



Parent Handbook
2018/2019

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Our Mission

Our mission is to honor and empower children by cultivating social, emotional and academic growth through *inspiring* experiences that challenge and extend thinking and wondering.

Our Philosophy

At Tree Top Academy, our early childhood philosophy places the student at the center of the educational process, helping them to blossom and grow into healthy, productive adults. We respect the different ways in which an individual learns at various stages of life, as well as the differences among individuals in the ways they perceive the world and express their ideas. This approach invites parents to be active participants in the education of each student, serving as partners, collaborators and advocates for their children. We believe parents are the most significant adults in a child's life, which is why we welcome their involvement in their child's learning journey.

Our philosophy is rooted in the belief that every child possesses the innate ability to think critically and acquire knowledge of different topics through engaging in a wide array of activities. Therefore, we respect *their* choices and encourage *their* interests. Activities offered in our classrooms, on the playground and in other areas of our school invite students to explore, discover and express their learning experiences through a variety of means.

Our Program

Our program is designed to help your child develop habits of observation, inquisitiveness, experimentation and listening. We assist each child in learning how to express his or her feelings and how to communicate these feelings to peers, family and teachers. At our school you will find:

- A curriculum that promotes academic enrichment and self-expression
- Activities that develop fine and gross motor skills
- A safe, secure, nurturing environment for your child
- Dedicated, certified educators with many years of experience
- Enriched learning programs to develop each child socially, emotionally and academically
- Experiments that encourage natural curiosity

We are proud to be accredited by The Association of Independent School of Florida (AISF). AISF is recognized by the Florida Association of Academic Nonpublic Schools as an accrediting agency for private schools in Florida. AISF schools stress academic fundamentals while tailoring their instructional programs to meet the diverse needs, capabilities and interests of their students.

Registration and Enrollment

Before a child attends Tree Top Academy, there are forms that must be completed and signed by the parents or guardians. The following is a list of forms that are required:

1. **Application for Enrollment** – This form contains personal information such as the child's and parents' names, addresses, phone numbers, medical information and authorization for emergency care in the event that a parent cannot be reached. It outlines our Nutrition Policy. It contains several important acknowledgments of receipt of certain other documents. *It also includes our Tuition and Enrollment Agreement, which clearly defines the financial responsibilities, payment terms and conditions of enrollment.* Every form that requires a signature must be signed and turned in prior to the child's first day of attendance. Please inform the Director in writing of any changes of information on the registration form.
2. **The Parental-School Contract** – This form outlines parent responsibilities, illnesses and our discipline policy.
3. **Developmental History form**
4. **Check In/Out Procedures**
5. **Permission for Food Related Activities and Special Occasion**
6. **Parent Handbook Receipt**
7. **Detailed Allergy Form** – Please complete this form, even if your child has no allergies.
8. **Electronic Funds Transfer Authorization for Bank Account or Credit Card**

The forms below are for your reference and do not need to be returned to the front office.

9. School Calendar by program
10. School Supply List by age group
11. Program Sheet
12. Uniform Policy
13. Parent Volunteer Survey & Parent Volunteer Hours
14. Our Academic Day

15. Enrichment Schedule

16. Healthy Holiday and Celebration Treat Campaign

Additional Items for Registration

Several other items are also required: a copy of the child's birth certificate, a valid Florida immunization record, a current health record, copies of the parents' or guardians' driver's licenses and a current photo of the child.

The Child Care Facility and Influenza Brochures – These are published by the Florida Department of Children and Families (DCF) and provide information regarding child care programs, licensing, child care givers and the parents' roles in child care and information on preventing the spread of the flu. Parents must sign a form stating that they have received this informational pamphlet.

Health Procedures

Physicals and Immunizations: Chapter 77-620 Special Acts Laws of Florida requires that all children have the following on file the day that they begin school:

- An original Physical Form, HRS #3040, signed by a licensed Florida physician, which states that a child is healthy and able to attend child care.
- An original, validated Immunization Record, HRS #680, signed by a licensed Florida physician.

Both of these forms are state forms and no other forms are acceptable. Failure to present these forms prior to attendance or failure to keep these forms current and accurate is cause for removal of the child from the school by the Palm Beach County Health Department until such records are in hand and/or current. It is the responsibility of the parent to provide updated records prior to the expiration dates of those on file. Physicals and immunizations need to be updated once a year prior to the expiration date the physician records on the form. Failure to do so may result in your child being unable to attend school until records are current.

