

**Policies & Procedures
Parent Handbook
2017**



Liberty Eagle

ACADEMY



Mission Statement

To empower the creative, self-reliant leader in every child.

Vision Statement

Liberty Eagle Academy will become the premier preparatory education program in West Georgia.

Philosophy

Liberty Eagle Academy provides a quality Montessori Education within a Judeo-Christian moral framework. We encourage and celebrate leadership, independent thought, curiosity, problem solving, creativity, and mutual respect for others, including those we do not agree with. In addition to fostering independence, teachers will guide children to work well with others and adapt to different situations, helping build the foundation for success every parent desires.

Ages Currently Served:**Hatchlings & Young Eaglets**

6 weeks – 17.9 months

Eaglets

18 months – 2.9 years

Fledglings

3 years – 6 years

Future Plans

6 years - College Acceptance.

Montessori is a developmental program. The child's chronological age does not automatically determine program placement. Placement and changes are recommended and decided collaboratively between LEA Faculty and Parents.



Liberty Eagle Tuition & Fees

Tuition for '17-'18 School Year (38 weeks)

Academy Hours: M-F 7:00am - 6:00pm, 52 weeks a year.

Montessori School: All days except holidays and breaks.

Full Day	8:15am – 3:00pm	\$7600
Half Day*	8:15am – 11:30am	\$5100

*(Limited spots for Half day in each class)

Early Stay*	7:00am – 8:15am	\$600/school year
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Late Stay*	3:15pm – 6:00pm	\$1200/school year
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*(Early & Late Stay: \$10 & \$25 per day respectively per availability)

Academy Child Care Coverage (14 weeks)

Available for Summer Break June 5th to August 11th 2017

Spring, Summer, Fall, & Winter Break Childcare Coverage

Fixed \$185/week 7:00 am – 6:00 pm

*End of '16-'17 school year (February to June 2017) see Pro-rated Tuition

Closed Dates: Christmas (Dec 24th & 25th), New Years (Jan 1st), Memorial Day
Day (May 28th), 4th of July, Labor Day (Sep 4th), and Thanksgiving (Nov 23rd & 24th).



Liberty Eagle Academy

2017-2018 School Calendar

July 2017						
Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
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September 2017						
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October 2017						
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29	30	31				

November 2017						
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26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	S
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31						

January 2018						
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February 2018						
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March 2018						
Su	M	Tu	W	Th	F	S
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April 2018						
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29	30					

May 2018						
Su	M	Tu	W	Th	F	S
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27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

School start and end

School Closed

School Breaks



Hatchlings & Young Eaglets (6 wks -17.9 months)

About This Community

Infants and early Toddlers have a safe space to grow and learn in our spacious room (>800 square feet) with inner room boundaries to separate different play and rest areas. We use age appropriate toys and Montessori materials that get your hatchling thinking and moving outside the box. We use cause-and-effect toys, soft block building, songs, and story time to allow your child to learn at their pace as they become more advanced and mobile. Materials adapt to challenge your little ones as they progress and achieve their milestones. Our goals are to provide your child with the following during this experience:

- Social Development/Positive Interaction
- Gross Motor Skills
- Music & Movement
- Exposure to Language & Wide Vocabulary
- Introduction to Patterns, Numbers, Colors, & Shapes

We have a dedicated area for you to come feed your infant if you choose to do so. A daily report is available for you at the end of the day with information of feeding, diapering, and napping habits.



Eaglet Program (18 mo-2.9 years)

About this Community

Your Toddler will be building an integral foundation to learn independence. Some of the skills that are fostered during this time period include:

- Social development
- Gross and fine motor skills
- Language and phonics
- Music and movement
- Respect for self, others, and environment

The small group Montessori experience allows your Toddler to be in a simple, calm, deliberately prepared environment. Our open room has distinct areas where children learn concentration, order, logical sequencing, and practical life skills. The curriculum is under the direction of a trained, certified Montessori teacher. Toward the end of his or her Eaglet phase, your Toddler will be encouraged to use the toilet. Our goal is to have him or her achieve this prior to moving them into the Fledgling class.



Fledglings (3 years – 6 years)

In this Community

Our primary program and curriculum include continuing to foster independence and self-learning. The skills that will come with this curriculum include:

- Further develop problem-solving skills
- Encourage self-discipline, self-confidence, and self-esteem
- Enhance fine motor skills
- Encourage respect for others, self, and environment
- Develop a strong foundation in mathematics and language

The goal is to provide specialized education for children based on their interests and individual pace. Each child is encouraged to explore their world and to focus on tasks because this fosters development and learning. Children work as individuals and in small groups while investigating dedicated indoor and outdoor areas of study. The classroom has specific areas of focus for practical life skills, sensory and motor skills, mathematics, language, reading, geography, science, cultural studies, music, and art. A Certified Montessori Teacher leads this class.



Nondiscrimination

Our policy is to accept any student meeting criteria for enrollment if space is available; there is to be no discrimination of enrollment based on culture, religion, or race. It is our policy at Liberty Eagle Academy to treat each child with respect and neither children nor their families will be treated differently based on culture, religion, or race.

Enrollment

For each child, the following process must occur prior to enrollment:

- Contact us at learn@libertyeagleacademy.com or call 770-744-3870 to schedule a tour of the facility.
- During school visit, information including enrollment paperwork will be given for your review.
- If there is an available spot, a 'Meet and Greet' will be scheduled for your child(ren) to meet his/her teacher. During this time, you may drop off completed enrollment form(s) with a non-refundable registration fee of \$150.
- A Phase In Process (applicable only for Late Hatchlings through Fledglings) may commence following first month's payment.

Summer Camp 2017 (May 22, 2017 - August 11, 2017)

Summer camp is offered on a weekly basis, and all requested weeks (Summer Camp Application form) and deposit must be completed by May 1, 2017.

To be considered for Summer Camp, you must email Learn@LibertyEagleAcademy.com for more information and to schedule your school visit.

Summer camp is fixed \$185/week with hours of 7:00am-6:00pm. During Summer Camp, you are responsible for providing lunch (label sack lunch and if needing refrigeration, place labeled lunch in our refrigerator at front office). Drinks and snacks will be provided. We offer catered lunch for \$30/week during Summer Camp.

