

Dear Parents and Students,

Welcome to the European Academy of Early Education. We are excited about our school and we are equally excited that you have chosen to be a part of our innovative educational program. Every child at EAEE is unique and important and we work diligently to provide each of them with the best learning experience possible. Parents are always welcome and we encourage you to participate in the success of our school.

This HANDBOOK is intended to provide information about the general policies, procedures and practices of the European Academy. Please read it and become familiar with the expectations of our students and parents.

The concept of this unique educational center was planned and designed over a span of more than four years. It required detailed planning and layouts of the complex. In order to allow it to function as planned, special rooms were constructed, each for a particular activity.

The design of this educational center enables the children to move from classroom to classroom and to be introduced to a different subject, each time by a different specialized teacher. This not only creates a varied learning environment for the children, but it also introduces them to different ideas and personalities. This broad exposure is planned to educate the 'whole child' and to assist them in forming a solid foundation for life long learning.

The administration and staff of the European Academy of Early Education are making a serious commitment to the success of the school and the students. We invite you to become an active member of our team.

We look forward to working with you and your child. With your support and the talented and dedicated staff at the European Academy of Early Education, we believe this will be a very special time for all of us.

Sincerely,

Beata Cook, President

PHILOSOPHY

The principles underlying our philosophy are based on the following beliefs:

- That parents are the primary educators of their children and that our educational program is supplemental and supportive of that care;
- That each child is a special and unique individual, capable of learning, worthy of love and respect, and deserving of individual dignity;
- That the greatest intellectual, social, psychological, and emotional growth takes place during the years of early childhood and that all of these areas of child development are interconnected;
- That children should be allowed to learn at their own rate, in manageable steps with appropriate stimulus and direction to meet their individual needs;
- That learning should be fun with age appropriate challenge;
- That learning is most likely to occur when there is a positive learning environment with appropriate interaction in the learning process to stimulate growth in all dimensions of development.

GOALS

The goals of the European Academy of Early Education are:

- To assist parents in the education of their children;
- Help children build foundational skills to be successful life long learners and productive members of society.

OBJECTIVES

The students of the European Academy of Early Education are encouraged to work, learn, and play in an environment which allows for the academic, personal, emotional, and social growth of each student based on individual needs and learning styles. As faculty, staff and administration, we are called to help students develop and achieve these outcomes by providing:

- A child-centered curriculum that reflects current research and is based on age and developmentally appropriate practices;
- A supportive environment that fosters development at a pace appropriate to each individual child where they can explore all dimensions of learning;
- Opportunities for students to understand relationships among cultures, styles and historical periods;
- Opportunities for students to demonstrate artistic expression through production and performance.

THE IMPORTANCE OF EARLY EDUCATION

Researchers, educators, national organizations and members of state and national governing agencies have said for years that growth and development of intelligence is the greatest during the early years of a child's life. It is believed that individuals develop 50% - 60% of mature intelligence from conception to age 4 (Dr. Benjamin Bloom of the University of Chicago). Mounting studies demonstrate that by age six, a child's capacity to learn is largely formed. Staggering evidence that supports the case for broad access to early childhood programs:

- A child's experiences in the first 3 years of life greatly affect the rest of his/her life;
- Children who receive high quality early childhood education enter school ready to learn and have better social skills, fewer grade retentions, & higher school graduation rates;
- School readiness is a critical indicator of later school success;
- Today's children are tomorrow's workers and their ability to learn and develop skills is shaped by their early experiences;
- Quality early childhood education reduces future crime rates;
- Employers find absenteeism drops, productivity improves, and turnover diminishes.

The balanced curriculum offered at EAEE is designed to expand and stimulate not only the intellectual growth of each child, but also their emotional, social, and physical development.

PARENT PARTICIPATION

We believe that parents are the primary educators and care-givers of their children. Our education program is supplemental to that care. We will work jointly with parents to provide the best possible educational environment for your child. Parents are welcome at any time to visit and observe their children in the classroom or on the playground. Parents are not required to fulfill service hours to the school, raise funds or assist with classroom instruction.