Changes to Contact Information

Please notify the office in writing of any changes in your contact information, such as your address or phone number, as soon as possible. We must keep our records current in case of an emergency.

Communication

Each student will receive a weekly classroom newsletter called the “Tree Top Tweet” via email and school wide monthly news. Our snack menu, and activity calendar will also be available at the front desk. These materials will help to keep you informed of special events, important dates and curriculum goals

Please inform the school if your child is on medication, will be leaving earlier or later than usual, or if someone different will be picking them up.

Hours of Operation

Tree Top Academy is open year-round, Monday-Friday from 7:30 am to 5:30 pm. The center opens at 7:30 a.m. each morning. We require all children to arrive before 8:50 a.m. so they may fully participate in the morning activities. Parents are responsible for escorting their child to his or her classroom when they arrive at school. If your child has difficulty with separation, please ask for assistance.

Holiday Closings

The campus will be closed for major holidays, including but not limited to the following:

Labor Day
Thanksgiving Day and the day after
Christmas Eve/Christmas Day
New Year's Eve /New Year's Day
Good Friday
Memorial Day
July 4th
Last Thursday and Friday of Summer Camp

Please see our school year calendar for a complete list of holiday's and dates.

Professional Development Days (PPD)

Tree Top Academy values the continuing education of our teachers. The campus will be closed for the days listed below.

Fall PDD in October
Presidents' Day
One day after the last day of school (June)
Last Thursday & Friday of Summer Camp

Illnesses

For the health and well-being of all of our students, when a student becomes ill the school personnel will call the parent or guardian. It is the responsibility of the parent or guardian to pick up their child within 45 minutes. In the event that a parent cannot be notified, the emergency contacts will be in the order that they are listed on the registration form. Upon recommendation of the Palm Beach County Health Department, a child should not be brought to school if and when any of the following exists:

- Has a fever of 100⁰ F or higher (or has had one during the previous 24 hour period).
- Is in the first 24 hours of antibiotic treatment
- Has vomiting or diarrhea
- Has a cloudy or green runny nose, persistent cough
- Has Head Lice, Ring Worms, or Impetigo
- Has any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Flu, or Strep Throat or any infectious and contagious diseases.
- Has two (2) loose bowel movements during a day
- Ear-ache, yellow skin or eyes, pink eyes with discharge, unexplained rash, headache, abdominal pain or fever.

Please do not bring your child to school if he/she exhibits any of the above symptoms. If your child has contracted a contagious disease or condition, he/she will not be admitted to school until a physician has cleared him/her to return (in writing).

Children can return to school when they have been symptom-free for **24 hours** without the aid of medication. If the child returns to school and exhibits one of the symptoms noted above he/she will be sent home again. Parents should report any of the above conditions or any others to the school immediately. Tree Top Academy will make reasonable efforts to inform the parents in the classroom that may be affected by a sick child. We encourage you to contact your local pediatrician or Health Department if you have any questions or concerns.

Medications

The Palm Beach County Health Department and Florida Department of Children and Families prohibit any child care facility from administering medication to children except under the following conditions:

The medication must have a prescription label which contains the child's name, doctors name, name of medication, date of prescription and proper dosage and be accompanied by a Physician's Authorization Form. This form can be faxed to us by the doctor's office.

All prescription medications must be brought to the front office where a "Medication Permission Slip" should be completed and signed by the parent before the medication is administered. For medications continuing longer than one week, a new permission slip must be completed for each week. When leaving medications in the office, please

ensure that they are placed in a labeled plastic bag with easy to read medication dispensing instructions.

Any medications left at the school for two weeks past the date listed for administration will be discarded. Medications are kept in a secure location at the school.

All non-prescription medication such as, Tylenol, cough and cold medications, bug spray, sunscreen and topical creams are not normally considered prescription medications and will not be administered.

Discipline Policy

Tree Top Academy is committed to providing a safe and positive learning environment for all children. The school's discipline policy encourages student to develop social skills that reflect many of Tree Top Academy's values including self-control, respect for others and a positive self-esteem. Teachers model appropriate behavior and guide positive interactions among children and adults. We strive each day to provide a nurturing, secure environment that is conducive for each child to learn. We use the **Conscious Discipline** program. Conscious discipline practices encourage children to develop social and emotional skills including self-regulation, respect for others and positive self-esteem.