Payment

School tuition can be paid in full or in two separate biannual installments for a 2.5% or 1.5% discount, respectively. Otherwise, all fees are to be paid monthly in advance (first month's payment is due prior to beginning first day of class). The monthly payment will be due on the first school day of the month with a check or checking account direct deposit. An invoice is issued each month if being paid monthly (Ex. If the child starts school August 5, the first monthly payment is due prior to August 5th and the second monthly payment is due the first school day in September). Each monthly payment is the total tuition divided by the number of months in the school year.

An email invoice will be issued to biannual or monthly payers. Auto draft will be an option for monthly payers. Reminder notices may or may not issued if payment has not been received up until the due date. If payment has not been received within 7 days after due date, then a notice will be issued. Late payment fee of at least \$25 may be applied.

Tuition prices are listed under 'tuition;' the cost of these fees will be reviewed every school year, and the Director will approve any possible changes. Any changes that are going to be made will be outlined in a formal email to parents well in advance.

If a child is to begin the school year after it has begun, the Director will prorate the pricing. If a child would like to enter the early stay or late stay program after the school year starts, this may



also be prorated by the Director but requires at least five business days and a signed contract by Director and Parent prior to taking effect.

If there are sibling(s) attending Liberty Eagle Academy as well, there is a multiple child enrollment discount of 5% each child's school tuition (does not include early/late stay). There is no sibling discount for Summer camp or other childcare breaks.

If parents are experiencing financial difficulties anytime during the school year relating to the payment schedule, it is suggested that they contact the Assistant Director. In the event of failure to pay fees, parents will be notified that care will cease if payment is not made in full.

Phase In Process

This phase in process is typically only applicable for Late Hatchlings through Fledglings (9/10 months – 6 years). We recommend having the option to have the child 'visit' on their first day, just in case they are not ready for fully transitioning into their new environment for the entire school day. During this visit, we will have the child in the classroom and the parent in the lobby/office area for 30 minutes. If the child adapts well, he/she can remain in the class the rest of the day. Each child is different and the phase in process will be tailored to each child.

School Breaks

Base school tuition does **NOT** include Spring, Winter, Fall, and Summer breaks. Montessori school is out one week in the Spring, approximately 10-12 weeks in the Summer, one week in Fall, and two weeks in the Winter. Liberty Eagle Academy offers childcare during these weeks for additional money.

The hours of childcare during Montessori breaks are:

7:00am – 6:00pm and costs \$185/week.

For catered lunch during this time costs \$30/week

The child care provided on these breaks will consist of more play-based exploration and outdoor play (weather permitting). We may occasionally have a fun movie at these times. Childcare during school breaks will require lunch be provided by parents (sack lunch); if lunch needs to be refrigerated, please put labeled lunch sack in refrigerator in front office after dropping child off. Drinks and snacks will be provided. For \$30/wk additional, catered lunch can be provided. This is a program that is to be signed up for at the time of Summer Camp or other childcare week; it is not a program to choose on a week-by-week basis.

Items for Child to Bring for Cubby

Each teacher will give you a list of required items to bring for cubby. Infants have a dedicated crib and crib sheet provided by our facility. Crib sheet will be sent home weekly (Friday), for laundering. If soiled prior to Friday, it will be sent home sooner. We have extra crib sheets until you return the cleaned sheet. Infants are not allowed to sleep with a blanket (see Sleep Policy).

Toddlers will have a dedicated cot and cot sheet. You may also provide a naptime blanket. Cot sheet and naptime blanket will be sent home weekly (Friday), for laundering. If soiled prior to Friday, it will be sent home sooner. We have extra cot sheets and blankets until you return the sheet and blanket.



For Infants and Toddlers, provide the following prior to or on the first day of school: Diapers, Wipes, Diaper Ointment, two full sets of clothes, water bottle, and a coat, hat, and mittens when weather gets chilly. Please be sure to label **all items** with your child's name. Toddlers will also need a naptime blanket, 3 pairs of underwear (if potty training), and an extra pair of shoes and socks.

For Primary Students, provide a water bottle, two pairs of underwear, two sets of clothes, a coat, hat, and mittens when weather gets chilly, and an extra pair of shoes and socks. Please be sure to label **all items** with your child's name.

If you would like, you can bring sunscreen and/or bug spray for Toddlers and Primary Students. Please remember to label items for their cubby.

Transportation

There is no transportation provided by the Academy. A Parent or Guardian or designated individual approved by the Parent or Guardian (specified in Application packet) is responsible for dropping off and picking up the child on time.



Arrival/Departure with Children

Arrival

When arriving, parents are to walk the child up into the building's front entrance and sign their child in at the front office. The teacher assistant or other staff member will walk the child and his/her belongings to his/her classroom. If it is prior to 815am and the child is enrolled in the early stay program (7am-815am), the parent will bring the child into the building and sign him/her in at front office. The parent will drop him/her off to the early stay 'indoor play' area that is just left of the entrance. The staff member(s) are located in the indoor play area and will receive the child and his/her belongings. If the child has breakfast to eat at the school, we request that he/she arrive prior to 745am to allow at least 15 minutes to eat. Children will eat their breakfast in one of the designated classrooms.

Children who are not in the early stay program are not to enter the building until 815 am. If they do, and they are not in the early stay program, they will be placed in the indoor play area with staff, and the parent may be charged a fee of up to \$30. If this becomes a problem, the Director or Assistant Director will speak with the parent to come up with a better solution (add the child into the early stay program).

Departure

Parents will enter the front entrance to sign out their child at the office on attendance sheet. The teacher assistant will escort the child from the class with his/her belongings to the front office where he/she is handed off to the parent.

Half-Day Programs start at 815am and finish at 1130am. The Half Day Students are to be picked up from 1130am sharp. If not picked up by 1145am, they will stay at the Academy and the Parent or Guardian will be charged a late fee of up to \$70 per child.

Full-Day Programs start at 815am and finish at 300pm. Pick up time is from 300pm – 315pm. If not picked up by 330pm, the child will be in the 'late stay' area (outdoor play or indoor play area) until the parent arrives. A fee of up to \$50 will be applied to the account of the parent.