There are numerous projects and activities throughout the year that parents will be invited to assist with, if they choose. A list of various activities will be available at the beginning of the school year. Some of them include:

- Fall Festival;
- Set-up & Take-down for Programs and Events;
- Fall and Spring Book Fairs;
- Field Trip chaperones;
- Guest presenters for themes related to: Holidays and Celebrations Around the World, Occupations, Construction, Tools and Machines, etc;
- Graduation and End of the Year Parties.

Parents may volunteer for any of the activities they wish. School policies and procedures must be considered in the planning.

Parents will be asked to complete a survey at least once each year which identifies 'indicators' of quality child care. This survey will be used to assess how we are doing in the areas of Health and Safety, Administration, Parent Communication, Curriculum, and Interaction between staff and children. We will

use this information for program changes. Therefore, it is important for parents to become familiar with the policies and procedures of the school as outlined in this Parent Handbook.

We view communication as a reciprocal process. We request that parents communicate with school personnel and work cooperatively with us to educate and build a positive self concept for every child. We will keep parents informed of happenings at the school via:

- Weekly newsletters;
- Quarterly Progress Reports;
- Periodic memos;
- Outdoor memo board;
- Spring – Move up day;
- Fall – Back to School Night
- Parent-teacher conferences.

Parents should keep us informed of any information that may be interfering with the academic, physical or emotional development of their child. Parents are an integral part of our school. We encourage participation in our annual program evaluation and suggestions for improvement or change in our over-all program.

CURRICULUM

The balanced curriculum offered at EAEE is designed to expand and stimulate not only the intellectual growth of each child, but also their emotional, social and physical development. Students move through specially designed and equipped classroom learning centers where they explore and develop an understanding and appreciation for: art, drama, music, Spanish, language arts, math, science, social studies, computer technology, etiquette, gymnastics, sign language, current events, and keyboarding. Our staff has been carefully selected to provide positive role modeling that exhibits the highest standards of excellence.

ACADEMIC PROGRAMS

Our Academic Program includes all the disciplines listed in the preceding paragraph. The program is open and available to all children between the ages of 3 through first grade. Our commitment to parents is to allow children to grow and develop to their highest potential.

Two Year Old - Preschool Program

The two year old and preschool programs are available for children ages two to three. Morning Program 9:00 a.m. – 1:00 p.m. Children are grouped with children of the same or similar age and developmental level. All students should be potty trained prior to starting school.

Pre-kindergarten - Kindergarten Program

Pre-kindergarten and Kindergarten students should be four to five years old by the date established by Florida State law. The pre-kindergarten and kindergarten programs runs from 9:00 a.m. to 3:00 p.m. Monday through Friday. Our pre-kindergarten and kindergarten groups are an accelerated program where students learn the fundamentals of reading, writing, math computation and problem solving, science

exploration, and social studies. They are introduced to the mechanics and processes of writing, mapping, charting, telling time, counting by 5's, 10's and 2's and the fundamentals of science. Students are allowed to progress at their individual level to achieve their maximum potential.

First - Second Grade Program

Students should be six years old by the date established by Florida State law. The first and second grade program runs from 8:30 a.m. to 3:00 p.m. Monday through Friday. Our first and second grade is comprehensive and challenging – designed for advanced performance and essential for success. Students continue to expand their reading, writing, and math skills and learn about American history, economics, science, computer technology and geography.

Extended Care Options

1:00 – 4:00 p.m. **Aftercare Program:** This program is available for Two year old and Preschool Students. Children will have rest and play time.

3:00 – 4:00 p.m. **Snack and Playground:** Snack and Playground time is available to all students. PreK – 2nd Grade Students.

* *You may request detailed information about each of these programs.*

ADMISSION PROCEDURES

School Tour

Prospective parents are invited to arrange a tour to visit our facility and see the curriculum in action. The one-way glass windows allow parents and visitors to view classroom interaction without disturbing students. Tours should be scheduled in advance so that there will be ample time to supply the needed information and answer questions of individual concern. School office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Non-refundable Reservation Fee

If parents decide to enroll their child after touring the school, they will be required to submit a non-refundable fee of \$1000.00. This fee will hold a space for their child in the appropriate age group. Enrollment is based on a first-come, first-serve basis.