Disruptive Behavior distracts from the full benefit of the preschool program and will need to be addressed cooperatively, both at home and at school, for greatest effectiveness. The following behaviors are considered disruptive: requires constant, very close staff attention; inflicts physical or emotional harm on other children, adults, or self; consistently disrespects people and materials; and/or consistently disobeys the rules of the classroom.

Discipline Procedures for Disruptive Behavior

1. Disruptive Behavior will be addressed in an incident report. This report will be signed by the teacher, director, and parent.
2. If a child has difficulty managing his/her behavior on a reoccurring basis, parents will be asked to meet for a conference with the child's teacher and director to coordinate a plan to teach more appropriate behaviors.
3. If the behavior still continues then we will ask for a second conference to document additional strategies with the parents and teachers to help improve the behavior.
4. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or at the discretion of Tree Top Academy, removed from the preschool program altogether (expulsion).

Expulsion Policy

Every effort will be made to prevent the expulsion of children from our program. However, Tree Top Academy, reserves the right to cancel the enrollment of a child at any time. Please refer to the above steps for process we use before the policy takes effect.

Family Dismissal Policy

Families may also be asked to find another school (dismissed) from a program for the following reasons;

- a) Non-payment or excessive late payment of fees/tuition
- b) Excessive tardiness or absences
- c) A member of the family exhibits behavior which is detrimental to the health and well-being of our staff and/or children or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to vulgarity, intimidation, harassment, or violation of child care licensing regulations.

Trial Period

All new students are admitted to our program for a trial period of 45 days. If our staff determines that the child is not the right fit for our program within the first 45 days of enrollment then we may ask that the family find another school and we will refund the registration fee and educational materials fee to the family.

Injuries

If a child receives a minor injury, such as a scraped knee, stubbed toe, bumped elbow, etc., the parent will receive an Accident Report at the end of the day. If any child receives a bump on the head of any kind, the parent will be notified by phone and given the details of the injury. In the unlikely event that an injury is more serious, the parent will be notified immediately. A copy of all Accident Reports will be kept on site.

In the case of a medical emergency, 911 will be called so that the necessary emergency medical measures can be taken. A parent will be notified immediately and appropriate actions taken to ensure that the child receives professional medical treatment as soon as possible.

Blood-borne Pathogens- All staff are trained in using universal precautions to protect themselves and children from blood-borne pathogens. All staff carry a pair of Latex gloves with them at all times in their clipboard. They will use these gloves when encountering children's body fluids.

Child Abuse

Chapter 415 of the Florida Statutes protects children from abuse and/or neglect. Florida Law legally obligates professionals working with children to report suspected cases of child abuse and/or neglect.

Parking Procedures

Parking Regulations: Parents are asked to maintain a slow, safe speed when entering the parking lot. The parking lot loops one way to the right. Please follow the school's parking instructions and posted signs. All cars must be parked in marked parking spaces and unauthorized parking in handicapped spaces is not allowed.

There is **NO** parking allowed in front of the school as this is a fire lane and must be kept clear at all times. Vehicles are parked at the driver's own risk and we therefore recommend that no belongings be left in the vehicle. **All vehicles should be turned off when parked and NO children should be left in a car alone. By law, we are required to call the Sheriff's Department to report child endangerment if we are aware of it.**

Violations of these parking regulations may result in a monetary fine issued by the administration.

Security Door

Tree Top Academy is equipped with a coded entry front door and a coded entry door in the front lobby. We will assign a **front door** security code to each **family**. Please do not share your family code with anyone who is not authorized to pick up your child. Also, please do not open the lobby door and leave it open for the next person or allow anyone else in with your code as this compromises our security measures.

Arrivals

Parents are asked to bring students into their classroom on time according to the scheduled start time for that classroom. The center opens at 7:30 a.m. each morning. We encourage children to arrive by 8:50 a.m. so they may fully participate in the morning activities. Parents are responsible for escorting their child to his or her classroom when they arrive at school. If your child has difficulty with separation, please ask for assistance. If you are late we may ask that you stay in the front office with your child until someone is available to walk him / her back to class.

Departures

Children will be released only to authorized persons listed on the child's registration form who are at least eighteen years of age. Should the need arise for a different person to pick up your child, please let the front office know as soon as possible. You may inform us in writing or by calling the office and giving us your family code, along with the name of the person who will be picking up your child. That person will be asked to show a valid picture ID.