Late Pick Up

Children not picked up by 330pm (who are not in late stay program) will be charged a late fee up to \$50 per child. If office is given advanced notice and there is availability for Late Stay for the child or children, the Parent can pay a one-time fee of \$30 per child to keep their children in Late Stay for that particular day. Children not picked up by 600pm will stay at the Academy with one of the staff members that will have to stay after-hours until Parent, Guardian, or preapproved individual picks up the child. We charge \$15 per child every 15-minute interval that the parent arrives after closing (this is rounded up to the next 15 minute interval – 16 minutes late will be charged \$30 late fee). If more than one hour passes and the school cannot contact parent or anyone listed on child's emergency release form, the law requires that we contact Social Services, who will then pick the child up for safekeeping.

Child Absences

Please notify the staff if your child will be absent and include the reason for the absence. It is for the child's benefit to be in class on a daily basis for consistency. Frequent tardies, frequently removing the child in the middle of school day and/or having several absences is not in the best interest of the child for our program. There is no refund for child absences.



If the child has been injured or seriously sick, we will need an excuse allowing the child to return to resume normal activities.

Meals Provided

Lunch is served to all Full Day Students (after departure of Half Day Students). This is a catered lunch that consists of a protein, fruit, and vegetable. All students are served a morning snack. Late stay students have an afternoon snack after outdoor play (weather permitting).

Parents Provide Snacks

This is based on a rotating weekly schedule. When the parent is assigned, they are to provide enough snacks for the children in the class for the week. This should be enough food for the entire class to have two snacks a day; you do not need to bring a drink. A recommended list with a satchel to carry the snacks to class is provided.

The recommended list includes a description of some of the healthy snacks we recommend; these include, but are not limited to (we will cut and prepare the food; please do not prepare the food unless teacher requests):

Bananas	leave peel on
Melons	cut and packaged from store
Oranges	leave peel on
Clementines	leave peel on
Cheese	low fat, string cheese individual packages
Crackers	prefer whole grain (ritz, cheez-its, wheat thins)
Rice cakes	prefer brown rice
Bagels	prefer whole wheat
Muffins	prefer low sugar
Yogurt	low fat; avoid high sugar content
Blackberries	berries in pint size at grocery store
Blueberries	
Raspberries	
Veggie Stix	
Mixed fruit	in individual containers (no grapes if infant or toddler class)

Based on licensing criteria, we cannot have any snacks or foods with peanuts or peanut butter in them. Please read ALL labels of processed snacks (like muffins) to make sure they do NOT contain peanuts. Depending on other allergies of fellow classmates, snack list specific to class may vary and request to avoid specific snacks.

Lunch

Lunch is provided daily by our licensed catering service, Janine Lewis' 4UCatering. Current menu will be posted at lobby/office area. Each meal provides a protein, vegetable, and fruit. Milk (almond or soy milk as substitute for lactose intolerant) is provided for morning snack, lunch, afternoon snack, and after school snack. Water is provided throughout the day. Occasionally, juice may be offered with early morning snack or on special occasions. There is a sample menu in the appendix.



Special Dietary Needs

If your child has special dietary needs due to allergies, other medical considerations, religious beliefs, we will do our best to accommodate them. We encourage you to provide a stock of acceptable snack that we can give your child when we are in doubt of a group snack's suitability. This is a good idea in cases where identification of problem food can be difficult, such as wheat gluten for individuals with celiac disease, and where the consequences of accidental ingestion are serious. Please work with your child's teacher to communicate these needs and coordinate appropriate snacks as needed.

Feeding Procedure for Infants and Toddlers

Infants are fed formula or breast milk from bottles that are labeled with their name and current date. Bottles are kept in refrigerator and can be warmed with bottle warmer prior to feeding. Left over milk in bottles is given back to the parent at the end of the day. The parent will return the bottles, cleaned and with fresh formula or breast milk for each feeding for the following day. Infants are fed according to the written daily feeding plan provided by the parent. Infants that are eating baby food will be fed the provided sealed, labeled (name and current day) food.

Outside Play

We encourage playing outside. All children, including infants, benefit from being outdoors. We recommend parents bring a coat, mittens, and a hat for chilly days and to even consider keeping a coat and hat in your child's cubby. Primary, Toddlers, and Infants go outside to explore and play during the school day if weather permits. Toddlers and Infants have a dedicated outdoor area that is separate from the primary students' outdoor environment. The primary students have their own exit to their separate outdoor play area. Late stay often times will be outdoors.

Extreme cold, heat, wind, or rain, snow or sleet may at times prevent outside play. If this is the case, the indoor play area will be used for physical activity.

Sunscreen and Bug Spray

A parent can apply sunscreen prior to arriving to school. A second application may be applied if requested by parent (provides sunscreen and has signed form allowing application). The same applies to any bug spray. These will be kept in the child's cubby. If your child is in Late Stay, we especially ask you to consider this.

Diapering Procedures for Infants and Toddlers

All employees who diaper undergo training and periodic assessment of diapering practices. Diaper changing is done on surfaces that are non-porous and dedicated to diaper changing. Prior to changing diapers, proper hand hygiene is performed and all necessary items are taken to the changing area (if not already at the changing station). During diaper changing, wipes and diapers provided by the parent will be used. If diaper cream is to be applied (supplied by parent), non-porous non-latex gloves will be worn to apply this. Soiled diaper will be deposited in a specific airtight container that is specific for soiled diapers.

Any soiled clothes will be put in a hands-free plastic bag and returned to parent for laundering. Any soiled crib sheets or nap blankets will also be put in a plastic bag for laundering. The child's hands are washed with soap and water following the diaper change. The diaper-changing surface is then disinfected. The child is returned to an area of play or rest while the caretaker washes his/her hands. Our diaper changing area is not near a feeding area. The caretaker never leaves the child



during the diaper-changing process. For more information of this policy, this is posted in our building.

Toilet Training Procedures for Toddlers

A calm easygoing approach to toilet training is used. Caregivers learn the words the child's family uses for body parts, urine, and bowel movements to be consistent. Caregivers also learn what the child is doing at home that signals toilet time. It is important to help children recognize when they are urinating or are about to have a bowel movement. They must be aware of what they are doing before they can do anything about it. It is important that children are dressed in elastic banded pants that are easy to pull down and back up. When a child is giving signs of having to use the toilet or tells caretaker they have to use the toilet, the child is taken into the bathroom to help undress and be seated on the toilet. Caretaker sits by the child for a few minutes. After this time, the child is helped with the rest of the routine and praise is given. The child is not forced to sit on the toilet against their will or for long periods of time. We aim to not set up a power struggle or negative feeling toward toilet training. Occasional accidents are normal. The child is cleaned and changed immediately.