Application

After parents submit the completed preliminary application form, we will arrange a date for an evaluation of the child. The evaluation will be conducted by a specialist at the school. It will enable us to learn more about the child's physical, cognitive, and language development. The results of the evaluation will assist us in determining individual readiness skills and group placement in our program. A registration fee of \$200.00 will be due at the time of the child's evaluation.

While the evaluation is in process, parents will complete an assessment of their child's social, emotional, and independent development. A complete summary stating the results of all sections of the evaluation will be forwarded to the parents within five working days.

Acceptance and Enrollment

The Administration and staff will review completed applicant files. An incomplete file cannot be reviewed. Accepted applicants will be sent an acceptance letter.

NON DISCRIMINATION

The European Academy of Early Education provides services to children and families without regard to race, sex, religion, cultural heritage, political beliefs or marital status. Each child is special and unique, worthy of love and respect and deserving of individual dignity.

ORIENTATION OF NEW STUDENTS AND PARENTS

The Administration and Staff will do everything possible to assist new students and their parents in making a smooth and comfortable transition into our school. When parents request information about EAEE, we will direct them to our website www.eaenokomis.com and send a color brochure which describes the program and contains color pictures of students engaged in various activities that are typical of a child's day.

Parents are encouraged to schedule a tour so they can actually see the children in their classrooms interacting with their teachers and classmates. We also encourage prospective parents to bring their child, so that they too can have a better understanding of our daily program. If it is possible to schedule the tour close to playground and snack time, we invite prospective students to join our students. The Director will 'buddy' them with one or two of our students, so they will feel comfortable having a new friend to play with on the playground (our students love to be 'buddies' and it is quite likely there will be more than one or two buddies for a new student!).

The Director will make every effort to schedule as much time as prospective parents request to answer questions, review the Parent Handbook, go over the terms of the EAEE Contract, and help parents feel comfortable with the Philosophy of the school. Parents are encouraged to call at any time if they have additional questions or concerns after they return home from their tour and visitation.

It is our goal to help children build foundational skills to be successful life long learners and productive members of society. To do this we must work cooperatively with parents as co-educational partners. When parents feel comfortable that they have selected the right educational program for their child, this goal is more likely to be accomplished.

TUITION

Tuition and fees are due according to the terms agreed upon in the EAEE Contract. No student will be allowed to start school in August or at any time during the year if there are any outstanding financial obligations. Fees will be adjusted for new students enrolling mid year.

Tuition payments are considered delinquent if they are not paid on time. A late fee may be assessed according to the terms of the contract.

TERMINATION OF ENROLLMENT

We believe that every child has a right to participate in our educational program, regardless of parent's race, sex, religion, cultural heritage, political beliefs or marital status. We will do everything possible to help each child to grow and develop to their highest potential.

In the event that we are unable to meet the child's individual needs, academically, physically, socially or emotionally, we will schedule conferences with parents and, if necessary, specialized professional personnel to develop alternative strategies for success.

If we cannot meet the child's needs, we have a professional obligation to assist parents in finding a suitable educational program for their child. A refund of unused tuition will be given. Failure, on the part of parents to meet their obligations for tuition payments will result in termination of enrollment.

STUDENT WITHDRAWAL

We expect that all Tuition Contracts will be honored for the entire school year. For complete explanation about student withdrawal and terms of tuition responsibility see the Tuition Insurance Refund and Credit Plan on the back of your EAEE Contract.

SCHOOL SCHEDULE

The European Academy of Early Education is in operation Monday through Friday. Our calendar will be similar to that of Sarasota County School. We will close for major holidays and for winter and spring recess and for most of the Professional Development Days. Please refer to the calendar for exact days in your information packet.

The doors will be open each day from 8:30 a.m. to 4:30 p.m. Children will not be allowed entrance prior to 8:30 a.m.

School hours for students:

Two Year Old and Preschool	9:00 a.m. – 1:00 p.m.
Pre-K and Kindergarten	9:00 a.m. – 3:00 p.m.
First and Second Grade	9:00 a.m. – 3:00 p.m.

Aftercare	1:00 p.m. – 3:00 p.m.
Snack and Playground	3:00 p.m. – 4:00 p.m.