Attendance

Attendance is a key factor in student involvement and achievement. Therefore, students are expected to be present and on time each day school is in session.

Should your child be more than ten minutes late 10 times and/or absent 10 days in a school year, Tree Top Academy will NOT be responsible for your child's achievement relative to the rest of the class. Tree Top Academy also reserves the right to ask any student to withdraw from school for excessive absences.

VPK Students who are late ten times or miss ten days of school WILL be dropped from the Tree Top Academy VPK program.

Signing In and Out

The Palm Beach County Health Department, as well as Family Central, requires that you check your child in and out from the school. iPads to check in/out are located in the front office. This code is an "*Electronic Signature*". This is the only legal record we have of who drops off and picks up your child. It is individual to each **person**. Each authorized person dropping off or picking up your child will be assigned their own sign in/out code. Please check to make sure that you are signing for the correct child. You are also required to verify your child's attendance record at the end of each month by signing the monthly attendance record.

Class to Class Transitions

If a child is to transition to a new classroom we have a two-week schedule designed to help your child transition from one class to the next. This schedule is put in place to provide structure for the change, but is also intended to be flexible enough to meet the individual needs of the child. Some children will not need this much time, others will need more. We trust that by the end of a two-week visiting schedule, the child will be comfortable and happy in his/her new environment.

Late Pick Up of Students

Classes end promptly at the designated dismissal time, according to the school's clock. Therefore, any parent that arrives five minutes after the scheduled dismissal will be charged a late fee of \$1.00 per minute. This fee is payable directly to the teacher. Consistent tardiness will be cause for dismissal.

Custody Disputes

While the school does its best to ensure that all court orders regarding custody disputes are complied with, it is ultimately the responsibility of the individual parent to ensure that they comply with the court order. Any and all court orders must contain a judge's signature and must be kept on file at the school.

Financial Responsibilities

Tuitions: All tuitions are based on the total school year cost of the program. For your convenience tuition is broken down into monthly and weekly payments. You may choose the payment frequency that is most convenient for you. Full tuition will be charged each week whether or not your child is in attendance or whether or not there are scheduled or non-scheduled school closings.

Registration Fee: A non-refundable, non-transferable registration fee is due upon enrollment. This fee is an annual fee that applies to each family and is charged upon enrollment and each year thereafter to secure your child's placement.

Educational Materials Fee: A materials fee will be assessed to our pre-school students once a year to cover the cost of workbooks, materials and enrichment classes throughout the school year. This fee is due upon presentation of your enrollment application for the following school year. In the event of a student's withdrawal, material fees are non-refundable.

Payments: All fees are due in advance and are payable weekly, bi-weekly, monthly or annually by cash, check or credit card. When paying weekly, all fees are due on Friday for the following week. A late fee of \$25.00 will be assessed if payment is not received by the close of business on Monday of the current week. The school reserves the right to refuse a child's attendance if tuition is past due. Further, the school may require past due fees to be paid in cash or with a cashier's check.

Activity Fees and Field Trip Costs: At times there will be special guests, events, activities or field trips for which we will charge an activity fee. If your child is absent, we are unable to refund activity fees unless we receive at least one week's notice.

Returned Checks

All returned checks will be assessed a \$25.00 administrative fee. In the event of a second returned check, any and all future payments must be paid with cash, money order or certified check. The school reserves the right to dismiss a child with an outstanding balance.

Vacation and Holiday Credits

The school year commences in mid-August and ends in late May or early June. Tuition is due and payable during scheduled school holidays, vacation periods or illnesses during the school year. Additionally, tuition is due and payable even in the event the school closes during a hurricane or violent storm. The Palm Beach County School District guides our decisions to close for approaching hurricanes; school re-openings are at the discretion of Tree Top Academy and the Palm Beach County Health Department.

Summer Camp Activity Fees

During Summer Camp, activities will be planned for your child's enjoyment. Activity fees are due and payable to cover the cost of activities during our summer program. All activity fees will be due in advance based on a schedule published by the school.

Student Withdrawals

You may withdraw your child from the school at any time with a two week written notice to the school office. Parents who fail to provide the required notice will be responsible for two weeks of tuition. Parents may not use vacation weeks in lieu of the withdrawal notice.