For the toilet training child, extra underwear (at least 2-3 pairs) is requested to keep in his/her cubby. If underwear is heavily soiled with fecal matter, we will dispose of as much fecal matter as possible in the toilet prior to bagging it for its return home. You may request for in such scenarios for us to discard of the underwear if you do not want it returned.

Nap and Rest Time

There is a set nap period time of 1.5-2.0 hours required by state licensing for preschoolers. Napping mats/cots and sheets are provided. Toddlers and primary students must bring a blanket from home. The blanket and bedding will be sent home each Friday for laundering (including the infant's dedicated crib sheet, if using crib). This may be sent sooner if soiled.

Progress Reports

There is an initial six (6) week parent-teacher phone conference for all children's parents after the start of the school year, to discuss how the child is settling in. From that point forward, there are only bi-annual parent-teacher conferences (via phone or in-person) unless the parent or teacher request additional conference(s) and are approved by Assistant Director. Documentation of the student's progress will be made to communicate his/her learning skills and these will be placed in his/her student file.

Guidance & Discipline Techniques

A Montessori approach to discipline consists of a delicate balance between freedom and discipline. Like any part of Montessori education, it requires respect for the child. Instead of giving a child an ultimatum or open choice, we give them a limited choice. For instance, when you are about to clean your child for the night, don't ask him/her if he wants a bath. Instead asks if he wants a shower or a bath. Either choice results in the end behavior/result wanted, and the child had the independence and respect to make a choice. In our classrooms, we have a dedicated area for a child to calm down. If he/she gets frustrated with a task or has a conflict, we take them to a quiet, calming area until they have regained their composure.

Family Access & Visitors

Caretakers will communicate with parents/guardians in a positive manner that encourages the parent-child relationship. Confidentiality will be of utmost importance with regards to family issues and personal lives. The parents are able to access all Academy's areas used by the child including the child's classroom, indoor play area, and outside play area. Parents may visit or bring



other relatives to visit the academy; convenient times will be scheduled with the Assistant Director. All visitors are required to sign in the visitor's book that is located at the main office; visitors are restricted to public areas. Visitors are to make appointments prior to arrival by calling facility or emailing learn@libertyeagleacademy.com so as to be cleared prior to arrival.

Field Trips

We do not currently plan to participate in field trips this school year.

Sponsored Religious and Cultural Activities

Liberty Eagle Academy is a Montessori Education based on Judeo-Christian values. We will learn about and appreciate different cultures and religions throughout the year. We recognize Valentine's Day, Easter, Mother's Day, Father's Day, July 4th, Halloween, Veteran's Day, Thanksgiving, Christmas, and New Year's. We reserve the right to celebrate any and all of these occasions (along with others not listed) at our facility with the class. Any holidays that are days off with no childcare alternative, does not affect the price of that childcare week (the tuition is the same despite having no childcare one day for Christmas).

Birthdays

Your Lead Teacher will give you specific instructions regarding Birthday celebration, if you would like the class to celebrate your child's special day. The teacher will give instructions regarding bringing in enough fun snacks for the class to enjoy that day.

Show and Tell Day

We will occasionally have a curriculum in the class that will call for a 'Show and Tell Day.' This is typically for the Primary class (3-6 year-olds). Lead Teacher will send more information regarding this to you if your child would like to participate.

Bring a Parent to School

Occasionally, we may have special occasions, where a parent is invited to spend lunchtime or another part of the day with their child. We believe this is important to involve the parent in some of the festivities and celebrations that the child experiences. When this occurs, the parent is to sign him or herself in during the visit and sign out following the visit (in visitor log with name, date, and initials).



Child Illness & Injury Policy

Parents will be notified if their child has an illness, injury, or symptoms of a communicable disease (such as strep throat, influenza, RSV, pink eye, cold sore, ear infection, common cold, most sore throats, bronchitis, bronchiolitis, croup, and pneumonia; there is a chart in our facility with these listed).

We will contact parent by phone and ask for them to pick up their child if they are displaying symptoms of a communicable disease including: a fever of 101 degrees or higher, sore throat, diarrhea, or other concern. The child will be removed from the class and placed in the office until their parent arrives. The child cannot return until after 24 hours without fever or diarrhea and other symptoms are improving. For cold sores, lesions should be scabbed over and drooling controlled. For pink eye, the child's return is permitted per recommendation of their physician.

If there has been an injury (minor cut or scratch), an incident report will be filled out and given to parent when he/she arrives. A copy of this report will be placed in the student file.

If the injury is a result from a head injury, any limping or swelling of joint, or if the child is inconsolable following the injury, the parent will be notified by phone to check on and/or pick up their child. An incident report will be filled out.

We are also required to report any suspected case of notifiable communicable disease to the local county Health Department. We will let parents know if their child was exposed to a communicable disease with an email as well as a letter posted on the classroom door and front entrance to the academy.

Vaccination Policy

We need current copy of each child's received vaccinations that is signed by your Pediatrician within 30 days of enrollment; this is easily obtained by the Pediatrician office or can be faxed to our office at 770-744-3870. This can also be emailed it to learn@libertyeagleacademy.com. If child elects not to have vaccine(s), a written explanation from the Pediatrician with a signed affidavit against such immunizations must be given for Director's consideration.

Daily Medication

If your child needs a daily dose of medication during school hours, please do following:

- Complete attached Parent Permission Form
- Ask your child's physician to complete the attached Medication Order form, or submit their own form with the same information
- Meet with the Director or Assistant Director to discuss your child's needs and develop a care plan while in school.

Medication Administration & Recording

We recommend student medication be administered at home. However, at times, it is necessary for medication to be given during school hours. By law, the Academy is required to have written orders from the student's physician and written permission from the student's parent to administer the prescription medication to child. It MUST be in its original prescription container with the label attached (may need to ask for an extra bottle at the pharmacy).

