Green Tree ACADEMY

Parent Handbook

At Green Tree Academy, we have the confidence to set the bar high and the ability to exceed that bar
and we act and sound accordingly
Everything we do, we do with Compassion, Love, and Care

And as educators and caregivers
we are automatically examples and role models in the eyes of our children and their parent

Green Tree Academy
run and managed by
Nur Islamic School of Louisville

Contents

CENTER HOURS: 3
OFFICE HOURS: 3
VISITOR AND VOLUNTEER POLICY: 3
ADMISSION: 3
TUITION: 3
LATE PICKUP: 4
DRESS CODE: 4
ARRIVAL: 4
DISMISSAL: 4
DAYCARE CLOSINGS: 5
CHANGE OF ADDRESS/PHONE NUMBER: 5
HEALTH: 5
MEDICATION: 6
DISCIPLINE: 6
TECHNOLOGY USE: 7
CONFLICT RESOLUTION: 7
NAP TIME: 8
TOILET TRAINING: 8
INFANT/ TODDLER CARE: 9
ASSESSING PROGRESS AND DEVELOPMENT: 9
PARENT BULLETIN BOARD: 9
EVALUATIONS: 9
GRIEVANCE POLICY: 9
DISCHARGE POLICY: 10
CHILD ABUSE AND NEGLECT: 10
CHILDREN AND PARENT RIGHTS: 11
DISASTER PLAN: 12
Off -Site Safe Evacuation Location 12
POLICY AGREEMENT 13

CENTER HOURS:

The Green Tree Academy is open from 7:00 am to 6:00 pm, Monday through Friday and is closed for ten holidays per year.

OFFICE HOURS:

The reception office is open from 7:30 a.m. – 6:00 p.m. Monday to Friday. Parents who wish to speak to a teacher and/or the Director are asked to call the reception office at 502-483-2558 to make an appointment.

**Unless a conference is scheduled, parents are asked to abstain from conferring with a teacher while school is in session. This is so staff will be able to focus their attention on the children under their care. **

VISITOR AND VOLUNTEER POLICY:

For your child's safety, only GTA employees or volunteers will be granted admittance to the buildings during the operating hours. All visitors during the weekdays must report to the reception office. The reception office will provide an escort or direct the individual to the designated person or area. Please keep in mind that parents and visitors are not allowed inside the classrooms. Children are not permitted to bring guests (this includes older or younger siblings, friends, etc.) to the Center.

ADMISSION:

Admission to the Green Tree Academy is on a first-come, first-serve basis. Children already attending and children of employees have priority for new sessions over the established waiting list. Children must turn three (3) years old by August 1st, to transition to the Prek-3 classroom. Only the children whose fifth (5th) birthday is before August 1st can be promoted to kindergarten.

TUITION:

Green Tree Academy fees must be paid by Friday for the upcoming week. You may also prepay for more than one week at a time. If the fees are not paid on time, your child may lose their spot in the Green Tree Academy center. Parents are responsible to pay tuition prior to the week of attendance.

For any failed bank transaction there will be a $40 fee withdrawn automatically with the next tuition.

All full-time children who are may take two weeks of tuition-free vacation during the year and the Center will save their spot upon return. Time taken off for longer than two weeks will have to be paid or the spot will become available to new enrollees.

LATE PICKUP:

The center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. A charge of $30 every 10 minutes' increments will be applied to the accounts of children who are picked up after 6:00 p.m. This fee will not be covered by the weekly tuition or a 3c contract.

Charges will be applied as followed:
6:01 p.m. - 6:10 p.m. - $30
6:10 p.m. – 6:20 p.m. - $60
6:20 p.m. - 6:30 p.m. - $90

DRESS CODE:

INFANTS AND TODDLERS may wear any weather appropriate clothing. PRESCHOOL STUDENTS may wear whatever style clothing that they choose with only two rules:
1) Shorts and skirts/dresses must be knee length or longer.
2) No shoes with heels allowed at any time.

