

The Preschool Academy



Where learning and fun go hand-in-hand

“Good Parents give their children roots and wings – roots to keep them grounded and wings so they may fly.”

- Jonas Salk



At The Preschool Academy, we see it as our job to partner with parents in cultivating those budding roots and wings.

To help the wings sprout, we celebrate independent thinking, natural curiosity, self-expression, individual worth, and the simple joy of creating.

To help the roots grow, we provide developmentally-based learning programs designed to build the foundation of social, cognitive, interpersonal, and language skills your child will need for later success in school and in life.

To ensure the roots and wings have a fertile place to grow, we encourage outdoor play and exercise, balanced nutrition, and proper rest in a safe and loving environment.

We welcome children of the following age groups:

- The Bulldogs: 6 Weeks to 12 Months
- The Butterflies: 12 to 24 Months
- The Dinosaurs: 24 to 30 Months
- The Frogs: 30 to 36 Months
- The Koala Bears: 36 to 48 Months
- Private Pre-K: 4 to 5 Year Olds
- Afterschool and Summer Camp: 4 to 12 Years Old



Our Philosophy

Concern, dedication, and love lie at the heart of our philosophy at The Preschool Academy, where we have four main goals:

1. To provide a program of excellence for preschool children;
2. To enhance the social development of the children;
3. To provide an intellectually stimulating atmosphere;
4. To initiate a program of parental involvement.

At The Preschool Academy, your child will participate in activities that encourage self-expression through exploration in an unpressured atmosphere – where he or she will learn by doing and where the value lies more in the joy of doing than in the finished project.

Since physical and developmental stages vary greatly in young children, age groupings generally are based on a child's development rather than on strict chronological age. However, when children first enroll, they are placed by age until we can determine the right place for them developmentally.

All Preschool Academy parents can be assured of two things: first, that every



attempt will be made to help a child develop the social, cognitive, interpersonal, and language skills necessary to provide a firm foundation for later success in school; and second, that children will be encouraged to progress at their own rate – to develop as individuals through natural, unhurried growth and developmentally appropriate programs.

No school can replace the tender care of a loving home, but when your child can not be at home, The Preschool Academy offers an atmosphere where children can be valued, loved, and safe to fail without fear of condemnation.

Locally owned and operated, The Preschool Academy is not a franchise or a chain. We are committed to providing a diverse, accepting, and non-sectarian learning environment for children of all ages, races, and creeds.

Our Staff

Our staff's most important qualification, not found on any resume, is its serious commitment and dedication to providing nurturing, quality childcare for your child.

At The Preschool Academy, we demand far more of our staff than the minimum requirements of Georgia's Bright from the Start program. We prefer that all our teachers have a two-or four-year degree in early childhood education. Experience is very important to us which is why most of our teachers have 15+ years of experience in childcare. Before joining the staff, all teachers must pass a rigorous screening process and be certified in CPR and First Aid.

After joining The Preschool Academy, all teachers participate in annual in-house workshops on topics related to childcare, child development, and early childhood education.

Always ahead in education training, our teachers consistently utilize in our programs, from infants to adolescents, the newest skills, methods, and resources.

Our staff is always available to speak with you about your child and his or her progress. Lesson plans also are available for review by parents at any time.

Important Notices

Statement to Report Any Suspected Child Abuse, Neglect, or Deprivation: Whenever there is reasonable cause to believe that a child has been a victim of physical or mental abuse, it shall be reported to the local county Department of Family and Children Services.



Statement to Report Any Communicable Disease: Any cases or suspected cases of notifiable communicable diseases shall be reported to the local county health department.

Statement of Disallowed Discipline Techniques: Personnel shall not physically or sexually abuse a child, inflict physical punishment, shake, jerk, pinch, or handle roughly a child. Personnel will not verbally abuse or humiliate a child, which include, but not limited to, the use of threats, profanity, or belittling remarks about a child. Personnel will not isolate a child in a dark room and will not use mechanical or physical restraints or devices to discipline a child.



personalized to meet each child's specific needs.