All medication must be kept in the director's office. Teachers and staff are not allowed to hold, keep, or administer non-emergency student medication. The parent will have to deliver the medication needed for that day in a bottle (with prescription label) each day. Only the amount of medicine needed for that day can be on hand for that day. The parent will hand the medication



bottle to the Assistant Director who will keep it in our office locked in a drawer. The medication form that the parent fills out will have the time of medication delivery (preferably right after lunch at 1230pm if a daily medication). It will be the Assistant Director's role to take note of the time and at appropriate time to call for the Teacher Assistant to walk the child to the office for medication dose. After medication is administered, the TA will escort the child back to the class. The same staff member each day will be assigned to deliver the medicine. The bottle will be returned to the parent when he/she picks up the child.

If there is a noticeable adverse reaction to a medication, the Assistant Director will contact the parent or emergency contact immediately. If the child begins to develop systemic symptoms, the Assistant Director will dial 911. An incident report will be filed under student to describe the medication and adverse reaction, timing of adverse reaction; the child's information will be updated in our file regarding any new allergies or adverse reactions.

Medication for Asthma & Allergies (inhalers, nebulizers, and Epipens)

If your child has asthma or life threatening allergies, it is essential that we have all information and medication before it is needed. If your child has ever needed an asthma medication or been prescribed an Epipen, do the following:

- Complete attached Parent Permission Form
- Submit a copy of your child's Allergy Emergency Plan/Asthma Action Plan or ask your child's physician to complete the attached Medication Order form, or submit their own form with the same information
- Meet with the Assistant director or Director to discuss your child's needs and develop a care plan while in school.
- We will need a copy of a doctor's note with the allergies for which the Epipen is indicated for.

Emergency Medical Care

Children will be taken by ambulance to Tanner Medical Center 705 Dixie Street, Carrollton, Georgia 30117 for emergency medical care unless parent specifies other location in Application Form. In setting of an emergency, 911 will be called and child will be transported by ambulance. The parent will be notified by phone immediately after calling 911.

Protection of Children

We want our children to be in a safe, healthy environment. In the event of a **severe weather threat**, there may be the need for early departure, delayed arrival, or cancelled school day (ex. snow storm bringing inclement weather). If this is the case, parents will be notified by email with instructions. Emergency drills will be done routinely throughout the year to account for any events such as a fire, tornado, or any problems necessitating removal from the premises.

For any reason to evacuate the building, 911 will be called to notify emergency responders, an alarm will be sounded, staff will check assigned locations where students may not hear alarm, all students will be evacuated to safety location along with staff to designated areas. When outside the building we take attendance and report missing, extra, or injured students to building administration, render first aid as needed, continue to contain and maintain students, wait for additional instructions, and wait for emergency responders to arrive.

Further details are outlined in each scenario in appendix under Emergency Policies; these are also posted in our facility for staff and parent viewing. They include specific emergency plans for fire,



severe weather, tornado, and physical plant problems. It is of note parents will be contacted by phone any time there is an emergency evacuation.

In addition to protecting your children from fires and weather hazards, we are required to report any suspected case of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

Additional Information/Posted Notices

If you would like further details of our operations, the following is posted at our facility in our office: license, copy of rules, review of our most recent evaluation report, a communicable disease chart, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather and fire, and statement for visitors.

Respectful Student Behaviors

To encourage a positive atmosphere, our expectation is to treat each other with grace and courtesy. Each student should work to:

- Be Honest. Admit to errors and mistakes.
- Be helpful and caring.
- Treat fellow students with the respect and dignity as you would want to be treated.
- Use appropriate language.
- Show responsibility for your work and behavior.
- Think before you act.
- Respect people and property.
- Make healthy choices.
- Respect parents and teachers.
- Take pride in your school.
- Choose to do what is legally, morally, and ethically, right.

Intolerable Student Behaviors

The following behaviors will not be tolerated and will result in exclusion or suspension from school.

- Any action or threat of an action that could jeopardize the safety and well-being of others.
- Any criminal behavior
- Unacceptable physical contact or sexual harassment.
- Possession of a weapon.
- Possession of illegal drugs

Harassment Policy

Liberty Eagle Academy believes everyone should be treated with grace and courtesy. Students and employees have the right to function in an environment free of harassment. Examples of harassment include but not limited to:

- Acts of physical violence against students, employees, their families, and/or property.
- Derogatory comments and/or discriminatory actions against students, employees, their families. These acts may include but not limited to: gossiping, swearing, name-calling, threats, and wrongful allegations.
- Any unwanted, unwelcomed sexual advance or sexual oriented behavior made by a person who knows, or who ought reasonably to know that such attention is unwanted



- Any other behavior/acts, which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect and results in a feeling of powerlessness.

Inappropriate Language

Liberty Eagle Academy defines inappropriate language as racial slurs, profanity, and any other language that is meant to degrade, taunt, bully, or slander another individual. Should inappropriate language be used, consequences in Exit Strategy will be employed. Depending on the severity of the offense, the Director may determine that another consequence is appropriate that may include, but not limited to suspension from the school.

Public Displays of Affection

Inappropriate hugging, handholding, kissing, and other similar physical contact is not permitted.

Improvement Plan and/or Exit Strategy

If the child has become disruptive and harmful to others, the Lead Teacher will inform the Director. The Lead Teacher may have a conversation with the parent about the behavior and come up with ways to try to improve or rectify the behavior. Depending on the severity and/or repeated pattern, a conference may be set up with the parent and Director with or without the Lead Teacher present. We will come up with an improvement plan at school and home for the child; there will be a date for reassessment. If there is no improvement at the time of reassessment, another meeting will take place with the Parent, Director, and/or Lead Teacher. We may recommend additional One-on-One teaching, which would incur additional tuition to cover the added expense.

A decision will be made in the best interests of the child and other children if they are being negatively impacted. This may include immediate termination of the child's enrollment at the Academy depending on the severity of the behavior, and if this is the case, refund of remaining time (prorated tuition) may be given to parents based on Director's discretion. If there is harm or criminal activity performed by any child, parent, or staff member, there will be immediate termination without any improvement plan. Proper law enforcement will be notified if needed.