Schedule Changes

We understand that due to work schedules and/or other circumstances, you may find it necessary to change your child's attendance schedule. If space is available, we will make every effort to accommodate your needs. When reducing the number of days your child will attend, a two week written notice is required. In the event of adding additional days, changes will be made based upon availability and at the Director's discretion.

Parent Teacher Organization (PTO)

The purpose of our PTO is to bring parents and teachers together to benefit the students. The goals of our PTO are to: increase involvement of parents, support teachers and students, community involvement, and to benefit the welfare of students and their families. All parents are automatically members of Tree Top's PTO. Our PTO hosts several social and fundraising activities throughout the school year. Please look for information on PTO events in the school wide newsletter.

Parent Volunteer Hours

Tree Top Academy requests that all families volunteer their time and / or talents at least five hours each year.

Parent Survey

At Tree Top Academy we value your input and opinions. That is why from time to time we may ask you to fill out a parent satisfaction survey. The information we gather from this survey helps us to identify areas for growth and/or improvement.

Snacks

All children should eat a healthy breakfast before coming to school each day. Due to Health Department regulations, the children are not allowed to bring in any outside food to be eaten during arrival time.

Tree Top Academy offers healthy snack choices for those who purchase our catered lunch.

Lunches

Parents are responsible for providing their child with a healthy, nutritious lunch each day to meet the child's nutritional and dietary needs. Lunches may be purchased from the school or packed at home and brought by the child. Lunch boxes should have ice packs to keep cold foods cold and/or a thermos to keep hot foods warm. **Per the Palm Beach County Health Department, we are not able to prepare, reheat or refrigerate student lunches.** Any remaining food that is able to be sent home will be sealed and put back in the child's lunch box.

All foods provided by parents must be pre-mixed, pre-measured, in non-glass containers and ready to eat. We cannot mix, measure, prepare, cook or heat foods. All food containers should be clearly labeled with your child's name. We recommend milk,

water or fruit juice be provided in your child's lunch. **Carbonated beverages, candy and glass containers are not allowed.** Please send a labeled water bottle for use during outside play time.

Lunches should include items that are easily opened and consumed by the student. Teachers are there to provide assistance when necessary. Students will be encouraged to eat healthy foods first and desserts/snacks last, but we are unable to enforce the order in which the child eats his or her lunch.

Tree Top Academy does provide an option to purchase lunch and snacks which are catered from area restaurants. These lunches should be ordered in advance but no later than Monday of that week for the entire week. If you forget your child's lunch, one will be provided for him/her and you will be charged accordingly. A monthly calendar with the lunch menu is available in advance in the front office for your convenience. If there are any dates on which we will not be offering the hot lunch program they will be announced in advance.

Personal Items

All items brought to school should be clearly labeled with your child's first and last name. This includes, but is not limited to, lunch boxes, clothing, bags, diaper bags, blankets, backpacks and any other personal items. **Items such as toys, electronics, etc. should not be brought to school as these items may be lost, stolen or become a distraction for the class.** It is the responsibility of the parent to see that nothing dangerous is brought into the center by the child. Tree Top Academy reserves the right to take away any item that is perceived as potentially harmful to someone in the school. Tree Top Academy does not assume responsibility for loss or damage of any personal possession brought to school. There are days during the school year when children may bring in a special item for Show and Share or for a special day as determined by each teacher. These items must fit in your child's backpack and be clearly labeled with your child's name.

Lost and Found

All found articles will be placed in our Lost and Found basket, which is kept in the front office. If you have misplaced an item, please feel free to check our Lost and Found basket. Any items left at the school for over thirty days will be donated to Goodwill or a local charity. The school is not responsible for toys, games, jewelry, trinkets, etc. brought in from home.

Clothing/Uniforms

All students are required to wear Tree Top Academy school uniforms. Parental cooperation and participation are needed to provide guidance for your children to meet this prerequisite. Students' uniforms should reflect neatness, cleanliness and self-

respect so that school is viewed as a place in which learning and character development are promoted. It is at the school's discretion to determine appropriate appearance for the entire student body. The following regulations apply to the school uniform:

BOYS:

Comfortable shorts / pants, solid color polo with Tree Top Academy logo, closed toe shoes or sneakers (No Crocs)

GIRLS:

Comfortable shorts, skorts or dresses (shorts underneath) / pants, solid color polo with Tree Top Academy logo, closed toe shoes or sneakers (No Crocs)

A change of clothing, including socks and underwear, should be kept at school in case of an accident or spill. It may be necessary to update these items as your child grows. All soiled clothing will be placed in a Ziploc style bag, labeled with your child's name and given to you at pick up.