Daily activities include outdoor, active, and messy play. Each child should bring at least one or two extra sets of clothing including tops, bottoms, socks, underwear, and extra shoes (optional) in a plastic gallon-size zip-lock bag labeled with your child's full name. Please place the child's name on clothing and other belongings to help ensure the proper return of all possessions and clothes. Please do not send an umbrella at any time. Umbrellas are unsafe in a large group of children. Your child should have a f**ull-size backpack** that can easily fit extra clothes and folders inside it. This will make transportation of their belongings easier for everyone!

ARRIVAL:

Children are not to be dropped off at the daycare before 7:00 am. And the **drop off time limit is 9.30am** for security/safety and to avoid Teacher/Students destruction. Children should be taken directly to their classrooms, or dropped off by the reception area and a staff member can walk them to their classrooms so they can be checked in. Children are not to be left unattended anywhere on the school's grounds.
Parents/guardians/staff must accompany their children to the classroom.

DISMISSAL:

The Green Tree Academy closes at 6:00 pm. Children will only be dismissed from their classroom. Parents should park their vehicle and come to the center to pick up their children. Each student must be picked up by the parent/guardian or another person listed on your child's registration form. Additionally, the Green Tree Academy will not allow any child to go home with anyone except the parent/guardian or person listed by the parent on the Registration Form. Please make sure you list all people who can pick up your child/children on your child's Registration Form. We must have either a written note, or an in-person request to release your child to a babysitter, carpool, family member, or friend other than specified during enrollment. The person picking up the student must

show identification in order for us to release the child to them. Once a student has been dismissed, he/she becomes the sole responsibility of the adult who picked him/her up. For their own safety, children are not allowed to run in the daycare facility, especially in the parking lot area.

In the event that the parent(s) or authorized person fails to pick up a student or contact the school, the after- school teacher will make a reasonable effort to call the parent's/guardian's emergency numbers. As a last resort, we will contact the local police department for assistance in locating the parent or guardian.

DAYCARE CLOSINGS:

The Center is open year-round except for major holidays. If conditions arise which necessitate the closing of the Center, such as broken water pipes, gas leak, etc. the Office will notify the parents through Hi Mama text messaging app and email. It is the responsibility of the parent to sign up for text messaging alerts with the Center and provide an accurate email address.

CHANGE OF ADDRESS/PHONE NUMBER:

It is the responsibility of the parent to immediately inform the school of a change in address or phone number. Please be sure to contact the office and notify us of the change so that we may update our records. Failure to update information may make it difficult for us to contact you in case of emergency.

HEALTH:

All students must have the appropriate immunizations within the first 30 days of enrollment. Students will not be permitted to stay at the Center on the 31st and subsequent days, until immunization requirements are fulfilled, and the correct form has been submitted to the Office.

Our policy regarding illnesses has been established to ensure the safety, well-being, and health of all of our children and staff. Parents are expected to keep children home when they show signs of illness. If a child has any of the following symptoms, he/she should not come to the Center. If such symptoms occur during the school day parents will be contacted to come pick up the child. It is the responsibility of the parent to pick up the sick child as soon as possible. In addition, the teacher and the Director also have the authority to determine if a child is well enough to stay in school. If your child is exposed to any reportable disease at the Center, you will be notified in writing by the Director.

No child that has the following symptoms will be allowed to remain in the Center. They should remain home for 24 hours after the last occurrence of the listed symptoms. **There are no exceptions.**

- Temperature of greater than 100.5 F
- Vomiting
- Diarrhea
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Difficult or rapid breathing
- Rash or infected skin patch

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If a child contracts any of the following illnesses, please report it to the Office immediately. The child MAY NOT return to the Center without a doctor's note stating the child presents no risks to him/herself or others.

- Chicken Pox
- Tuberculosis
- Lice
- Meningitis

MEDICATION:

The administration of medication is not the responsibility of the Center. The administration of medication, whether prescription or over the counter, is done as a courtesy, provided all Center policies are observed.

All prescription medication to be dispensed must be dropped off in the office by a parent or guardian. Parents/Guardians must sign a Medication Administration Authorization Form every single day the child is on medication**.** The medication must be in the original container with the name of the child, medication, doctor, and the times to be administered on the container. The teacher should be advised of any medication being taken by a child, particularly those that might cause a change in behavior.

No child is allowed to administer his/her own medicine.