School begins promptly at: 8:30a.m. for 1st and 2nd grade
9:00a.m. for Toddler-Kindergarten
Office hours are: 8:30 a.m. to 4:30 p.m.

TARDINESS

It is very important for students to be on time so that the instructional process can be successful.

Tardiness not only places a burden on the teachers who cannot possibly refocus the class each time a child enters the room or reteach important materials to students who miss a considerable amount of class time. In addition, children feel uncomfortable when they arrive after everyone else has started the learning activities. Tardiness also encourages children to think that school and punctuality are unimportant.

ABSENCES

We strongly recommend that children are regular in their attendance at school. Frequent absences interfere with the flow of learning and development. When children are absent, they miss some of the sequential learning that takes place from day to day. It also sends a message to children that school and learning are not priorities.

There are occasions when it is necessary for children to miss school (emergencies, illness, or preplanned family vacations). If it is necessary for your child to be absent we request that you call the school office and let us know so that we can enter the information on our attendance charts.

It is especially important for kindergarten, first grade, and second grade students to form the habit of regular attendance. If you know in advance that your child will be absent for several days, please notify us so that personalized homework can be prepared for your child. This will help prevent falling behind or missing important components of learning. Some schools require that we send attendance records to them prior to admitting new students.

LUNCH

Children may purchase or bring their lunch each day. Monday & Fridays are consistently '*Pizza days*'.

If parents send food items that need to be held at hot or cold temperatures, they must use hot or cold packs in their child's lunch box. **State law does not allow us to prepare or heat foods in school.**

We strongly discourage foods that children cannot eat without adult assistance or foods that are high in processed sugars (such as candy). Children will often eat these foods first and ignore or discard nutritious foods. Children are more likely to eat their lunch when they have small quantities and limited choices. Please choose nutritious foods. We recommend easy eating finger foods that have necessary vitamins and nutrients (raw vegetables, fruits cut into small pieces, easy to eat meats and cheese). Some children prefer warm foods in a thermos such as pastas, soups, or casseroles. We will be happy to provide parents with suggestions for bag lunches, if you wish.

Please refrain from fast food meals with toys (such as McDonald's or Burger King). Children will often focus on the toy rather than eating. These meals also create disappointment for children who do not have toys with their meal.

We have adequate seating for all of our students but, we do not have adequate seating for guests. Therefore, to avoid overcrowding while eating and congestion during dismissal, parents are not permitted to join their child(ren) for lunch. We encourage parent/child time together during the afternoon on week-ends and vacation days when school is not in session.

Parents should not pick up children prior to the 1:00 p.m. dismissal, except for emergencies or medical appointments. We assume responsibility for the children during the hours of operation of the school. When children come in and go at random, it complicates supervision and safety. Therefore, this procedure is enforced for the welfare of all children.

BIRTHDAY PARTIES

Children's birthdays are special at EAEE. We celebrate with balloons, capes, crown, pictures, and songs for the honored student.

DROP-OFF AND PICK-UP PROCEDURES

Drop-off

Children should be dropped off at the front entrance of the school between 8:30 a.m. and 9:00 a.m. Parents are asked to pull up in front of the school and **remain in their cars**. Teachers will meet you and assist your child in getting out of the car and into the building. Parents will be asked to sign the attendance roster and then you are free to leave. **Parents should remain in their cars at all times**. It is important to keep traffic moving, so that there is not a traffic back-up into Albee Road.

Please **do not** walk your child into the building. If you must come into the building for any reason, please drop your child off, sign the roster and then park your car in one of the parking lots and come into the building. Escorting your child into the building encourages separation anxiety and adds to traffic tie-ups, congestion, and delays in our start-up activities. Children may sometimes cry when they get out of the car and want parents to come into the building with them, but this practice is not allowed. The tears will usually subside within a few minutes, and they soon become actively involved with daily activities and socializing with their friends.

Parents are invited and encouraged to come into the building from 9:10 a.m. to 12:20 p.m., 1:10 p.m. to 2:50 p.m., and 3:10 p.m. to 3:55 p.m. to observe your child interacting in the classroom. Each classroom has one-way glass windows so that parents can observe their child within the learning environment without inhibiting or interfering with their classroom participation. Being able to see and not be seen helps to convey a feeling of confidence.