Cancellation of Care

Cancellation of care is handled on a case-by-case basis. Because our class is on a school year schedule and payment is for the school year position taken for that class, refund is typically not given; the remainder of any unpaid school year tuition will be expected. Special circumstances will be considered. A conference or phone call with the Director or Assistant Director can be scheduled with out office regarding this by emailing learn@libertyeagleacademy.com or by calling our office to schedule such communications.





APPENDIX

Safe Sleep Policy

All childcare providers at Liberty Eagle Academy will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases:

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Sleeping infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep any place other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
15. Our childcare program is a smoke-free environment.



Emergency Plans

Fire

- 1) Assistant director will pull the fire alarm if alarm has not gone off.
- 2) He/she will call 911. He/she will inform all staff by two-way radio to proceed with evacuation as per fire emergency procedures. Director will then walk outside to front driveway to make sure emergency vehicles can see entrance of childcare facility. He/she will take two-way radio and cell phone with them as well as employee attendance roster.
- 3) Each lead teacher will grab the mobile first aid kit and gather students to take them outside through class door that goes directly outside. He/she will walk outside to lead/escort the students to location outside that is at least 400 yards from the door (predetermined place). It is important to stay low to ground to avoid smoke inhalation.
- 4) The TA will stay at the door exit to ensure all of the students exit the door. He/she will check places in classroom that child may be hiding including bathroom. He/she will have attendance roster and two-way radio. After last student departs, TA will trail behind the line of children (who are encouraged to walk in a single file line). He/she will then take attendance roster of children. He/she will communicate to the assistant director that all students have been accounted for after taking attendance.

Of note, the infants and early toddlers will be evacuated with a portable play yard. There is an envelope with the attendance roster and emergency contact information for each child in the infant/early toddler room. In this case, the Teacher and TA will assist getting all of the children in the portable play yard and push this according to evacuation plan to the safe area outside.

- 5) Once safely evacuated, teacher will make sure no one is hurt and in need of any first aid attention. If any serious inhalation issue or other injury, teacher will notify the assistant director by two-way radio to notify EMS; she will inform of their location.
- 6) Upon arrival of fire department, the assistant director or designee shall establish contact with senior fire department official and coordinate subsequent activities with him/her.
- 7) All staff members and children should be accounted for and safe. Director will communicate to each class via Teacher or TA by two-way radio to ensure all attendance rosters are used to account for all children and to make sure all staff are accounted for. Director will contact parents to inform of evacuation once everyone is safely evacuated.

8) If the fire is small, any of the facility's fire extinguishers may be used to put it out, if staff member has received proper training. Although there should be no hesitation regarding use of fire extinguishers, the fighting of any fire by staff members should only be taken if there is no imminent danger. Of note, if smoke is yellow, there may be toxic fumes and evacuation should ensue immediately as listed above. If smoke is gray with brown wisps, it may be an electrical fire; the area should be evacuated immediately. If smoke is gray-black which is indicative of a primary fire.

Bright from the Start will be contacted within 24 hours regarding the fire at 404-656-5957.

LEA Facility Fire Extinguishers are located: one in each classroom, and one at least 75 feet apart from another; this is posted in facility on fire evacuation map.



Tornado

In the event of a Tornado watch, the Assistant Director will have NOAA weather radio with warning alert and battery backup; the Assistant Director will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.

- 1) The Assistant Director will notify the staff of the tornado watch and have them be on alert for implementation of an emergency (no outdoor play at this time).
- 2) Teacher Assistants will get their flashlights, two-way radio, attendance roster, and mobile first aid pack ready.
- 3) The Assistant Director will have staff attendance roster, two-way radio, bull horn, cell phone, and NOAA weather radio on hand. He/she will have local weather station on computer for up to date alerts as well.

In the event of a Tornado warning:

- 1) The Assistant Director will turn on the emergency alarm or bullhorn alarm and notify staff by two-way radio to immediately relocate the children according to severe weather emergency plan to inner main hallway.
- 2) Teacher Assistant will grab flashlights, two-way radio, attendance roster, and mobile first aid pack (placed in a mobile backpack to carry for evacuation purposes).
- 3) Teacher and Teacher Assistant will lead the children into the inner hallway via evacuation route for tornado from the classroom. Teacher will lead the children while Teacher Assistant will trail behind to ensure that no child is left behind.
- 4) Once in the inner hallway safe zone, the children will be directed to get on their knees with their hands held behind their neck facing the wall.

For the infant/early toddler room, the teacher and TA will place infants and early toddlers in mobile play yard and move them into the inner bathroom next to the office. The TA will have a mobile first aid kit, two-way radio, and attendance roster. The Teacher will grab an extra crib mattress to use if needed for placing over the play yard to avoid flying debris. The Assistant Director may evacuate to this location or the inner hallway. The Assistant Director will have the weather radio, flashlight, two-way radio, cell phone, and staff roster with them.



Severe Thunderstorm

- 1) Assistant Director will have NOAA weather radio with warning alert and battery backup.
- 2) Assistant Director will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.
- 3) Assistant Director will notify the staff of the watch and have them be on alert for implementation of any emergency by two-way radio.
- 4) The supervising staff of the children (Teacher and TA) will instruct the children not to play near windows or glass doors and there will be no outdoor play at this time. The children will not play with any electronics, computers, or toys that are plugged in.
- 5) Assistant Director will inform teachers to get flashlights, two-way radio, and attendance roster ready in case of loss of power and/or need to follow tornado watch/warning policy.
- 6) The Assistant Director will have a bullhorn to use if electrical system is not working to communicate or use a loud siren to indicate tornado emergency, if needed.



Loss of Child

- 1) If a child is noted to be missing, the Teacher (or staff member in charge of supervising the child) will contact Assistant Director.
- 2) Assistant Director will make sure parent signed child into school that day and did not sign out the child to depart early.
- 3) Assistant Director will use two-way radio to notify all staff.
- 4) Assistant Director will lock or guard front entrance.
- 5) Staff will look in their rooms for the child missing.
- 6) The Teachers will each stay in their classroom to mind the other children and guard outside door while the Teacher Assistants will each look through their room in corners, bathrooms, behind structures within room (calling out the name of the missing child).
- 7) If child is still not located, one TA will go outside and check the outdoor play areas with their two-way radio in hand; a second TA or staff member will check the indoor play area, all bathrooms in building, office, and hallway.
- 8) If the child is still not located, the Director will contact 911 with the description of the child and location of school for the emergency vehicles to slowly approach looking for child in case they have breached the premises.
- 9) Assistant Director will contact the parent or emergency contact.
- 10) Once the child has been located, the person will notify by two-way radio to rest of the staff and the TAs will return to their classes. The child will then return to his/her class or depart with the parent if he/she is distraught. An incident report will be made on file of the negligent staff member that did not appropriately supervise the child that got lost. Bright from the Start will be contacted within 24 hours regarding the incident at 404-656-5957.



