Smiling

Faces

AcademyLLC

Handbook

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**PHILOSOPHY STATEMENT:**

Smiling Faces’ philosophy is based on the assumption that the teacher facilitates learning through play, creating and exploring. Smiling Faces Academy is designed with a Core Knowledge basis. It is intended to prepare children for kindergarten at a Core Knowledge or other school. The curriculum is built around the five areas of work habits, language, math, social, and motor development. We take your children where they are and work towards the level I or II goals by the end of the school year. We strive to accomplish this goal in a warm, nurturing, creative environment. Our teachers have a genuine love for children. They will help your child have fun, learn, and become more self-sufficient in many areas.

**TYPE OF PROGRAM:**

Smiling Faces was formed in 2009 to meet the needs of children in Longmont, particularly those that want to continue with a Core Knowledge school. The school is private and therefore privately run by the director and staff. In 2014, the name was changed to Smiling Faces Academy, LLC from Smiling Faces Preschool.

**ACCEPTANCE FOR SCHOOL TIME:**

Smiling Faces accepts children who are at least one and up to three years old in the toddler room. We accept children who are 2 ½ and potty trained in the multi age program. We accept children who are 4 and up by October 1st in the pre-k program. Students in this room must attend 4 3 hour classes minimum per week. Students are accepted after receiving the required $75 non-refundable deposit. Required forms and paperwork must also be submitted.

**ACCEPTANCE FOR OUT OF SCHOOL TIME:**

Smiling Faces accepts children who are at least one and up to age 14 for before school care for Twin Peaks Charter Academy and currently also for Flagstaff Academy and Central Elementary as that is the only schools we transport to. If you transport your child we can take them from any school. Children with an IEP can be bussed from any district school. We accept children for after school care, off school days and Thanksgiving week, Winter break, Spring break. We are also open all summer for camp.

**SPECIAL NEEDS STUDENTS:**

Smiling Faces will accept special needs students if the facility and curriculum can meet the needs of the student and the capabilities of the staff.

**SCHOOL HOURS AND CALENDAR:**

Smiling Faces will operate on the same school calendar as Twin Peaks Charter Academy K-12h School. Our multi age old program meets two, three, four, or 5 days a week from 8:30-11:30. Flex time is available for the blue room, so you may choose three hours between 8 and noon. Our pre-k classes meet 4 or 5 days a week from either 8:30-11:30 or 12:00 to 3:00. A full day option is also available. The lunch hour may be added for $4.95 an hour (included in the all day option). Currently we are open from 7:15 to 6:30.

**REGISTRATION:**

Registration packets are available online at smilingfacesacademy.com or in the school office. All forms must be completely filled out before your child starts attending our school. Registration forms include current immunization record and copy of a recent physical exam or health certificate. Registrations will be taken in the order the $75 non-refundable per child, per year fee is turned in after March 1st each year for the following Aug. Summer camp registration is $25 per family, per year.

**IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:**

Parents or adult guardians are required to sign their children “in” upon arrival and “out” upon picking their child

up from school. Attendance is taken before we begin “circle time”. As children transition in and out of the

classroom, children are counted again to ensure the entire group is present. Periodic counts during the day are also carried out for your child’s safety. Please call or email if your child will be missing from class.

**RELEASE OF CHILDREN:**

All children must be signed out by an adult before they can leave. Children will be released only to a parent or an authorized person. We will require picture identification from any person, authorized or not, that we do not know and recognize. Without a picture ID, a child may not be released to the person unknown to the staff. If the parent wants a person who is not identified on the enrollment form to pick the child up, the parent must notify the preschool in advance, preferably in writing. If an unauthorized person attempts to take a child, the police will be called.

**EMERGENCY PROCEDURES:**

Fire drills, tornado drills, and lockdown procedures will be conducted on a regular basis. Information on the amount of time taken to complete the drill, procedures followed, and person(s) involved will be maintained in the emergency

log. In the case of a lockdown, no-one will be allowed in or out of the school until the situation is cleared up. Procedures used in each of these drills are included in the staff handbook and the Emergency Preparedness Plan Manual. All staff members are trained in all emergency drill procedures. Maps are posted with evacuation routes. Children will be kept in the playground area in the case of an evacuation if that area is safe. If we need to go close by but offsite we have an arrangement with Twin Peaks Charter Academy at 340 South Sunset, Longmont, 80501 to use their school. If we need to transport further away we will use the director’s house at 2973 Breakwater Drive, Longmont, 80503.

**TRAIN DERAILMENT:**

Since we are close to a train track, a train derailment could prevent you from picking up your children and/or on time. We will keep your children in the blue classroom until you are able to get here if that happens.