Dress Up Days/School Spirit Days

There are occasions when students may wear themed, holiday, or play clothing instead of their school uniforms. Students may wear clothing in accordance with the announced theme. Individual classrooms may sometimes have days when the students can wear specified colors or holiday items. During winter breaks, spring breaks and summer camp, students may wear play clothing.

Diapers

Diapers and wipes may be brought in daily or a supply may be left for ongoing use. Your child's teacher will notify you when the supply is low. Should you forget diapers, a fee of \$1.00 per diaper will be assessed to your tuition cost. Please bring in several changes of clothes when your child is in the process of potty training.

Pacifiers

The long-term use of pacifiers negatively affects a child's speech development, distracts them and can be unsanitary. We strongly suggest that children are weaned from pacifiers no later than 18 months of age.

Potty Training

It is best to start the potty training process around the time your child displays the ability to recognize that their diaper needs to be changed. At this point, they may be ready to control their bowels and bladder. Beginning the training process too early will simply

cause frustration for the child and place unnecessary pressure on them. Training is generally recommended for children between two and three years of age.

All students entering our 3 year old program must be potty trained by the first day of school (usually mid-August). We understand that "accidents" can occur and in the event that a potty "accident" does happen, we will, of course, provide appropriate care for the child. However, "accidents" should not be a common occurrence. If "accidents" continue on a consistent basis, then the student is considered to **not** be potty trained. When and if an "accident" occurs more than twice a week on a regular basis, the child will have to be moved to a classroom that can appropriately handle potty training. You will be asked to move your child to our older 2's program (if there are open spots available) or to keep them at home until potty training is successfully completed.

In order to be considered toilet trained, a child must be able to:

- recognize when he/she needs to use the bathroom
- independently pull pants up and down
- independently clean themselves

Our teachers will assist children in potty training. The responsibilities of the teachers include asking the child if he or she needs to use the potty at regular intervals, assisting the child on scheduled visits to the bathroom, frequent verbal reminders to the child throughout the day and communication with the parents regarding the child's potty training. Children are supervised when using the bathroom, although we do allow older students a measure of privacy by standing near the restroom while they use it. It is the parent's responsibility to bring in extra clothing. Soiled clothes will be sent home at the end of the day in a sealed plastic bag.

Nap Time Needs

The only materials that parents need to supply for students who will be napping on campus are:

- A standard size, fitted crib sheet
- A crib sized blanket
- If desired, a small comfort item

Please do not send in pillows, large stuffed animals or toys for quiet time. Please label any personal items with your child's name. We will send home your child's sheet and blanket at the end of each week for laundering; please return them the following week. We will clean the mat your child rests on daily.

Daily Schedules

We strive to provide your child with a fun filled day of stimulating activities. We follow a daily schedule and routine regularly, with the exception of special guests or special activities. Since the time frame in which activities take place varies by age group, a daily schedule for each classroom is posted in the room. Please check your child's classroom for the schedule that is to be followed in his or her room. Each preschool class consists of the following periods:

Morning Activities, which may include:

Arrival and Greeting Activities

Creative Time

Circle Time

Curriculum / Center Time

Language Development

Morning Snack

Music

Outdoor Play

Reading Aloud

Science

Enrichment Time

Story Time

Afternoon Activities, which may include:

Afternoon Snack

Creative Time

Center Time

Circle Time

Lunch

Nap/Quiet Time

Outdoor Play

Reading Aloud

Story Time

Exploration Time

Progress Reports

Our preschool classes will provide parents with reports of behavior and developmental progress that will vary by age group.

One and Two Year Old Students

The parents of our one and two year old students will receive a Daily Report outlining how the child felt, ate, slept, and what his or her toileting habits were. If there are items that need to be replenished (diapers/wipes/clothes), this will be indicated on the report. At the end of the year, a general progress report will be sent home. This progress report will show the child's growth in a variety of developmental areas.

Three Year Old Students

There will be three reviews performed during the three year old year at Tree Top Academy. Reviews are performed through observation rather than testing. This report is designed to aid our teachers in assessing each child's strengths and weaknesses so that we can better assist them in the learning process.