Pick-up

School will dismiss promptly at 1:00 p.m. for two years old and preschool students, 3:00 p.m. for pre-kindergarten, kindergarten, first grade and second grade students, 4:00 p.m. for aftercare students.

Please pick up your child at the front entrance. Remain in your car and a teacher will escort your child to your car. You will be asked to sign the attendance roster, after which you are free to leave. It is important to keep traffic moving at all times. If you need additional time to buckle your child into a car seat, please pull ahead to the “Buckle Up” sign. It is important that you do not tie up traffic and delay the pick-up process.

Children must be picked up by the authorized persons listed on your registration form. If you plan to send someone on your list, please call the school office ahead of time informing us of your plan. They should have your car sign with your family name on it to identify them as well as personal identification.

Please pick-up your child at the appointed time. An early dismissal should be for emergencies only. This procedure will be enforced for the safety and security of all children.

Please be on time. Lateness causes anxiety for children and may have a negative impact on children’s attitudes about school. If you know in advance that you are going to be detained because of an emergency situation, please notify the school immediately. We understand that unplanned emergencies happen. However, consistent lateness is unacceptable. A late fee of \$1.00 per minute will be assessed for every minute you are late beyond 10 minutes after dismissal. One warning will be given before the late fee is assessed.

FIELD TRIPS

Field trips are learning experiences related to units of study being taught in the classroom and are an integral part of the educational program of EAEE. There is an additional charge for field trips. Parents will always receive advance notification for any planned activities outside of the school that requires transportation.

Teachers are responsible for planning and supervising field trips. Teachers may select interested parents to assist with chaperoning of children on a field trip, if needed. Chaperones must attend a ‘Supervisor Orientation’ meeting and agree to the procedures and policies of EAEE and give their complete attention to the children they are assigned to supervise.

The required Consent Forms will be sent home with each student in advance of a planned trip. Parents are asked to fill out the form and return it to the school office within the prescribed time frame. Only students with official Consent Forms will be permitted to participate in a field trip experience.

INCLEMENT WEATHER CLOSING

We will close school during dangerous weather conditions (hurricanes, flooding, hurricane watch, etc). Please listen to your local radio and television stations for school closing.

We will follow the same closing procedure as Sarasota County Schools. If they close for inclement

weather conditions they will broadcast that information on all of the local radio and television stations. If they close, we will also close.

If there is an emergency that necessitates closing early during the school day, we will contact parents by implementing the emergency Telephone Tree. Every parent will receive information describing the procedure, a listing of the family directory with names and phone numbers, and the parents that each family is to notify. The Telephone Tree will be initiated by the Director or Administrative Assistant of EAEE. Parents will be notified of the emergency situation and advised to come to the school to pick up their child.

DRESS REQUIREMENTS

At European Academy, we believe that highest student achievement occurs in a positive learning environment where students are safe and free of distractions. Wearing appropriate clothing to school contributes to a climate of respect. EAEE has a mandatory uniform dress code. All students should dress in navy blue **uniform** bottoms (shorts or pants for boys and shorts, pants, skorts, culottes or jumpers for girls) and solid color uniform tops, sweaters/hoodies (for colder days) **with the monogrammed “European Academy” logo** on them. The length of shorts should be no shorter than the tip of the student’s thumbnail when his/her hand is at rest at his/her side. **NO** sweat pants or spandex pants – these articles of clothing are not considered to be proper uniforms. Due to daily activities at recess or P.E. students should wear tennis shoes daily. We have two suppliers who provide uniforms for our students.

Children’s World (941-955-6999)
www.childrensworlduniform.com
4525 Bee Ridge Road
Sarasota, FL

And

Lands’ End (1-800-469-2222)
www.landsend.com

Friday is a ‘Free Dress’ day. Children will not be required to wear their uniforms on this day. It is expected on Friday that student apparel will be appropriate for a school setting. Shorts’ hemlines must reach to the thumbnail and should be longer than any shirt not tucked into the shorts. Bare midriffs are not allowed and appropriate undergarments should be worn. **No halter-tops or spaghetti straps. No shoes without backs, highheels, sandals, boots, or flip-flops are allowed.** For safety reasons it is best if tennis shoes are worn daily.