FOOD:

Breakfast, lunch, and snacks are provided by the Center at no cost to the parents. A CACFP Income and Enrollment application must be turned in for all children enrolled. Infant formula is also provided but parents can provide their own formula if they would like to use a different brand. If the child has any food allergies or dietary restrictions, please speak to the director during the enrollment and provide a Dr note. **No outside food is permitted**. Parents should not bring food for any child other than their own child. This includes cake, goody bags etc. You are more than welcome to provide food or snacks from home for your child only. .

DISCIPLINE:

Discipline at Green Tree Academy is built on the belief in the dignity of each person. Self-direction, rather than external control, is the aim of our discipline. A climate of mutual understanding, respect, and trust is established to promote self-discipline. Discipline in our policy is to be considered as an aspect of moral guidance and not a form of punishment. The purposes of discipline are:

- To provide a classroom environment conducive to learning for all.

- To promote character training.

The classroom environment will be kept positive, with encouragement for your child at all times. The staff will present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff will encourage self-control, self-direction, responsibility and cooperation. When practical, safe, logical or natural consequences will be presented to the child.

"Quiet time" may be used to remove the child from inappropriate behavior. This period will never be longer than 1 – 2 minutes per each year of age. During a "quiet time" the child will be visually observed by a staff member. Any child displaying unacceptable behavior or not following classroom rules will receive a warning. Upon the third warning in one day the child will need "quiet time." If a child refuses to follow this discipline procedure, a parent will be called to pick up the child at this time and a parent conference will be scheduled. The child may return the following day. The staff will not physically restrain the child in "quiet time."

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary to control the situation. Children will be shown positive alternatives to their behavior.

Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from the Center for the day. Open communication between home and the Center is considered the key to effective discipline.

At no time will a child be subject to corporal punishment (shaking, hitting, biting, pinching, etc.), humiliation, fear, or verbal abuse by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state and past experiences will be considered in discipline matters. Any violations of this discipline policy should be brought to the Director's attention immediately.

TECHNOLOGY USE:

We do not permit the use of technology in our classrooms. Children are not allowed to have any handheld devices such as tablets and cellphones while they are in their classroom.

CONFLICT RESOLUTION:

The Green Tree Academy will make every effort to work with parents of children having difficulties. However, the Center must also serve and protect all children. Children displaying

chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may require the following actions:

1. Initial consultation

The Director may require the parent(s) of any child who attends Green Tree Academy to meet for a conference. The problem will be communicated in writing. Goals will be established, and the parent will be involved in creating an approach toward solving the problem.

2. Second consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

3. Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem; the child may be suspended from the Center indefinitely. The Director may immediately suspend a child any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work anytime the child exhibits uncontrollable behavior that cannot be modified by the Center staff. A parent may be asked to take the child home immediately. Suspensions for the Center may vary from a few hours to an indefinite period of time.

In recognition of the individual student and his/her family, steps taken to discipline a student are kept confidential.

NAP TIME:

Nap time is provided every day for the children. For infants, a crib sheet will need to be left at the Center. No pillows, blankets, bumpers, stuffed toys, or other puffy products are allowed in the infant cribs. For toddlers and preschoolers, a small blanket, and a crib sheet (a perfect fit for nap mats) and a small pillow should be left at the Center. Please mark these items with the child's name. The blanket and sheet will be sent home weekly to be laundered. Please bring them back the following day.

We understand that practices may be different at home and that some children have unique situations (e.g. – twins who may sleep together in the same crib). However, we must follow state licensing guidelines and adhere to our policies.

TOILET TRAINING:

We work with parents in potty-training children who are enrolled at our center. Occasionally accidents will occur, and the staff will do their best to discreetly assist your child with cleaning up and changing clothes. Students entering the Pre-k 3 class must be completely potty-trained and

may not wear pull-ups. Should you have any concerns or questions about your child's toilet training, please speak to the director.

INFANT/ TODDLER CARE:

Children not yet potty-trained will be changed at regular intervals throughout the day and as needed. Parents are responsible for providing diapers and wipes for their child. Please pack several extra sets of clothing if potty-training. When beginning to potty-train at our Center, parents have the option to use pull-ups or underwear. Please include tops, bottoms, socks, and underwear in a plastic gallon-size zip-lock bag labeled with your child's full name. Remember to check the backpack for dirty clothes and replenish the supply with clean and size-appropriate clothing when necessary.

