



PARENT HANDBOOK

C & E Learning Academy





Ages Served:

- Infant (6 weeks- 15 months)
- Toddler (16 months-2 yrs)
- Preschool (3 yrs- 4 yrs)
- Afterschool (4yrs-10yrs)



Months of Operation:

- ✓ January
- ✓ February
- ✓ March
- ✓ April
- ✓ May
- ✓ June
- ✓ July
- ✓ August
- ✓ September
- ✓ October
- ✓ November
- ✓ December

Days of Operation:

- ➔ Monday
- ➔ Tuesday
- ➔ Wednesday
- ➔ Thursday
- ➔ Friday



Closure Holiday's:




- New Years Eve
- New Year Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Labor Day
- Juneteenth
- Veterans Day
- Thanksgiving
- Christmas Eve
- Christmas Day/Week

PRESCHOOL DAILY SCHEDULE

- 6:00 - 7:15am ARRIVAL/ WASHING HANDS/ FREE PLAY
- 7:15 - 8:15am BREAKFAST/ TABLE TOYS
- 8:15 - 8:20am CLEAN UP WASH HANDS
- 8:25 - 8:45am CIRCLE TIME
- 8:45 - 8:55am MUSIC/ MOVEMENT/ JIGGAROBICS
- 8:55 - 9:00am REST
- 9:00 - 9:10am STORY TIME
- 9:10 - 9:20am SMALL GROUP
- 9:20 - 10:20am OUTSIDE
- 10:20 - 10:25am CLEAN UP/ RESTROOM BREAK
- 10:25 - 11:25am CENTERS
- 11:25 - 11:30am WASH HANDS/ RESTROOM BREAK
- 11:30 - 12:05pm LUNCH
- 12:05 - 2:45pm NAP/ QUIET TIME
- 2:45 - 3:00pm RESTROOM BREAK/ WASH HANDS
- 3:00 - 3:30pm SNACK
- 3:30 - 3:35pm RESTROOM BREAK/ WASH HANDS
- 3:35 - 4:00pm OUTSIDE
- 4:00 - 4:10pm WASH HANDS/ RESTROOM BREAK
- 4:10 - 4:30pm MUSIC AND MOVEMENT
- 4:30 - 5:00pm STORY TIME
- 5:00 - 6:00pm CENTER/ FREE PLAY/ DEPARTURE



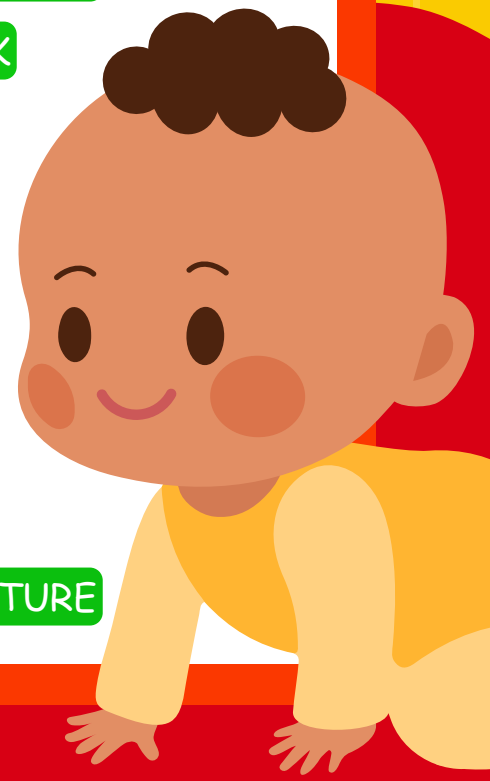
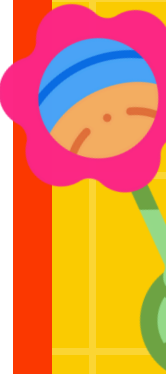
TODDLER DAILY SCHEDULE