For Children Ages 3 – 5 Years Old, we follow a daily activity format that matches the ever-changing needs of each rapidly developing child. Each age group has a separate curriculum that is specific to its educational and emotional needs, interests, and activity level. The activities in the Pinnacle meet learning objectives that will help children move towards their

potential as they explore and experiment with materials and activities in the classroom.

Our Curricula

At The Preschool Academy, we employ the Pinnacle to encourage a child's curiosity, creativity, independence, and self-esteem.

The Pinnacle Curriculum – drawn from the works of Piaget, Gardner, and Erickson – is an enrichment program based on developmental milestones.

Developed by a team of 31 early childhood education experts, the program engages children in interactive activities that help them develop a love for learning while they are growing, playing, and having fun.

For Children Ages 6 Weeks – 2 Years Old, the Pinnacle provides fun activities to do with little ones all day- in an atmosphere of caring, love, and hugs. Lesson plans are

Across the curriculum, where appropriate, we incorporate Glenn Doman's innovative method of stimulating brain function in a way that can teach children to read as early as 10 months of age.

On top of daily My-Day Notes, Progress reports are sent home three times during the year so you may see how your child is developing at school. We provide Parent/Teacher conferences so you can have one-on-one time with your child's teacher!

Our curricula have been planned to provide continuity within each of the areas, to provide for a smooth transition when your child moves up to the next room. When he/she is ready, they will be given a couple

of weeks of transition before they are officially moved up.

So you can stay up to date with your child's classroom, we send home a Monthly Newsletter that discusses upcoming events, reminders, and things to practice at home with your child!

Our Daily Routines

Our day starts at 6:30 a.m. and ends at 6:00 p.m. While most children are not here for the entire day, our activities are planned around that time frame. After being greeted by their teachers, children will join the activities that are underway when they arrive.

Our eight different age groups are separated into classrooms with their own lead teacher. Smaller groups help children identify with one teacher and give them a chance to learn from classmates of their own age and developmental level.



We ensure a low student-to-teacher ratio which, in turn, enables our teachers to focus on individual needs.

Our teachers have daily educational plans for each group, including times for arts and crafts, musical education, physical



education, Spanish and reading.

Arts and Crafts are done daily. Depending on the age level, our students will color, cut, glue, paint, etc. We focus on building fine motor skills during arts and crafts time as well as having our students use their imagination.

Students get a chance to explore musical instruments twice a day during musical education.

During physical education, our students listen to children's exercise CDs while rolling balls, using hula hoops, etc.

Twice a day, all age groups participate in some outdoor activity, weather permitting.

On wet or very cold days, children remain indoors and participate in some sort of indoor physical activity.

A Spanish lesson is done daily in the afternoon. All children ages two and below cover numbers and colors in Spanish. Children, ages three and above, cover the basics plus Spanish commands.

Coming and Going

When arriving in the morning, please take your child to the appropriate area, where a teacher will greet you. Allow a few minutes so you can help them get settled, speak to the teacher, and check for any special notices.

When picking up your child at the end of the day, take a couple of moments to be sure that the teachers sees you and acknowledges that the child is leaving.

Rest Time

Rest times are scheduled as follows:

Infants: As needed

All Other Ages: 12:45 P.M. to 2:30 P.M.

While cribs are provided for infants, all other children rest on cots with sheets. Sheets are provided for all ages by our school however, you are still more than welcomed to bring your own from home. Please bring a blanket from home for your child to sleep with. Children who wake up early are given a book or quiet activity until rest time is over.