Please think of your child’s comfort and safety. Dress them in clothing that is safe for playground activities and free of complicated fastenings. Belts, overalls, zippers, and complicated closures are frustrating for children when using the bathroom.

All children should have an extra set of clothes (EAEE UNIFORM) and underwear in their locker at all times in case of accidents. ALL CLOTHING SHOULD BE MARKED WITH THE CHILD’S NAME.

PARENTAL CUSTODY

Any special instructions regarding parental custody of a student must be in official written form and on record in the school office. Verbal custodial instructions cannot be honored.

VISITORS AND SECURITY

The security of our children is important. We offer a safe environment with emergency exit doors in each classroom and forty-one security cameras throughout the building, on the playground, and at the front entrance. Cameras operate 24 hours a day, seven days a week to continually record the actions within each environment. These tapes will be available for parents and authorized family members to view. They will not be available for the general public.

Visitors are always welcome at European Academy. However, for the safety of our students, anyone wanting to gain entrance to the building will be required to ring the bell at the front door. A member of our administrative staff will unlatch the door to allow entry. All visitors and parents are required to sign in when they enter the building and sign out when they leave.

Teachers are responsible for students entrusted to their care during the normal school day. Parents should not remove children from school before regular dismissal times except in rare emergency situations. If early dismissal is necessary, prior notification to administration is required so that we are aware of where students are at all times. Children must never be taken from classrooms without permission.

Parents are invited and encouraged to come into the building from 9:10 a.m. to 12:20 p.m., 1:10 p.m. to 2:50 p.m., and 3:10 p.m. to 3:55 p.m. to observe your child interacting in the classroom. Each classroom has a one-way glass window so that parents can observe their child within the learning environment without inhibiting or interfering with their classroom participation. We request that visitors are quiet and that they view classrooms from a short distance so that children and learning are not disrupted. Parents will not be permitted to enter a classroom and interrupt instruction.

HEALTH AND SAFETY

Your child's health is a matter of major importance to all of us. The county health office has advised us to have the following records in our file:

Physical Exam

A routine physical exam is required by Florida law every two years. This information must be on the official yellow (DH 3040) form available from your physician or the county health department. Please note that these examinations must be kept current, as we will have periodic inspections by HRS. **Your child will not be allowed to attend school if this documentation is not in their file.**

Immunization Records

Every child is required to have an updated immunization card on file in their cumulative folder in the school office. The Blue card (DH 680) is the only immunization documentation that HRS will accept. Please note that the chicken pox immunization is now required. These cards are available at your physician's office. **Your child will not be allowed to attend school if this card is not included in their file.**

Your child may be sent home if any symptoms of illness appear during the day. In such cases, they will be sent to the office. We will contact parents immediately. If we are unable to reach you, we will contact someone you identified at the time of enrollment as a reliable and responsible person to pick up your child. We will isolate your child and keep him/her comfortable until you or your designated representative arrives to pick them up. Sick children will not be allowed to return to the classroom. It is **extremely important that you update any changes in daytime phone numbers or information related to people authorized to pick-up your child in the event of illness or injury.**

Please keep your child home if he or she:

- Has a fever or has had one during the previous 24-hour period;
- Is taking an antibiotic;
- Has a cold that is less than four days old;
- Has a nasal discharge or discharging eyes or ears;
- Has a constant/persistent cough;
- Has a rash;
- Has diarrhea or vomiting;
- Is extremely tired – rest at such times may prevent the development of serious illness;
- Has symptoms of a possible communicable disease (these may include, but are not limited to: sniffles, reddened eyes, sore throat, headache and abdominal pain, rash or a fever). Please notify the school at once if your child does have a communicable disease.

Keeping children home when they are sick will help your child get well and will protect the other children in the classroom. Please refer to the "Exclusion Symptoms" document in your information packet.

The Sarastoa County Board of Health recommends that children with live head lice be sent home. They may not return to school until all nits (egg cases) have been removed. If head lice are discovered in a particular classroom, all students in that class will have their heads examined by the Director or a health aide. Parents in the classroom will be notified if lice have been discovered.