6:00 - 7:15am	ARRIVAL/ WASHING HANDS/ FREE PLAY
7:15 - 8:15am	BREAKFAST/ TABLE TOYS
8:15 - 8:20am	CLEAN AND WASH UP HANDS
8:25 - 8:45am	MUSIC/ MOVEMENT/ JIGGAROBICS
8:45 - 8:55am	CIRCLE TIME
8:55 - 9:00am	REST
9:00 - 9:10am	STORY TIME
9:10 - 9:20am	SMALL GROUP
9:20 - 10:20am	OUTSIDE
10:20 - 10:25am	CLEAN UP/ RESTROOM
10:25 - 11:25am	CENTERS
11:25 - 11:30am	WASH HANDS/ RESTROOM BREAK
11:30 - 12:05pm	LUNCH
12:05 - 2:45pm	NAP/ QUIET TIME
2:45 - 3:00pm	RESTROOM BREAK/ WASH HANDS
3:00 - 3:30pm	SNACK
3:30 - 3:35pm	RESTROOM BREAK/ WASH HANDS
3:35 - 4:00pm	OUTSIDE
4:00 - 4:10pm	WASH HANDS/ RESTROOM BREAK
4:10 - 4:30pm	MUSIC AND MOVEMENT
4:30 - 5:00pm	STORY TIME
5:00 - 6:00pm	CENTER/ FREE PLAY/ DEPARTURE

INFANT DAILY SCHEDULE

- 6:00 - 7:15am ARRIVAL/ WASHING HANDS/ FREE PLAY
- 7:15 - 8:30am HEALTH CHECK DIAPER CHANGE
- 8:30 - 8:35am CLEAN UP WASH HANDS
- 8:35 - 8:45am GROSS MOTOR PLAY (SOFT BOOKS)
- 8:45 - 9:00am MUSIC/ MOVEMENT
- 9:00 - 9:20am OUTSIDE/ STORY TIME
- 9:20 - 9:30am CIRCLE TIME/ LESSON PLAN
- 9:30 - 9:40am CLEAN UP/ SANITIZE
- 9:40 - 10:00am TUMMY TIME/ FLOOR PLAY
- 10:00 - 10:20am WASH HANDS SANITIZE
- 10:20 - 10:30am STORY TIME
- 10:30 - 11:00am WASH HANDS/ FEEDING
- 11:00 - 12:05am OUTSIDE/ ART
- 12:05 - 2:45pm NAP/ QUIET TIME/ SOFT MUSIC
- 2:45 - 3:00pm AFTERNOON HEALTH CHECK
- 3:00 - 3:30pm TRANSITION
- 3:30 - 3:35pm TUMMY TIME/ FLOOR PLAY
- 3:35 - 3:45pm MUSIC AND MOVEMENT
- 3:45 - 4:45pm FINE MOTOR PLAY
- 4:45 - 4:50pm WASH HANDS/ SANITIZE
- 4:50 - 5:00pm STORY TIME
- 5:00 - 6:00pm CENTER/ FREE PLAY/ DEPARTURE



APPEARANCE

Parents, your appearance when dropping and picking up your child is very important! We here at CELA ask that you DO NOT wear....

- Hair Bonnets/sleep caps
- Pajamas
- Gym shorts
- Slippers/house shoes
- Tank tops
- Clothing that reveal your body
- Shorts/ booty shorts
- Crop tops
- See through clothing

*This is a strict policy if you are not able to follow this you will be dismissed from this childcare learning center!

It is very important as well to be sure your child is groomed. So please do not bring your child in pajamas/night clothes, please have them on the proper clothing and tennis shoes.

CHILDRENS' APPEARANCE

Parents please be sure your child has on appropriate tennis shoes each day even during summer months. At no time will your child be allowed to attend school with open toed shoes on. This has been set into place for the safety of your child. If your child arrives with inappropriate shoes you will be asked to provide another pair or your child may not stay.

Please be sure your child has appropriate clothing and appropriate set of change of clothes. If your child is potty training be sure they wear easy accessible clothing. In our Preschool class please be sure your child is able to pull down his or her own clothing. Uniforms Mon- Thurs and dress down on Friday





C & E LEARNING ACADEMY UNIFORM POLICY TODDLER LANE/PRESCHOOL WAY

To maintain a professional and cohesive environment, C & E Learning Academy has established a uniform policy for all students. This policy ensures that our children are dressed appropriately and ready for their day of learning and activities. This policy is **MANDATORY**. If your child arrives without their uniform they will not be able to sign in. Same day purchase will be available. Uniforms are to be worn Mon-Thu and dress down on Fridays.