Serious Injury/Death of Child

- 1) If indicated, staff member will begin CPR; a call out for help will be made.
- 2) Other staff member in room will contact Assistant Director by two-way radio.
- 3) Assistant Director will call 911; he/she will contact other staff members to get another person with CPR certification to act as back up for doing CPR (to take turns) if indicated.
- 4) Assistant Director will call parent or emergency contact of child. Once ambulance arrives, child will be taken to hospital.
- 5) Bright from the Start will be contacted within 24 hours regarding the incident at 404-656-5957. An incident report will be made for the staff that was supervising; there will be a meeting with the Director, Assistant Director, and any staff members involved in witnessing the injury and resuscitation. Immediate termination may be made of any staff that may have caused death by negligence or violation of policies and procedures. Suspension of any staff may occur without pay, until office staff can determine if any negligence or violations may have occurred.



Active Shooter in Area/Lock Down

- 1) If there is an active shooter in the area, the Assistant Director will immediately lock front entrance and notify all the staff by two-way radio.
- 2) All children will be brought in doors away from windows.
- 3) Teacher Assistant will take attendance to make sure each student is indoors and accounted for. She will lock the door leading to outside.
- 4) The Assistant Director will make sure all staff are accounted for and indoors.
- 5) The Assistant Director will notify parents and caretakers by email regarding lockdown and will notify them when the lockdown expires.
- 6) Once the Assistant Director is notified that lockdown is expired, he/she will email parents and caretakers and notify staff by two-way radio. Children will stay indoors rest of the day regardless.



Physical Plant Problems

Loss of Heating/Cooling

- 1) Teacher Assistant or other staff member that notices loss of heat or cooling will contact the Assistant Director.
- 2) Assistant Director will contact the Director at 770-841-3736 or 404-796-5898.
- 3) The Director will contact the installer of the system and/or the company that services the HVAC system.
- 4) There are electric fans that are located in the office that can be used for cooling if needed. These will be given to each class for use. The Teachers may open the doors to the outside to allow for cooling as well.
- 5) There are blankets in office for use if heating is needed. These will be given to each class for use. The Teacher Assistant will also put the children's additional outer garments on (clothes, hats, gloves) if needed, which will be in each child's cubby.
- 6) If the heating/cooling loss is not improved expeditiously, the parents will be contacted to pick up their children early. School will be cancelled until the problem is rectified. If this is the case, the Assistant Director or Director will email the parents when the school reopens.



Loss of Water

- 1) When there is a loss of water, the staff member will contact the Assistant Director.
- 2) Assistant Director will assess situation, and contact Director at 770-841-3736 or 404-796-5898.
- 3) An emergency supply of water is located in the office. This water should be used sparingly, and only for emergency. If needed, the Teacher Assistants will request this and Assistant Director will disperse as needed to class (communication via two-way radio).
- 4) The Assistant Director will contact the City of Carrollton Water company (only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem) by phone 770-832-1277.
- 5) If the water loss is not improved expeditiously, the parents will be contacted to pick up their children early. School will be cancelled until the problem is rectified. If this is the case, the Assistant Director or Director will email the parents when the school reopens.



Loss of Electricity

Liberty Eagle Academy has ten flashlights, which are located as follows:

Two in classroom A, two in classroom B, two in classroom C, two at indoor play area, and two at front office. The spare batteries are located at front office.

- 1) Children will be told to stay seated by the Teacher so as to not injure themselves tripping or falling.
- 2) The Teacher Assistant will grab the two flashlights in the room and hand one of them to the Teacher.
- 3) The Assistant Director will call Georgia Power (Phone: 1-888-655-5888)
- 4) Assistant Director will also contact the Director at 770-841-3736 or 404-796-5898.
- 5) If a child has to go to the bathroom during power outage, Teacher will stay with class while TA assists the child with the flashlight. The same goes for other needs of children.
- 6) If the power outage will not be expeditiously corrected, the Director will decide whether to close the school early and contact the parents.
- 7) A battery operated radio is located at front office and may be used to monitor weather conditions, etc.



Structural Damage

- 1) If there is integrity to the structure of the school, the staff member that notices this will notify the Assistant Director who will contact all staff through two-way radio to assess the situation.
- 2) Assistant Director may initiate evacuation of building. He/she will then call 911 to contact the Fire Station. The Assistant Director will also notify the Director.
- 3) Meanwhile, the Teachers will be gathering the students as well as grabbing the mobile first aid kit to head out the emergency evacuation route to a dedicated outside area 400 yd from the building.
- 4) The Teacher Assistant will stay in the classroom to help the students outside following one another in single file line to follow the Teacher.
- 5) The TA will grab the walkie-talkie and attendance roster on the way out to follow the last student in line. Prior to departing the room, he/she will make sure there are no students in the bathroom. Once they arrive to the evacuation spot outside, the TA will check attendance roster.
- 6) The Assistant Director will have the employee attendance roster when he/she departs along with two-way radio for communication. He/She will stand at least 400 yd from the front of building at front entrance to direct Fire Truck when they arrive. He/she will use two-way radio to account for all staff and all students (to ensure TAs have checked their student rosters) to confirm they have all evacuated.
- 7) If the structure is deemed unsafe for use, then the Assistant Director will contact all parents for them to pick up their children. Bright from the Start will be contacted within 24 hours regarding the structural damage at 404-656-5957. An incident report will be made for the staff that was supervising; there will be a meeting with the staff and the Director.
- 8) School will be cancelled until the problem is rectified. If this is the case, the Assistant Director or Director will email the parents when the school reopens (after discussion with Bright from Start).



Reporting Suspected Child Abuse

If you suspect a child is being abused, immediately share your suspicions with the Director. If there is evidence that there is child abuse, it is mandatory by GA state law to report such.