**COMMUNICABLE ILLNESSES:**

School admission may be denied to any child diagnosed as having a disease or carrying a disease-causing agent whose attendance could be harmful to the welfare of other students. Communicable diseases are divided into two categories: those that are readily transmittable in the preschool environment and those that are not. Readily transmittable diseases include influenza, common colds, and other respiratory infections. Although the incidence of serious or life threatening illnesses that are readily transmittable in the preschool environment is quite low, diseases that are transmitted by airborne droplet, such as measles, active tuberculosis and whooping cough, can pose a serious threat to the health of children and staff. Management of common readily transmittable communicable diseases shall be in accordance with Colorado Department of Health guidelines. A student who exhibits symptoms of a readily transmittable communicable disease may be temporarily excluded from preschool attendance. Parents are requested to keep such students home until the risk of transmission has passed and the child can participate in preschool activities. The school may require a physician’s statement authorizing the student’s return to the school. A child should be kept home if they have a temperature over 101°F accompanied by any other adverse symptoms.

**ILLNESS, ACCIDENTS AND INJURIES:**

Children showing signs of illness should not come to school. Parents will be contacted if illness conditions are observed during the school day. The director will serve the school in assessing the situation. If there is an illness, accident or injury, we will use the emergency contact sheet to try to reach someone. The child will be located in the front of the blue room if it is deemed best for all students. A report will be filled out as necessary and given to the parent or guardian. The child will be kept as safe and comfortable as possible. If it is necessary to transport your child to a hospital or other place, we will use the emergency contact form to let you know where to meet your child.

**LATE PICK UP OF CHILDREN:**

Please allow enough time to arrive at the school, sign out, and pick up your child at the end of class. If a child has not been picked up after 10 minutes from the end of class, and we have not heard from you, attempts will be made to contact you, then the emergency contacts listed on the Enrollment Form. Provisions will be made for someone to stay with your child as long as possible, but if after two hours or after the center has closed, we have not been able to reach you or an emergency contact; we will call the local child protective services agency or the police department. Parents will be charged for additional time supervision must be provided.

**INCLEMENT WEATHER:**

Smiling Faces School is heated and air conditioned inside the school. Our school classes will go outside for recess

unless it is below 20 degrees F or above 90 degrees F. Our time outside may be cut short if it is very warm or cold. The director will decide if other conditions warrant keeping the children inside. Please dress your children appropriately for outdoor activities. Any child that is well enough to attend school will be considered well

enough to go outside.

**WEATHER or OTHER SCHOOL CLOSURES:**

We will be closed if the St. Vrain Schools are closed. Please check St. Vrain website at [www.stvrain.k12.co.us](http://www.stvrain.k12.co.us) in the case of bad weather. A message will also be put on our phone recording. If there is a school emergency or early dismissal, the parents will be notified from the emergency phone numbers, to come pick up your child/ren.

**PARENT-TEACHER CONFERENCES:**

Parent-Teacher conferences will be held twice a year. We use the Core Knowledge Preschool Assessment Tool

as part of these conferences.

**ROOM PARENTS:**

Each class would like to have at least one volunteer to help plan and run our holiday celebrations. Our celebrations may include Thanksgiving Feast, Winter Holidays, Valentines, St. Patrick’s, Spring Fling, Field Day and Graduation.

**COMMUNICATION:**

Communication is a very important part of your child’s learning. We encourage all types of communication

including email, phone, written notes, meetings, etc. A newsletter will also be written and put in cubbies telling you what is going on in the classroom. Let your teacher know if you would like to receive this by email instead.

**TRANSPORTATION:**

Children will not be transported anywhere unless it is in conjunction with a field trip or transport to/from Twin Peaks Charter Academy or another school. You will have permission slips to sign for field trips or drop off and pick up from other schools. Emergency situations may necessitate leaving to somewhere safe.

**DISCIPLINE POLICY:**

We will re-direct the child if possible. We will discuss the infraction with the child(ren). On occasion, a child will be directed to the re-focus pillow. No more than 5 minutes will be used as a time for the child to think about their actions. The teacher will then address the situation or behavior with the child and talk about better choices. Parents will be notified if the situation would benefit with a team effort between parents and staff.

**FIELD TRIPS:**

Field trips may be scheduled twice a year or more. Students will have to submit a filled out permission slip to participate. There is sometimes an additional fee. Parent volunteers will be used as chaperones. They will be assigned a group of students to supervise during the trip. We therefore would like chaperones to not bring other children or siblings. On field trip days, no regular classes will be held at that time. If a child arrives late after we have left for a field trip, there are two options: 1) child returns home for the day with the parent or guardian or 2) adult may drive child to the destination to join the group. Field trip drivers all provide insurance and drivers license copies prior to transporting students for a field trip.