Uniform Requirements

1. Tops: (Purchased through CELA)

- Students are required to wear a polo shirt with the CELA logo Gold or Purple.
- Polo shirts must be clean, neatly pressed, and in good condition.

2. Bottoms:

- Students may wear khaki pants, shorts, or skirts.
- Shorts and skirts should be of an appropriate length, no shorter than mid-thigh.
- Pants, shorts, and skirts must be clean, neatly pressed, and in good condition.

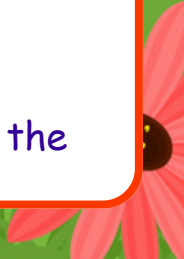
3. Footwear:

- Closed-toe shoes are required for safety reasons.
- Shoes should be comfortable and suitable for both indoor and outdoor activities.
- No flip-flops, sandals, or high heels are allowed.

Purchasing Uniforms

Uniform polo shirts with the CELA logo can be purchased directly from the center for \$20. Information on purchasing uniforms will be provided to all new and returning families at the beginning of the school year and is available upon request. New students will receive 1 polo shirt upon enrollment.

New shirts can be billed but **MUST** be paid by Friday of the purchase week.



CURRICULUM FEE/ FUNDRAISER AGREEMENT

This fee is set into place for the supplies and other items your child/children will need to learn and grow here at CELA. By signing this form you acknowledge and understand that there will be a yearly curriculum/supply fee of \$125.00 due by the last day of March per child.

Each year CELA will have 2 major Fundraisers that are MANDATORY. Being a part of the CELA Family you are required to sell or donate \$240. You will have an option to sell or donate however you MUST participate.

DROP OFF/ PICK UP

During drop off it is very important that you sign your child in and say your goodbyes briefly, for there will be other children arriving as well. Drop off must be brief due to the attention needed to be given to each child in the center. Also when dropping off your child you will not be allowed to bring outside food in the childcare learning center. Parents should NOT use their cell phones during this time.

*During drop off or pick up, there will be absolutely NO TOLERANCE of violence or drama/altercations allowed on the premises of C & E Learning Academy. If this shall occur your child will be removed from C & E Learning Academy!

During pick up it is very important to sign your child out and exit the center briefly. If there is ever a time you need to speak with the owner/director there will need to be a meeting set up to do so. If it is an emergency or problem please respect the owner/directors time and duties and be patient. Timely pick-up is essential not only for the children's comfort but also to avoid congestion in the parking area, allowing for a smooth flow of vehicles. Please refrain from lounging or lingering in the parking lot during pick-up (not over 5 min.), as your child is being prepared for departure.

*At NO time during drop off or pick up will the parents be allowed to lounge in the center. However the parent will be allowed to stand by and observe.

All children MUST arrive on time no later than 8:00am unless there is a doctor's excuse if you arrive after 8:30am. If your child has a doctor's appointment you must arrive by 10:00am with the excuse. Children will be served breakfast no later than 8:15am. Our day will begin at 8:45. Our children need structure and routine; this is why this policy is set in place. Upon departure your child MUST leave on time 6:00pm. The parent and or adult must sign the child out. If it is not the parent, the person picking up the child must be on the pick up list and present a picture I.D. in order for the child to be released. The child will NOT be released to anyone under the age of 18 years old or anyone who appears to be under the influence of drugs and/or alcohol. Once the child is signed out the child is no longer the responsibility of C & E Learning Academy. You will be charged a late fee of \$20.00 for every 5 minutes you are late. If this is continuous (more than twice a week) your child will be dismissed from the center.



PERSONAL ITEMS

At NO time will you be able to bring in personal bags which include book bags and diaper bags. Personal blankets and pillows are not allowed. You will not be able to leave car seats.

Pertaining to infants, parents will need to have bottles in a bottle bag already made and drop off a change of clothes, diapers and wipes (toddlers as well).