ASSESSING PROGRESS AND DEVELOPMENT:

Your child will be observed throughout the year to assess their development: physical, emotional, social, cognitive, creative, and language. Report cards, progress reports, and developmental assessments will be completed throughout the year. It will provide you with an idea of how your child is developing and progressing. Conferences may be held at any time, if either parent or teacher requests one.

PARENT BULLETIN BOARD:

Parents are expected to view and read the announcements on the bulletin boards within the classrooms regularly to keep informed of what is happening in the Center and classroom. News, announcements, and any changes will also be posted there and emailed to parents.

EVALUATIONS:

Parents have an opportunity to evaluate Green Tree Academy on an annual basis. These evaluations are very important to improving the programs and services offered. Please take time to complete your evaluation of the Center.

GRIEVANCE POLICY:

We encourage parents to contact their child's teacher whenever they have a question or concern. The following protocol is to be followed in the sequence given below:

1. Call the reception office and make an appointment to speak with the teacher.
2. If you do not feel the issue has been resolved, then inform the teacher and make an appointment through the reception office to meet with the Director.
3. After meeting with the Director, if you feel the issue is still not resolved, you must inform the Director about your concerns in writing within 10 days.
4. The Director will present your written concerns to the Principal and Daycare Board within seven school days from the time of receiving your complaint.

5. The Daycare Board will give you a written reply and/or an appointment within seven school days after being contacted by the Director.
6. Within one week after your contact with the Daycare Board (step 5), if you feel the issue has still not been resolved to your satisfaction, you must submit a detailed letter to the Director. Then the Daycare Board will make an appointment with you to hear your grievance along with the Director, Principal, and the teacher. Board decisions are final.

Any parent who fails to follow this procedure will jeopardize their child/children's enrollment at the Green Tree Academy.

DISCHARGE POLICY:

The Center reserves the right to cancel the enrollment of a child for any of the following reasons:

1. Non-payment for two weeks of tuition;
2. Not observing the rules of the Center outlined in the Parent Handbook;
3. Physical and/or verbal abuse of staff, child, and another parent by parent or child.

CHILD ABUSE AND NEGLECT:

The staff is required by law to report any suspected child abuse or neglect to the proper authorities. Staff members will notify Child Protective Services and local authorities. The safety and well-being of the children is our main concern.

CHILDREN AND PARENT RIGHTS:

Children and Parents Right pursuant to KRS 199.898:

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 199.898, or from a provider or program receiving public funds shall have the following rights:

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

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

- the right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and where the children are in the care of the provider;
- the right to be provided with information about child-care regulatory standards applicable; where to direct questions about regulatory standards; and how to file a complaint;
- the right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
- the right to obtain information from the cabinet regarding any type of licensure 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;
- the right to obtain information from the cabinet regarding the inspections and plans for correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- the right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The child-care provider who is licensed pursuant to KRS 199.896, or certified pursuant to KRS 199.892 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.