MEDICAL – ACCIDENT EMERGENCY

In case of illness or accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the authorized people on your child's medical form. If necessary, we will also call an ambulance or paramedics. You will be expected to assume responsibility for any resultant expense. The Director or Administrative Assistant will be in charge and make all decisions about the care of your child until the arrival of a parent, the physician, an ambulance, or paramedics.

If it is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

Medications

Authorized school personnel will give medication to students only if the following conditions are met:

- A serious health need or chronic condition exists and failure to take medication could jeopardize the student's health;
- Written permission for the medication to be given to your child is on file in the school office;
- Medication is in the **original** prescription container with the child's name, name of the medication, dosage and times to be given are on the container.

Please do not give medications to classroom teachers to administer. Medications must be delivered directly to the front office with a signed *Medication Treatment Authorization* form. Students are not allowed to have any medications in their possession (cough drops, lozenges, etc.) at any time. All medications must be labeled and turned in to the administration office. Compliance to the policy will be enforced to protect children who may accidentally lose or drop containers from their pockets or book bags and/or share with other children.

DISCIPLINE

Webster defines discipline as training, regulation, and rules that develop self control and a system of learning. These words are the basis of our discipline policy.

There are many ways to discipline. At the European Academy of Early Education, discipline is not a punishment, but rather, a learned behavior resulting from positive and consistent training. No child will be subjected to humiliation or intimidation in response to inappropriate behavior. Our staff will acknowledge and respect each child's feelings and redirect anticipated problems. It will be clear to the child what behavior is acceptable and why some behaviors are not acceptable. Children should be taught to look for alternatives that are available and generate logical consequences. We encourage children to be a part of the decision making process and determine some of their own solutions. Our ultimate goal is to teach children how to work through conflicts using positive methods.

Time-outs will be reserved for repeated misbehavior. Each classroom will have an area designated as a 'Quiet Place' away from the group activity, where children can go to refocus. The amount of time the child will spend in the 'Quiet Place' will be age appropriate and long enough to allow the child to redirect their behavior and prepare themselves to rejoin the group activity. We want the child to understand that the behavior is unacceptable, not them.

If unacceptable behavior persists parents will be notified and a conference will be scheduled. In this way, parents and teachers will be working together for the benefit of the child. Video tapes can be reviewed and acceptable ways to motivate the child to act appropriately can be discussed. If no solutions can be determined, alternative schooling might be a consideration.

COMPLAINT PROCEDURE

Parents are requested to bring concerns or grievances to the attention of appropriate school personnel. Issues between parents and teachers should be addressed to the teacher first. If resolution cannot be achieved, the situation should be brought to the attention of the Director. Parents are also invited to place written suggestions in the 'Suggestion Box' located at the front entrance of the building.

PARENT-TEACHER CONFERENCES

At least one or two formal Parent-Teacher Conferences will be planned during the course of the year to discuss growth and development of each individual child. These conferences are usually scheduled mid year, however, parents may request a conference at any time. We will make every attempt to accommodate schedules of parents and school personnel. If parents want to discuss their child's development with a particular teacher, they should call the school office and make the request. Teachers will return phone calls within 24 hours.

OUR EDUCATIONAL COMMITMENT

Your children are your most valued treasures. We are honored that you have chosen to entrust your child in our care. We feel the preschool years are the most important in the development of any child. We provide an environment in which children will thrive physically, mentally, intellectually and emotionally and provide learning experiences that are developmentally appropriate.

We have an open door policy. Parents are welcome and encouraged to be an integral of their child's education. We welcome your suggestions and recommendations. Feel free to discuss your concerns and suggestions with the Director at any time. You may do so in several ways: schedule an appointment or conference at any time, make a phone call to discuss your concerns with the Director (or Administrative Assistant, if the Director is not immediately available), use the 'Suggestion Box' located in the entrance hallway, or state your recommendations on the annual Parent Survey. If you make a phone request, it is our policy to return those phone calls within 24 hours. We will do our best to honor your suggestions; however it will not be an option to make changes which are in conflict with our overall Philosophy of the school.