Personal items may be requested by individual teachers for SHOW AND TELL which is every Friday. It will be up to the parent and child to decide whether or not to bring items at this time.



OUTDOOR PLAY

Fresh air and daily exercise are essential to early childhood growth. When the weather permits, children will be taken outside on a daily basis. Please make sure that your child has appropriate clothing for the weather outside.

Sunscreen and Insect Repellent is allowed. Parents can send sunscreen or repellent to be used as needed.




SPECIAL DAYS/BIRTHDAYS/PARTIES

We do allow birthday parties at the center. However, we request that parents give a 48 hour notice so the teacher can prepare. The allotted time for birthday celebrations is during snack time at 3:00 pm.

Holidays celebrated: Christmas, Thanksgiving, Valentines, Independence Day, Cinco de Mayo, President's Day, Dr. King birthday.

During birthday's parents will not be allowed to bring in a cake, however you will be able to bring in cupcakes but they must be store bought in a sealed container.



IN-HOUSE EVENTS

A notice of in-house events will be posted at least 48 hours in advance and on the monthly Newsletter when possible. C & E Learning Academy will maintain a monthly newsletter as well as a yearly Calendar that is subject to change at any time.

SURVEILLANCE/SECURITY

During hours of operation (6:00am-12:00am) there will be surveillance cameras on. To better assist with security there will also be a secured entrance.

DAMAGES

Parents are responsible to pay for any damages to the center's property caused by their child or themselves. This will include broken windows, doors, holes in the walls, damage to other automobiles or anything else that will cost more than \$20 to repair or replace. This does not apply to breaking small toys that the children play with daily.

LIABILITY INSURANCE

C & E Learning Academy has liability insurance.



PARENT INVOLVEMENT

Your involvement in your child's education is very important in his/her educational success. We encourage parents to become involved by keeping lines of communication open and by participating in events and other school functions. Some other ways of becoming involved may include, but are not limited to:

1. Meeting with teachers for formal or informal conferences
2. Sharing a special talent or activity with child's class
3. Making visits to classroom
4. Attending special events sponsored by center
5. Sign 3 month evaluation forms
6. Parent Surveys

Parents are allowed to visit the center at any time to observe the class or program. Parents must provide formula, diapers, wipes, and school supplies.

EVALUATIONS

Parent conferences may be requested by either the parent or the teacher at any time during the school year. We will hold parent teacher conferences every quarter January, April, July, and October. Academic progress will be sent out every 3 months for our toddler and preschool class, except during the summer. These evaluations are helpful to both the teachers and the parents in assessing each child's level of development. During the parent conferences CELA reviews parent surveys which will show evidence and allow the families to know that the program provides a role to strengthen family connections and the program receives ongoing input from families and incorporates family voice in ongoing quality improvement efforts.

THE EDUCATION PROGRAM

C & E Learning Academy uses a experience curriculum and best practices in the classroom. Art projects, music, storytelling, math, literacy, science experiments, social-emotional development and physical development will be included in the curriculum. We realize that all children work and learn at their own pace. This learning will be guided and monitored by your child's teachers.

Your child will participate in activities such as, but not limited to the following:

Literacy

Minimal Spanish lessons

Sign Language

Manipulative

Math

Art

Cultural activities

Science

Daily music

Working with paints

Movies

Social Studies

Beginners American

Clay

In-house events

A copy of the activity schedule will be posted in each classroom.



TAKE HOME FOLDER

All students will be provided with a "take home" folder. Please review and return. Infants: folder will go home every Month Toddler/Preschool: folders will go home every Friday should be returned by the following Monday.

GENERAL NOTICES

General notices, announcements, calendars, menus and special bulletins will be sent home in your child "take home" folder. Notices will also be posted in the main entrance monthly/weekly.



NUTRITION SERVICES

All parents will need to fill out a food program application. This program will not be at no cost to the parents.

C & E Learning Academy participates in the Child and Adult Care Food Program. We follow the USDA Food Guidelines and provide nutritious meals and snacks. Therefore, we ask you NOT to allow your child to bring outside food or drinks into the center unless requested by the center. C & E Learning Academy is not responsible for the nutritional value of outside food items.

Please make sure you have notified us of any allergies your child has or special diet restrictions.



SPECIAL NEEDS

Please note this consist of Learning DisabilitiesADHD ,Anxiety, Developmental Disabilities, and etc

We will attempt to meet the needs of special needs students within our ability. Care Evaluation must be completed. All equipment, supplies, special food, medical supplies, speech supplement, physical therapy will be the responsibility of the parent. Periodic care evaluation will be done to ensure proper care of the child. If ever the staff is unable to meet the needs of the child/family we will have to end care for the safety and needs of the child/family and the liability of the facility.

If for any reason there is a behavioral issue with the child that the staff and/or director is unable to control, there will be a maximum of 3 family conferences regarding behavior. If the behavior continues or worsens the child/family will be asked to end care at CELA.

ATTENDANCE

Each child is expected to attend daily and arrive on time for the educational program. Excessive tardies/absences may result in your child's dismissal from the program. If your child is going to be absent, please call the center and let a staff member know ahead of time, if possible. If your child has 5 consecutive absences he/she may be dropped from the program unless you call us to keep us updated and he/she has a doctor's excuse to return to school. Other emergency absences will be dealt with on an individual basis and will be accepted or denied at the discretion of the center director or assistant director. If you have CAPS any time your child misses a full week it will be the responsibility of the parent to pay the full price of tuition.

PERMISSION TO PHOTOGRAPH/VIDEO

During your child's time at CELA we will be taking pictures/videos for advertising. By signing this form you agree to your child/children being photographed/videoed. This form is also to receive permission to use your child in social media for promotional and educational entertainment purposes during the enrollment at CELA and after.

Parent Signature

Date

Parent Signature

Date

Provider Signature

Date





PAYMENT AGREEMENT

All tuition starting at \$200 (increase yearly) will be DUE on Mondays at 11:59pm. If you DO NOT make a payment on Monday by 11:59 pm, there will be a LATE FEE added of \$40.00 that MUST be paid when you pay your tuition. If there is ever an issue where you will not be able to pay, you will NOT be able to sign your child in the following week until the current week that is due is PAID with the LATE FEE and the following week is PAID on Monday. Please communicate with the Owner/Director when a problem of this nature occurs. Parents will be responsible for their child's tuition even when the child is absent, unless there are medical issues (ex. admitted in the hospital). If you have CAPS any time your child misses a full week it will be the responsibility of the parent to pay the full price of tuition, CAPS will NOT pay.

All payments will be made by debit/credit. You will be able to pay using our app.

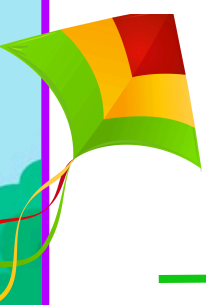
Please note we could have tuition increase yearly depending upon inflation each year

REMOVING YOUR CHILD

Here at CELA you MUST give a TWO WEEKS NOTICE if you wish to switch your child to another facility. Your two weeks notice MUST be written. During those TWO WEEKS you will be REQUIRED to PAY tuition regardless if your child is absent. This will be invoiced to the parent directly through square payment. If ever a child has CAPS the responsibility of the CAPS transfer is the responsibility of the parent. If ever your child has a credit on the account and receives CAPS, CELA will apply the credit to the child's balance and not charge CAPS. At no time will tuition payments or account credits be refunded. If you fail to do so the fee will be submitted to collections. When you remove your child from CELA you will not be able to re-enroll your child as a Full Time student. Removal of your child must have two parents in agreement if the parents can not come to an agreement it will be in CELA's best interest to dismiss the family.



By signing this form, you acknowledge that you have read the entire Parent Handbook. Also, you understand that you will be able to access this handbook at any time from your child's file.



Parent Signature

Date

Parent Signature

Date

Provider Signature

Date

CHANGES IN POLICIES

If there are any changes in policy or handbook, parents will be notified of the changes through the parent app. It will be the parents responsibility to see updated changes through our website www.celachildcare.com under the Parent Circle tab.

revised 12/24