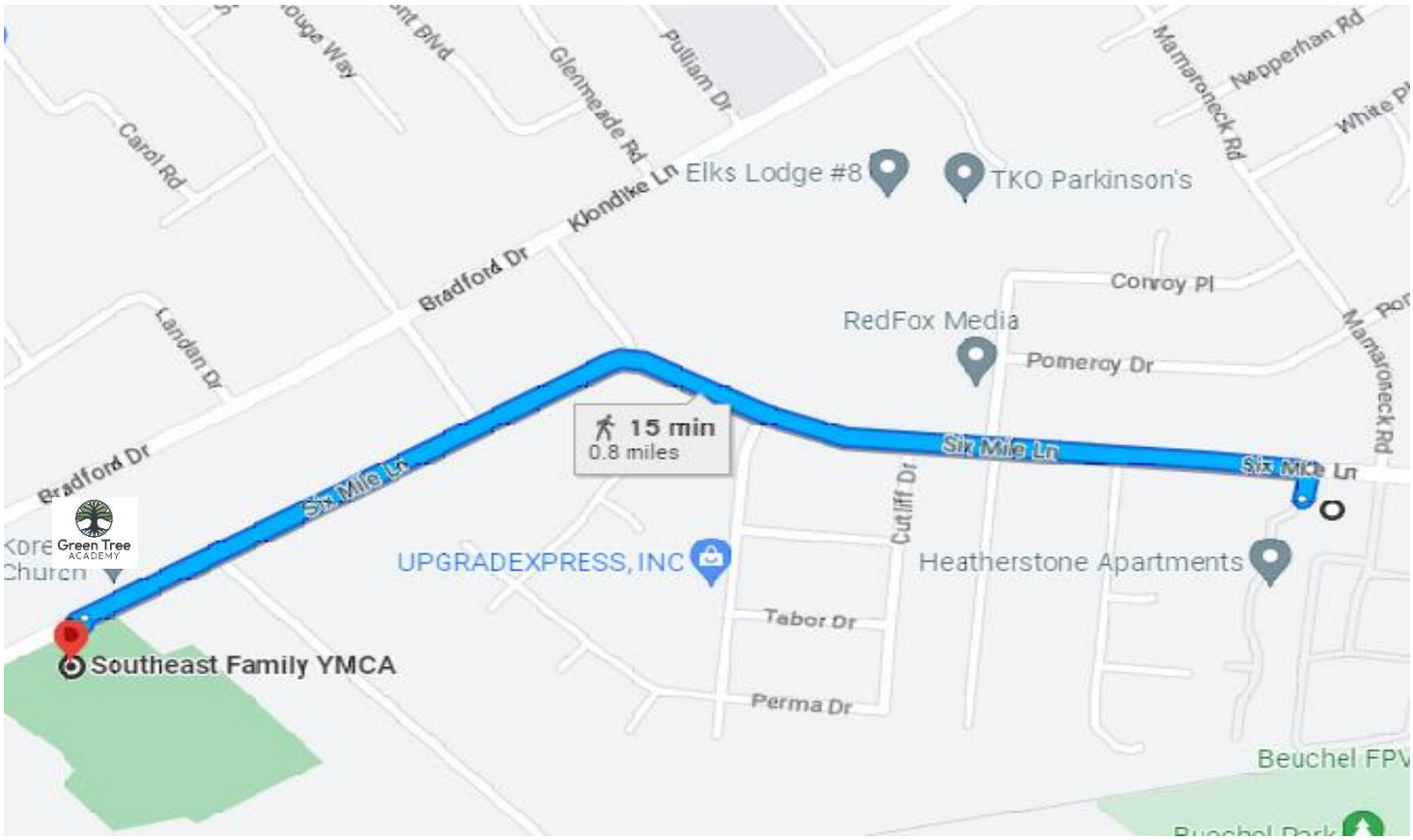
Division of Regulated Child Care
275 East Main Street, 6E-B, Frankfort, KY 40621
Telephone # 502.564.2800

DISASTER PLAN:

In case of EMERGENCY occur that requires to evacuate the site and around, we will walk or drive to the address below

Off -Site Safe Evacuation Location

Off -Site Safe Evacuation Location					
Name of Location	⁎ Southeast Family YMCA				
Street Address	⁎ 5930 Six Mile Ln				
City, State and Zip Code	⁎ Louisville, KY 40218				
Telephone Number	⁎ (502) 491-9622				
Directions/Evacuation route to this safe location *Attach a map if needed	⁎ see below directions with map.				
Is there a written agreement with this location (Recommended as a best practice)	Yes	☐	No	X☐	



I have read, understand, and agree to the terms and conditions of the Green Tree Academy Parent Handbook. I understand that the administration of Green Tree Academy reserves the right to change, add, edit, or omit any daycare rule or policy when it deems necessary.

By signing this agreement, I also give permission for my child to be taken on walking fieldtrips around the daycare.

Child's Name:_____Date of Birth:_____

Child's Name:_____Date of Birth:_____

Child's Name:_____Date of Birth:_____

Child's Name:_____Date of Birth:_____

Parent's Name

_____

Signature:

_____Date:_____

POLICY AGREEMENT

Non-Discrimination Statement

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.