A local protection agency in this case will need to be contacted. If a child is in immediate danger, the employee is to contact the local police or call 911. Any questions about reporting can be answered by calling the National Child Abuse Hotline (1-800-4ACHILD).

When giving a report, be prepared to give as much specific information as possible including following: child's name, age, address, parent's name and address, names and ages of other children in household, names of others who may be involved in suspected abuse, child's present location, a specific description of the injury or condition observed, dates and times when first noticed injury/condition, when child first reported something happened, name of suspected person(s) responsible for abuse, any actions taken so far, reporter's name and relationship to child.







Hatchlings & Young Eaglets' Daily Schedule 6 weeks – 17.9 months

7:00am-8:15am	Early Stay- infant/early toddler room; free play
8:15am -8:30am	Arrival/Good Morning Group Time
8:30am-9:45am	Montessori Individual Works* (arts/crafts, fine motor/large motor skills, cognitive learning, music). Some early toddlers may take a nap at 9am. Infants are on own napping and feeding schedule.
9:45am-10:00am	Snack Time (self feeding, keeping food in bowl, keep cup and bowl on table, learn signs 'more' and 'all done')
10:00am-11:00am	Nap Time (for those that have a morning nap) and Outdoor Play - older children not needing nap will go outside for outdoor exploration; infants taken outside in stroller or wagon for walk around the play yard)
11:00am-11:30am	Lunch; scraping time to follow for those ready to learn clean-up
11:30am	Half Day Infants/Early Toddlers Depart
11:45am-12:00pm	Food prep (some of the older early toddlers can help participate by handing TA the utensils, napkins, plates etc as she sets the table)
12:00pm	Mid-day nap
2:00pm-2:30pm	Collaborative group activities (sing song with teacher and assistant, sing 'abc song' count numbers together while showing on hands, etc) There will be group reading as well (TA or Teacher reads books)
2:30pm-3:00pm	Afternoon snack- Grain/vegetable
3:00-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (free play and exploration in infant/toddler room; late stay snack will be at 500pm, then TA may take infants/early toddlers in wagon or stroller outside; there may be some outdoor exploration at that time)

*These materials are appropriate for early toddlers to be able to do on their own. Materials may be brought to the infants to hold and the TA or teacher may demonstrate the work to the infant for them to watch and learn.



Eaglets' Daily Schedule
18 month – 2.9 years

7:00am-8:15am	Early Stay- Indoor play (free play, puzzles, TA reading books)
8:15am-8:45am	Arrival/Group
8:45am-10:00am	Montessori Individual Works Part I (arts/crafts, fine motor/large motor skills, cognitive learning, music)
10:00am-10:30am	Circle Time: large group learning (day of week, letters, song, teacher may read book to class)
10:30am-11:45am	Outdoor Exploration (small & large group play, science and nature, large muscle activities) (Indoor Physical Play dependent on weather)
11:30am	Half Day Students Depart/Food Prep (students practice setting table)
11:45am-12:30pm	Lunch (practicing using utensils and drinking from a cup)
12:30pm – 2:00pm	Naptime
2:00pm-2:30pm	Chores (practice personal care, sweep floor, clean windows, washing hands, using soap, putting shoes on after nap time, fine/gross motor skills) and additional Outdoor Play (Science/Nature; usually will do Outdoor play as individual kids wake from nap until all wake up, then inside to practice chores)
2:30pm-3:00pm	Montessori Individual Works Part II (large/small motor, art, music, cognitive, language, reading, crafts)
3:00pm-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (outdoor play or indoor play dependent on weather; small group/large group play; we will pull wagons, kick balls outside; after snack we will stay inside and do puzzles and read); Late Stay Snack will be at 500pm.



Fledglings' Daily Schedule
3 years-6 years

7:00am-8:15am	Early Stay (located at indoor play area or primary class: coloring, reading, puzzles, freeplay)
8:15am-8:45am	Arrival/Group
8:45am-10:30am	Montessori Individual Works (large/small motor, art, music, cognitive, language & literacy, geography, reading words on own, crafts, handwriting)
10:30am-11:30am	Circle Time – Group learning (teacher will have a directed lesson to introduce the themes of the different stations/seasons)
11:30am	Half Day Students Depart/Food prep (students will set table by themselves, forks/plates/cups; they pour drinks into cups and put food on plates themselves)
11:45am-12:30pm	Lunch
12:30pm-1:30pm	Nap or Rest
1:30pm-3:00pm	Outside Play (tricycles, water/sand stations, gardening, science/nature exploration) (Indoor physical play dependent on weather until all students are awake from nap)
3:00pm-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (outdoor play or indoor play dependent on weather; small group/large group play; we will practice using tricycles, swings, play with balls; after snack we will do puzzles and read)



Sample Weekly Menu

Mon	Tues	Wed	Thu	Fri
Chicken Noodle Soup w/ Carrots, Dinner Roll, Mandarin Oranges, Milk	Quinoa Burrito Bowl, Avocado, Sour Cream, Fruit Salad, Milk	Sweet & Sour Chicken, Sweet Peas, Dinner Roll, Mandarin Oranges, Milk	Chicken/Cheese Sliders, Cucumber Slices, Bananas, Milk	Turkey Taco Bar, Lettuce, Tomato, Sour Cream, Fruit Salad, Milk



Snack list for Parents

Bananas	leave peel on
Melons	cut and packaged at store
Mixed fruit	individual packaged cups
Oranges	leave peel on
Clementines	leave peel on
Cheese	low fat; prefer individual string cheese packs
Crackers	prefer whole grain (ritz, cheez-its, wheat thins)
Cereal	low sugar (cheerios plain, life plain)
Rice cakes	prefer brown rice
Bagels	prefer whole wheat
Muffins	prefer low sugar
Yogurt	low fat; avoid high sugar content (greek yogurt)
Blueberries	berries in pint size or larger
Blackberries	
Raspberries	

Based on licensing criteria, we cannot have any snacks or foods with peanuts or peanut butter in them. Please read ALL labels of processed snacks (like muffins) to make sure they do NOT contain peanuts. Depending on other allergies of fellow classmates, snack list specific to class may vary and request to avoid specific snacks.