Teacher to Child Ratios by Age:

The Bulldogs (6 Weeks to 12 Months): 1:6

The Butterflies (12 to 24 Months): 1:8

The Dinosaurs (24 to 30 Months): 1:10

The Frogs (30 to 36 Months): 1:10

The Koala Bears (36 to 48 Months): 1:15

Private Pre-K (4 to 5 Year Olds): 1:18



Diapering and Toileting

Our diapering policy includes keeping a check on diapers every hour and a half. If the child is wet, they are immediately changed. Our teachers wash the changing table before and after a diaper change. They also wash their hands as well as the child's hands. We are open to the use of cloth diapers!

Those children who use toilets will have the opportunity to use the bathroom whenever needed. Children who need help with toileting will receive help until they can do it on their own. All students will be expected to try to wipe and wash their hands independently.

Our Policies and Practices

Pick-Up Authorization

A parent must provide an in-person oral or written authorization before we will allow anyone else to pick up a child. If the authorized person is unknown to us, identification will be requested.

Clothing

Please provide appropriate clothing for the season. Pants for Fall and Winter, and shorts during Spring and Summer. In cooler weather, the proper clothing should not only provide warmth and protection, but also allow freedom of movement for your child. Please provide simple clothing that is free of complex fastenings, particularly for young children who are learning to use the bathroom.

Please provide sweaters and jackets for your child, even as the weather gets warmer. It is better to be able to take off unneeded items, than not to have the appropriate clothing available.

We recommend rubber-soled, closed-toed shoes for all children, and that each child has a complete change of clothing (including socks and underwear) in their locker in case of accidents.

Personal Items

Please label any personal items that your child brings to school (ex: clothing, bottles, etc.).

Toys, candy, money, and other personal objects should not be brought to school. The ONLY exceptions to this is on Special Snack and Show-And-Tell Fridays, or if a “cuddly” is needed for nap time. Bringing these items on any other days or times severely impairs our efforts to create a community for each age group. This also creates a problem with lost or broken possessions. Therefore, we ask that these items be left at home.



Special Snack and Show-And-Tell Fridays

Every Friday your child may bring a special snack from home for morning snack. Please write your child’s name on the package that their snack is in and hand it to their teacher when you drop them off. For all children under the age of three, please do not bring peanuts, raw carrots, popcorn, or grapes.

We also have Show-And-Tell on Friday where you may bring a toy for your child to play with.

Health and Safety

Immunizations

To assure that your child is up-to-date with the necessary vaccinations, a certificate of immunizations is required upon enrollment at our center. For any that wish to exempt your child from certain vaccinations, you must provide a medical or religious statement.

Illness & Accidents

Please do not bring any child to school who is suffering from diarrhea, vomiting, a contagious disease, or a temperature over 101 degrees. If your child has any of these while at school, you will be notified immediately, and they will not be able to return for 24 hours.

When any children become ill during the day, they are taken to the sick room where the director determines if they will need to be picked up by a parent.

For the health and safety of all our children, please notify us if your child has been exposed to or contracts any communicable disease. If any of our children should contract a highly contagious disease, we will post a notice, including symptoms to watch for, on our podium next to the parent's corner.

If a child in our care becomes ill or injured in any way, we will attempt to immediately notify a parent. If we are unable to reach a

parent, we will call a doctor or ambulance, as we deem appropriate.

Administering Medications

Medications are given at 11:30 A.M. and 3:30 P.M. only when accompanied by a signed medication form. All medication forms must be filled out weekly. We cannot administer medication for more than two weeks without a doctor's note. Please lock your child's medication in the cabinet in the sick room or place it in the fridge, if necessary. We do not administer over the counter medication. If your child has any adverse reactions to a medication, you will be notified immediately. Please be sure that your contact information is always up to date!

Nutrition and Food

Each day our center provides nutritious and well-balanced lunches and snacks. A copy of the weekly menu is posted each Monday morning on the parent's corner. You may grab a copy to keep at home! Milk is provided with all lunches, and snacks are served as appropriate nutritional supplements during the day. Children above the age of two will receive 1 % milk and children below the age of two will receive whole milk. Parents must provide the appropriate food and formula for Infants. Please label all your infant's bottles with their name and the date.

