6 months.

If a child shows areas of potential delay, based on screening results, parents will then be asked to give permission for their child to receive interventions. Research based interventions will be implemented in the daycare setting by the daycare staff. Research based interventions may come from the following sources:

- BRIGANCE Readiness Activities
- ASQ Readiness Activities
- Handwriting Without Tears Activities
- Basic Skills Checklists

A child with areas of potential delay will receive interventions for a total of 6 weeks. Progress monitoring will be documented weekly for the six week period.

If a child does not make progress in the areas of concern, after interventions are implemented, then our Early Eagle Staff will meet with the parents and discuss a referral to the Graves County Preschool Program.

All students will be continually assessed, using Teaching Strategies Gold. Progress reports will be shared three times a year (fall, winter, spring).

Policy for Caring for Children with Special Needs

We are committed to working in partnership with families whose children have Individualized Family Services Plans (IFSP) or Individualized Education Plans (IEP). We will attend ISP or IEP meetings when requested by parents. A copy of your child's IFSP or IEP is kept on file at your child's center. Our daycare staff refer to the child's plan to support the goals and objectives within the classroom. Additionally, we will collaborate with all professionals providing services for children with IFSP's or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center. All fees charged by any consultants or professionals are the responsibility of the family.

Outdoor Gross Motor Policy



Physical activity is an important part of school readiness. When children are active, their brain develops and works better. Children go outside for a minimum of 60 minutes per day, except during inclement weather (When weather, air quality and environmental conditions pose a significant health or safety risk as identified by the National Weather Service (wind chill factor at or below minus 32 F or temperature above 90 F.))

At Early Eagle Academy, we recognize that children come from a variety of backgrounds, cultures, traditions, and experiences, which will influence their attitudes around physical activity and exercise. Children can gain cultural awareness by exchanging games and engaging in a variety of physical activities together.

It is important to send your child in appropriate attire for the weather. Coats, gloves, and toboggans are encouraged during colder months, rain jackets during spring months, and cooler clothing for the summer months. Making sure your child's name is on each item of clothing is also important, to ensure that they receive each piece of clothing at the end of the day.



Parent Handbook Acknowledgment

Early Eagle Academy agrees to provide childcare for:

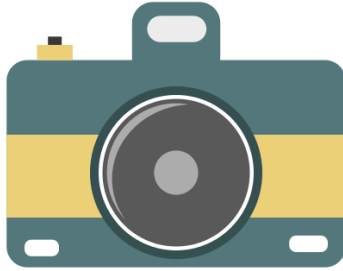
(First and last name please)

Payment per week will be based on the care needed, which is the parent's responsibility to pay or to ensure that appropriate measures have been taken to apply and be accepted into the CCAP program.

Parents agree to the following:

1. Tuition is to be paid monthly, bi-monthly or weekly and is due by the 1st and 15th of each month (or by Monday of each week if paying weekly).
2. There will be a \$25 charge on each returned check. More than two returned checks will result in "cash only" payment.
3. If tuition is not paid after the second week of non-payment, I understand that my child cannot attend the program until all balances are paid.
4. If your child is ill or does not attend the program for any reason, I understand that the **full amount** of the weekly fee remains due.
5. *Early Eagle Academy* closes each day at 5:00 PM. A late charge of \$5 per child for each fifteen-minute interval past 5:00 PM will be assessed.
6. *Early Eagle Academy* follows their own calendar, as noted on the *Early Eagle Academy* calendar.
7. I agree to phone the program by 8:00 am if:
❖ My child will not attend **or** my child will be arriving later than usual.
8. If I should find it necessary to withdraw my child from *Early Eagle academy*, I agree to give the program 2 weeks' notice in writing. If notice is not given, fees will be charged.
9. I have read the *Early Eagle Academy* parent handbook and agree to abide by the policies and procedures stated within.
10. I understand that if I have not paid my child's tuition by the Monday of the following week, then a \$25 late fee will be added to my child's tuition bill.

Parent Signature: _____ Date: _____



Permission to Photograph/Videotape 2024/2025

Throughout the year, your child's lead instructor will be taking pictures or videotaping your child to show progress, to share with our community, to share in our Monday Message or to place in our end of the year book. We cannot use your child's photograph or video footage without your permission. Please fill out the form below and return to your child's lead instructor to give us permission to take/use your child's photograph/video footage for educational purposes.

_____ Yes, I give permission for my child's photograph/video to be taken.

_____ Yes, I give permission for my child's photograph/video to be used for educational purposes.

_____ Yes, I give permission for my child's photograph to be used in the newspaper/local media.

_____ Yes, I give permission for my child's photograph to be placed on the Early Eagle Academy Facebook page.

Child's Name:

Parent's Name:

Parent's Signature:



Walking Field Trip 2024/25

Due to childcare regulations, we are required to get permission for children to walk to a facility that is outside of the childcare room. For our Graves County Sites, our playgrounds are located close to our rooms, but still require us to get permission from parents to go on a “walking field trip”. If you give permission for your child to go to the playground that is located on our premises, please fill out the form below and return to your child’s lead instructor. In the case of it being too hot or too cold to go outside, we will go to the gym for gross motor time. We also have to have permission to go to the gym. If you give permission for your child to go on a “walking field trip” to the gym, please fill out that portion of the form.

_____ Yes, I give permission for my child to go on a walking field trip to the playground on the premises.

_____ Yes, I give permission for my child to go on a walking field trip to the gymnasium on the premises.

_____ Yes, I give permission for my child to go on a walking field trip to the cafeteria on the premises.

Child’s Name:

Parent’s Name:

Parent’s Signature:

