



# Parent Handbook

**Welcome Parent,**

**Welcome to Mid South Premier Academies. The information contained in this Parent Handbook will introduce you to the philosophy and organization of the center. It will serve as a quick reference to the daily operating practices and procedures. Your familiarity with these philosophies will help make your child's day a most rewarding experience. We would like to offer you an unequivocal extended family support system that nurtures all of us. We extend a unique family child care setting that caters to the emotional, social, physical, educational, nutritional, and developmental needs of all children. We provide extensive educational instruction from our flexible curriculum. We believe that learning is not just acquiring knowledge but gaining the skills necessary to live life and eventually become successful adults.**

**Our educated and certified staff will provide tender nurturing, and loving care, in a professional manner. Our staff is degreed and experienced and is in continuous training in the early childhood education yearly.**



## **Look at our Preschool Core Competencies:**

- Language Art: consists of listening, communications, emergent reading and emergent writing
- Physical Development: consist of fine motor, health and safety and gross motor
- Mathematics: consist of numbers, shapes, patterns and logic
- Creative Development: consist of dramatic play, music and dance
- Science: consist of technology, physical science, earth science and life science
- Social-Emotional Development: consists of self-direction, self-concept and social relationships

**Performing Arts Programs:** consist of seasonal programs and dramatic plays such as “The Battle of the Nursery Rhymes”, “The Cat in the Hat Week”, Yearly Graduation Program, End of Summer Camp Program, Thanksgiving Program, Annual October “Boo Bash”, Cheerleader and Basketball Camps, Birthday Parties, Standard Fieldtrips and Picnics and much more.

**Please look over this booklet completely and carefully as it is important that you are aware of all the center’s policies. Keep your copy of the Parent Handbook available for your use. We are looking forward to working with you to provide that best possible care and education for your child. It’s never too early to prepare your child for success. Thanks for choosing Mid South Premier Academies!**

### **What do I need to enroll my child?**

1. Application filled out correctly.
2. Registration fees and all fees are paid through Child Piolet
3. Immunization certificate for infant – pre-k (not in school)
4. Child care certificate (If Applicable)
5. 2 covers (Small blankets, Fitted crib sheets. One for top and bottom)
6. Copy of supply list for classroom

## **Program Philosophy**

We believe that good childcare depends upon consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs.

The center's program is designed to include both planned and spontaneous activities in response to children's interest. Experience with music, movement, art, language, math, science, dramatic play, computer technology and building are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play and routines in physical caregiving promotes the child's health, comfort and ability to care for his/herself. There is maximum flexibility for the children as group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings and they grow and feel secure in the world around them.

## **Educational Programs Infants**



The infant program serves children from the age of six weeks until the age of 18 months. The program is designed to promote feelings of belonging and the loving care which helps infants grow and develop to their full potential. Children eat, sleep and play according to his or her own schedule.

Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

## **Toddler**

Our toddler program serves children from 18 months to 36 months. The toddler classrooms are designed to provide stimulating experiences from the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language, and science activities geared to little hands are also introduced.

Our teachers offer the tenderness, warmth, and patience essential to this young age. Children feel comfortable in our toddler class setting when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from the, develop a long, lasting love for learning.

## Preschoolers



Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten.

Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore.

The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, the arts and technology. Our skilled teachers prepare curriculum that is exciting and challenging, as well as supportive of each child's own learning style.

Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, reading, math, science, and computer literacy in addition to larger paces for group activities.

To enhance learning experiences in our preschool, we offer fieldtrips to theatre's, farm's, children's museums, circus, etc.

## Placements into Older Classes

### School-Age

Children are assessed for class placement into older classes by chronological ages and in terms of their total development – social, physical and emotional. Interest level in the activities typical of each group is also taken into consideration, as in the availability of an open place at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher.

## Communicating with families

In addition to conferences and assessments, there are many ways to keep knowledgeable about what is happening in your child's classroom.

### **Ways of Communicating with Families**

1. daily or weekly bulletins
2. monthly newsletters
3. telephone calls
4. e-mails
5. Child pilot program/app
6. notices
7. conferences
8. telephone mass texts



## Security

The doors to the center are kept locked in order to limit access and to keep children and staff safe. A photo I.D. and driver's license are required and kept on file for who is authorized to pick up your child.

## Tuition and Fees



### **All Fees Are Non-Refundable**

#### Tuition Fees

Infants \$312.00 per week

1-2 years \$288.00 per week

3-5 years \$250.00 per week

School age 5- 12 years (school in) \$95.00 per week both ways \$90.00 one way

School age 5-12 (Fall/spring) \$143.00 per week - \$172.00 (Summer) per week

**\*\*\*Note: fees are subject to increase with inflation**

#### Tuition Break down!

Tuition may be paid weekly or monthly. Weekly payments are due each Monday, after Wednesday a \$5.00 per day late fee will be applied daily until owed tuition is paid in full. If at anytime you keep your child at home for any reason (illness, vacation; 1 week per calendar year) you will still be required to pay tuition on time in full. You must give a least 2 weeks notice (holidays not included) if you plan to withdraw your child or children from care for any reason.

#### Late Fees

If your child is picked after closing, a \$5.00 late fee will start for the first 5 minutes and \$1.00 a min per child every minute after until child is picked up from the center. This fee must be paid before families can return. If there are repeated late pick ups, your child may be withdrawn upon the Directors discretion.

#### Registration Fee

When you make the decision to place your child or children at one of our beautiful locations you are required to pay a \$100.00 registration fee that is non refundable (per child). Subsidized families are required to pay registration fee if the state voucher does not cover this fee.

#### Withdrawal

In the case that you withdraw your child or children from our care, please keep in mind that all notification to withdraw must be received in writing. Any outstanding fees must be paid on or before the child's last day of care.

**\*MPPA will give parents a minimum of a 14 day notification of any tuition or fees changes.**

### **Reportable Illnesses**

Communicable childhood illnesses are required, by law, to be reported to our local health agency. In the case of contagious illness in your child's class, we will post a notice in the Child Pilot app.

### **Emergency procedures**

If the children would be safer remaining indoors, we would shelter them inside the building. If our building was not considered to be safe for the children, we would relocate to a designated place. Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers. All emergency preparedness plans are located in the hallways by fire extinguishers. If any case of inclement weather all notification will go out through Child Pilot and/or phone calls.

**Please make sure your child/children has a sheet, blanket and additional clothing appropriate for the season always.**

If your child is on formula, please supply an additional can of ready to feed formula. Checklist: what if your child will need? Individual containers will be available for each so the items can be left at the center. Please label all belongings.

### **Parent Visits**

Parents may visit the center at any time, however, if there are problems arising from parent visits that interfere with the quality of childcare, then the parent(s) will not be permitted in the classroom.

### **Families Involvement**

Families are welcome to participate in the class activities and school events.

#### **Ways for the families to be involved:**

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum



### **Authorization to Release a Child**

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. Only another adult who has been placed on the child's pick-up list will be allowed to pick up your child when you are not able to. These adults must know the 4-digit code provided by the parent and proper I.D. must be given before the child is released. Parents cannot call the center to inform the staff of anyone other than a person who is not on the pickup list to pick up their children. Please update authorization list through Child Pilot.

## **Emergency Contacts**

Your emergency contacts listed on your emergency list WILL be contacted if you are unable to be reached. Please adhere to the following policies:

- Two (2) contacts that live in a 24-mile radius.
- Your contacts should know that they've been recorded on the list and are responsible for your child if they need to pick up your child at any time throughout the day.

## **Pick-Up Policies**

Our concerns are for the children's safety, we ask that once the child has been released to your care at the day's end, your child will not be permitted to run in the hallways, roam unattended or enter the kitchen. Please be aware of your child at all times! (i.e. Talking on the phone or texting while picking up students)

Parents who spend a little time in their child's classroom at the day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Parents visiting in classes at the day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it is time to leave.

## **Parking**

We ask that you do not leave your car motors running or leave other children unattended within your car when you enter the building. Mid South Academies will not be responsible for any damage to your vehicle while picking up your child.

## **Personal Belongings**

A stuffed animal or a doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are "soft and cuddly". A book to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so it will not be lost, broken or envied by others. Action figures/superhero toys and projectile toys are not permitted in the center. Action figure toys encourage strong physical play which often leads to aggressive play. This can get out of control when children confuse make-believe with reality. Any electric devices brought into the center will not be the responsibility of the center in case of damage, so please refrain your child from bringing them in. On days that the students are allowed to bring in electronic devices, parents will be asked to sign a waiver stating the above statement.





## Meals

**Breakfast is served only between 7:30 and 8:30 a.m.; children arriving later should already have eaten at home.**

The major meal of the day is served at lunch; dinner is lighter fare. Nutritious snacks are provided once a day. Milk is served at lunch to all children and made available, as needed, to infants in the bottles parents provide. However, parents must provide their own formula (or expressed milk for nursing infants if parents choose so) for those not yet ready for container milk. All bottles must be pre-made with tops or caps on each bottle.

Parents must inform the center of any special dietary requirements, including food allergies. Chewing gum is not permitted in the center.

**\*As per the Health Department, we are prohibited from allowing food to be brought into the center.**



## Clothing

Children play hard and need to be comfortable. We ask that children to be dressed in clothes suitable for art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. **All** clothing should be labeled with the family's name, to facilitate dressing and reduce loss.

Two full sets of extra clothing should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will be needed to be regularly replaced as soon as possible if your child uses them.

Shoes need to be appropriate for indoor/outdoor play. Wet snow boots, need to be replaced with indoor shoes. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes.

## Rest Time Provisions

**Parents are responsible for providing and laundering (weekly) bibs, blankets and crib sheets. Sheets and blankets need to be taken home every Friday to be laundered. Crib sheets will be provided but cannot contain any extra blankets or stuffed animals.**

## **Health Policies**

*“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reasons. This risk is particularly significant in day care because of the many close physical interactions between children and adults. Most daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to daycare programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child’s illness requires exclusion. Daycare personnel criticize parents for demanding care for sick children. In turn, parents criticize daycare programs, believing that their children acquire their illnesses from daycare contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the daycare experiences. Unfortunately, absolute criteria for exclusion of ill children does not exist. Daycare programs base their exclusion policies on two issues:*

***Risk of transmission of infectious diseases and the demand of sick children for increased adult attention, which may exceed the resources of the daycare program” (quoted from Pediatrics in Reviews)***

The health policy of Mid South Premier Academies is designed to best meet the needs of our children, parents and staff. The policy has been in place since the center opened, but we keep rewriting it in attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can eliminate the element of subjective judgement inherent to individual situations.

Mid South Premier Academies health policies may differ from your child’s pediatrician’s opinion. **In all situations, Mid South Premier Academies policy will override your child’s doctor’s recommendation. Group care conditions differ from individual care situations.**

### Daily Health Check



Parents are required to answer 3 questions on Child Piolt before signing in for the day. Staff will perform a daily health check on each child upon drop off every morning and accountability health checks through out the day. The daily check will examine whether the child has:

- Fever or elevated body temperature of 100 degrees.
- Skin rashes or unusual spots.

### Fevers

A temperature of 100 degrees Fahrenheit is reason for exclusion from group care. A child who has been sent home with a fever of 100 degrees Fahrenheit or higher may return to the center after fever free for 24 hours without any medication.

### Diarrhea

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

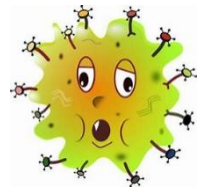
**EXPLANATION** – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free form diarrhea). Secondary symptoms of crying, pain, refusal, to eat, etc., must be considered.

### Complaints of Pain

Signs/symptoms of disease including: severe coughing, breathing difficulty, discharge from the nose, ears, or eyes, diarrhea or vomiting. Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. **A doctor’s note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.**

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate from the center.

### Severe Colds



Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child’s ability to eat, sleep, or play are reason for evaluation.

### Vomiting

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

**EXPLANATION** – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

### **Rashes**

Rashes must be physician diagnosed for a child to be in the center.

### **Conjunctivitis**

Pink or red conjunctive with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. a child may return to the center 24 hours after medication is begun.

### **Mouth Sores**

Mouth sores with drooling are reasons for exclusion, unless the child's pediatrician states the child is non-infectious.

### **Signs of Possible Severe Illness**

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying, or difficult breathing are reasons for exclusion.

### **Symptoms of Contagious Childhood Disease**

Symptoms of contagious childhood diseases are reason for exclusion. The center, however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Cocksackie. Exposure to contagious disease in not reason for exclusion.



### **Teething**

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

## **Medication Policy**

The Mid South Premier Academies staff are not authorized to administer any physician-prescribed or medications to enrolled children. In a case where a child needs medication, an authorized parent/guardian may come it the center and administer the medication.

**Failure to comply with Mid South Premier Academies policies will result in suspension of children services.**



### IN CASE OF INJURY

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency number on the child's emergency form will be called. If the person(s) cannot be reached, the child will be taken to the nearest Hospital Emergency, unless the parents have designated a different emergency plan

#### IF YOUR CHILD BECOMES ILL AT THE CENTER

If your child becomes ill while at the center, we will call you; if you can not be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the very day any numbers have changed, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

#### Absence

- Please call the center if your child will be absent and let us know why. Contagious illnesses must be posted in the classrooms and in Child Pilot so other parents know what is going around. Children can only be cleared by a certified pediatrician for group care. We will need:
1. the child to be seen by a doctor,
  2. a note from the doctor stating
    - a. a diagnosis
    - b. that the child is not contagious
    - c. the date that the child may return to group care
- A child will continue to be excluded until note is not received before the child is brought to school.

### IMMUNIZATION AND PHYSICALS

A complete physical examination and up to date immunizations are required by state law. An updated physical examination is required yearly, on the expiration date of the current physical. **Your child will be excluded if their physical has expired and updated physical has been submitted.** Department of Health sets the following minimum required immunizations for school attendance in Nursery, Pre-K, Daycare, as:

3 Diphtheria Toxoid, 3 OPV, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib as age appropriate.



### Hours of Operation

**All Children Must be in attendance by 9:30 a.m.**

**All Children Must be picked up by 6:00 p.m.**

**Late Fee- \$1.00 per minute per child after 6:05 p.m.**

**Tennessee State Code Note: No child should remain in a child facility for more than nine (9) hour. Our center will provide child care for nine hours (9) a day for regular tuition, any child remaining in our care for additional time will need to see the Director for Extended Care Fee.**



### Inclement Weather/Emergencies

**Mid South's Premier Preschool Academies follow Shelby County Schools Closing Notices.** If the center closes early, all transportation will stop immediately. **Parents will then be responsible for picking the children up from the center.** Please make sure that we have updated phone numbers and emergency contact information for your child.

### **RULES OF CONDUCT FOR MID SOUTH PREMIER ACADEMIES BUS RIDERS**

The students on the bus are under the immediate supervision of the bus driver and the monitor and are thus subject to the rules set by Mid South Premier Academies. Any infraction of these rules by a student is to be documented on a Bus Conduct Report concerning the disciplinary infraction with copies distributed to the director, the parents, and kept on record by the transportation department. The safety of the bus passenger is the most important part of school bus transportation. Efficient and effective use of school buses is another important factor of Mid South Premier Academies transportation system.

**In order to provide safety to passengers and effective use of buses, the following rules are established to regulate conduct of Mid South Premier Academies bus passengers:**

- ✚ Stand in an orderly single file line at pick-up points until the bus comes to a complete halt.**
- ✚ Enter the bus in an orderly fashion and go directly to your assigned seat.**
- ✚ All passengers must be seated while the bus is in motion.**
- ✚ At your stop, remain in your seat until the bus has fully stopped. Then enter the aisle and go directly to the front exit door.**

Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, eating or drinking, are examples of activities that draw attention of the bus driver from his/her main task of safe operation of the bus. Such actions, or any other distracting action by the riders, create a safety hazard by demanding unnecessary attention of the driver and are forms of misconduct. Misconduct at the bus stops is also considered a violation and shall be cause for disciplinary action.

When a rider is guilty of misconduct on the bus or at the bus stop, it will be reported to the director. Parents will be held responsible for any bus damage that may result from the student's misconduct. Misconduct may be cause to deny the privilege of transportation to the student. The following procedures will be taken by the school administration. Misconduct citations will be issued as follows:

- ✚ **1st Offense: Student given an oral warning. (Bus Driver/Bus Monitor)**
- ✚ **2nd Offense/1st Citation: Student/Parent given a written warning. (Bus driver, Monitor, Director & Parents)**
- ✚ **3rd Offense/2nd Citation: Student/Parent given a written warning. Student denied bus privilege for 3 days. A parent conference is required (before student can return to the bus.)**
- ✚ **4th Offense/3rd Citation: Student given a written warning. Bus privileges denied for 10 days. A parent conference is required (before student can return to bus.)**
- ✚ **5th Offense/4th Citation: Transportation privilege denied for the remainder of the school year. (Mid South Premier Academies)**

Offenses such as smoking, drugs, weapons, damaging the bus, or harming another student will be handled as 3rd citation level on the 1st offense. Violation of the law will be reported to the Memphis Police Department and DCS for investigation and prosecution.

# Thank you for choosing Mid South Premier Preschool Academies

## Our Locations

### Ivy League Learning Center

6189 East Shelby Drive  
Memphis, TN 38141

### Kid University

771 Walnut Knoll Ln.  
Cordova, TN 38018

### Klassy Kids (Bartlett)

2979 Elmore Park Rd.  
Bartlett, TN 38134

### Klassy Kids Academy

3750 Ridgeway Road  
Memphis, TN 38115

### Imagine Academy

7130 East Shelby Drive, Hickory  
Hill Rd, Memphis, TN 38125

### Ravens Nest

1266 Sycamore View  
Memphis, TN 38134

### Ivy League Learning Center

2775 Stage Center Drive  
Bartlett, TN 38134

### Yaya's Place

8200 Old Dexter Rd Suite 103,  
Cordova, TN 38016