**STORING AND ADMINISTERING CHILDREN’S MEDICATIONS:**

Medication will only be administered at school when a medication authorization form has been completed and signed by the parent/guardian and the Licensed Health Care Provider. This form is available in the office. All medication must be in the original container. Medications are stored locked in the office, inaccessible to the

children. Medications needing refrigeration will be kept locked in a refrigerator in the office. All medications will be administered by the director.

**CHILDREN’S PERSONAL BELONGINGS:**

Each child will have a cubby to keep their belongings in. We would like personal toys, money, etc. be left at home except when they are to be used for show and tell.

**LOST AND FOUND:**

We have a lost and found in the blue classroom and toddler room. Periodically it will be emptied if the items are not claimed after we have put a note on the door in advance.

**SHOW AND TELL:**

Starting in September, each child will be given the opportunity to bring in one item a week for Show and Tell on their scheduled day. The item should be related to the theme or letter of the week. Show and Tell

items should fit in the backpack so they can be easily transported. The goal is to help the children learn to stand in front of the class and speak. This is for the preschool and pre-k classes only.

**SNACKS:**

The children are asked to bring in their own “individual” healthy snack each day. The food will be restricted to your child and there will be no sharing between students. Each snack should be in a labeled bag or container. We would appreciate donations of prepackaged individual snacks for those children who may forget their snack. We sometimes have allergies so we will notify you if this affects your child’s room restrictions on products such as nuts. Any allergies that any child may have will be posted. Birthdays may be celebrated and you may send in a special snack for each child in the class within the food restrictions.

**LUNCHES:**

The children are asked to bring a healthy lunch if they are here between 11:30 AM and noon. We will help the children open things up and heat them up if wanted. We do require the children to eat their healthy food first (ex: fruit, vegetables, sandwiches). We do not provide any dishes or containers.

**T.V. AND VIDEO VIEWING:**

No T.V. shows will be viewed at the school. If you have signed the permission slip, a few G rated educational DVD’s will be shown throughout the year. When educationally appropriate, G rated computer clips may be shown. Maximum time limit is 30 minutes a week. No screen time is allowed for children under 2 1/2.

**CHILD’S COMPUTER:**

We have a computer in the big kids room. It is internet accessible for kids ratings only. Time limit is 10 minutes per day. A 10 minute reading requirement is first before using the computer for school age children unless it is part of their homework.

**INSIDE PHYSICAL ACTIVITY:**

Inside physical activities will be structured and unstructured each day.  **Structured** physical activities are intentionally directed by the teacher. These activities contribute to a child’s basic motor development and enjoyment of movement. Examples of structured activities are: musical games, guided play with homemade props (yarn balls, simple bean bags, etc.), and games such as “Simon Says” or “Follow the Leader**”. Unstructured** physical activities are not directed by the teacher and are often called “free time” or “center time,” such as children.

**TOILET TRAINING AND DIAPERING:**

Children may occasionally have an accident. That is why we have requested an emergency set of clothes that gets left at the school. We will put soiled clothes in a bag to be sent home and request that you replace them at the next class. We do have a changing pad if it is needed. We are not allowed to clean or rinse any poopy clothing. If you child has many accidents, we will ask that you provide a labeled package of wipes. The toddlers will need to provide their own diapers, wipes and diaper cream if needed.

**VISITORS AND VOLUNTEERS:**

All visitors and volunteers must sign in and out on the volunteer log. We ask that you read and follow the

volunteer guidelines. Volunteering in the classroom is encouraged and appreciated. Respect and confidentiality regarding students’ work habits and behavior must be maintained. A sign up calendar will be posted for volunteers to sign up once the teachers feel the class is into a routine and are comfortable in the classroom. We also appreciate any parents sharing a job, expertise, or hobby with us. Talk to the teacher to set up a date.

**STUDENT WITHDRAWL:**

After the school has made attempts to meet the students and parents needs, students that are unable to benefit from the school may be required to withdraw from our school. No refunds will be given for past attendance. If a parent chooses to withdraw their child, two weeks written notice is required. Tuition is due for those two weeks whether or not the child attends class.

**CHILD ABUSE REPORTING:**

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, child care center workers are required to report suspected child abuse or neglect. The law 19-3-304 states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency”. The Child Abuse and Neglect number is 303-441-1309. Rather we have reported possible abuse, or someone else outside of our school has reported possible abuse, we will co-operate with all investigations. It is up to Child Protective Services to notify you of an allegation and assessment.

**LICENSE:**

Smiling Faces Academy, llc is licensed according to regulations for Child Care Centers by the Colorado Department of Social Services. Our license number is 1561752. Our tax I.D. number is 27-0351456. To file a complaint about this facility contact: CO Department of Human Services, Division of Child Care, 1575 Sherman Street

Denver, CO 80203, 303-866-5958