At TPA, we have a designated Nursing Room located next to The Bulldogs' Room that is always available to parents!

Please discuss with your child's teacher beforehand if your child has any food allergies

or other special needs pertaining to food and nutrition.

We are a peanut-free school!

Closings and Holidays

Bad Weather

Please listen to Magic 102.1 for information about unscheduled closures caused by snow or other adverse weather conditions. Should severe weather arise during the day, we will call you if your child needs to be picked up early.

Birthdays

Birthdays are especially important for young children, and we like to make each one a special occasion. Birthdays are usually celebrated during snack time. Feel free to provide a cake or some other SMALL treat that will be served with the snack of the day. Balloons, candles, and food will not be allowed. You are encouraged to be part of the celebration but pictures of other students are not allowed without authorization from each parent. We request that you mention your party plan to your child's teacher the day before so that she can make the necessary arrangements. We do not encourage the exchange of gifts.

Closings

We are closed for Thanksgiving and the day after, the week of Christmas (days vary), New Year's Day, Memorial Day, July 4th, and Labor Day.

Holiday Celebrations

We observe most U.S. holidays by encouraging children to learn the history of the occasion by having small celebrations. We will notify you of any parties that we plan and encourage you to attend and bring appropriate treats. However, the religious aspects surrounding some holidays are left entirely up to you. Specific religious teachings are not part of our programs.

Social Activities

One of our most important goals is to enhance the social development of your child. Therefore, during the year, we celebrate various occasions and holidays. These celebrations are informal times for children, teachers, and parents to meet, interact, and celebrate with one another.

Each year our events may change, but they usually include our Parent Breakfast, Halloween Carnival, Thanksgiving Luncheon, Christmas Luncheon, and our Parent/Grandparent Ice Cream Social.

We also have a year-end graduation for our Private Pre-K class where we recognize the accomplishments of our students.



Tuition and fees

There is a \$100 registration fee for enrolling a child. If you have more than one child then the registration fee applies once. Below are the weekly rates for each room:

The Bulldogs (6 Weeks to 12 Months): \$230

The Butterflies (12 to 24 Months): \$220

The Dinosaurs (24 to 30 Months): \$220

The Frogs (30 to 36 Months): \$220

The Koala Bears (3 Year Olds): \$210

Private Pre-K (4 to 5 Year Olds): \$180

Part-Time (for all ages): \$160

Before and After Care: \$95

*Please note that Private Pre-K tuition is for the months of August to May. For the other months in the year, tuition will be \$180 for summer camp.

If your child is enrolled on a full-time basis, you will be expected to pay the full weekly tuition whether your child is at school or not. If you are planning a vacation, please speak with the director to see if a discounted weekly tuition is available. Tuition is due on the first day of enrollment and on each Friday thereafter.

A \$10 late fee will be charged for late tuition. A \$25 fee will be charged for returned checks.

If tuition is more than two weeks late, your child will not be able to come to school until payments are brought up to date.

Withdrawing Your Child

When withdrawing your child from the center, please give a two weeks prior notice. If notice is not given, two weeks tuition will be due at the time of withdrawal. If you choose to withdraw your child for the summer months, we cannot guarantee that space will be available for your child in the Fall, unless you pay the registration fee for the next year to hold your child's spot.

School Grounds

Please be advised that there is no smoking allowed on school grounds. We also ask that all parents and visitors keep their speed down to a minimum while entering the premises, especially the closer you get to the building.

Our Historic Site

The Preschool Academy occupies a nine-acre campus that offers a rich educational heritage along with plenty of room to explore and play. The site was originally owned by The University of Georgia and the State Normal School, a teacher's college. The sturdy and spacious building has served the community of Athens for many years, first as the Seven-Up Bottling Company and Thurmond's Ethan Allen Furniture Company, and now as The Preschool Academy.