Pre-Kindergarten Students

During the Pre-Kindergarten year, student's achievements are evaluated monthly. These allow your child's teacher to see the progress being made in letter/number recognition, phonetics and the identification of sight words. There are three formal evaluations performed during a child's Pre-K year at Tree Top Academy -- one at the beginning of the year, halfway through the year and at the end of the year. The evaluations cover various skills and concepts in the areas of physical, emotional, social and academic development. A copy of the completed evaluation will be given to you. The purpose of these evaluations is to gauge the student's strengths and weaknesses in all areas of development so that we may adequately prepare the child for Kindergarten entry. There will also be three progress reports given throughout the year.

Parent-Teacher Conferences

Parent-Teacher conferences will be held in the fall, winter and spring after formal evaluations or reviews have been completed OR upon request by the parent or teacher. Please refrain from trying to "conference" with the teacher when she is with students. Appointments for conferences should be made through your child's teacher.

Insurance

Our insurance coverage meets or exceeds the amount of coverage required by local, county and state regulations. The school's insurance carrier is the primary source of insurance coverage in the event of an accident.

Hurricanes and Emergency Procedures

Fire Drills - All students and staff participate in monthly drills in preparation for the unlikely event of a fire. Students will follow the teacher's direction for evacuating the building according to the escape routes posted in the classroom.

Hurricanes and other weather-related incidents – The School Board of Palm Beach County governs closings during a hurricane or violent storm. Listen to local TV and radio broadcasts for updates regarding school closures. If it becomes necessary for your child to be picked up, you will be notified by phone. Please note that we will dismiss students and close the school based on the School District guidance. The school re-openings are at the discretion of Tree Top Academy and the Palm Beach County Health Department. Please check Tree Top Academy's website or Facebook Page for immediate updates related to re-openings.

Lock Down – In accordance with Palm Beach County procedures we will perform at least one lock down drill per year.

Other critical events or emergencies - Critical incidents are events requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. Examples include: fire, hazardous material spills, threats involving weapons, explosions, and a fugitive being pursued near the preschool by law enforcement. For any of these possible incidences during preschool hours:

- Do not drive to the school unless it is safe to do so and you have been directed by Tree Top Academy to pick up your child.
- Tree Top Academy requests that parents do not call the school in times of emergency. It is important to keep phone lines open for emergency communications and other calls that need to be made.
- Tree Top Academy asks that you listen to local TV and radio for updates.
- If there is a possibility that the school needed to be evacuated and your child is located in another facility other than the preschool, you will be contacted to let you know where your child can be picked up.

Developmental Assessments

If requested or required, a child's parent may be given the Ages & Stages Questionnaire at an appropriate time during the school year. This Developmental Screening is used as an indication of how the child is developing.

If there are concerns regarding a child's development, parents may meet with the Director to discuss any concerns or to determine if further evaluations are needed. Evaluations can be scheduled with the School Board through Child Find or with private certified therapists at our campus.

Other Assessments

If you require an evaluation form or checklist to be completed for your child to enter a private or parochial school, please have it mailed directly to the school. These will be

completed by the appropriate faculty free of charge. In the event that a "gifted" screening needs to be completed by your child's teacher, a fee of \$25.00 will be charged. This money is to be paid directly to the teacher, as she will have to work with your child on her own time.

Holidays and Celebrations

Tree Top Academy is asking families to send in healthy treats for holidays and birthdays instead of the more traditional cupcakes and donuts.

Some alternatives could include: yogurt, fruit, veggies, cheese, pretzels or kabobs.

The following may be celebrated at Tree Top Academy:

Halloween

Thanksgiving

Winter Holidays (Christmas, Hanukkah, etc.)

Valentine's Day

St. Patrick's Day

Spring Holidays

Mother's Day

Other holidays that may be celebrated: Cinco de Mayo, Earth Day, Dr. Martin Luther King Day, Dr. Seuss' Birthday, Father's Day and New Year's Day.

School Pictures

Each fall and spring a photographer comes to the school to take individual portraits of the children. Group and Pre-K graduation photos are scheduled to be taken in the spring as well.

Field Trips

There may be field trips for some students (who are 4 years old or older) in accordance with a project, arranged throughout the school year. Parents will be notified in advance, the date, destination and cost of any field trips. Bus transportation will be provided for all field trips. A blanket field trip permission form is signed at the time of school enrollment. Children are required to wear the Tree Top Academy t-shirt on all field trips. These shirts are available for purchase in the front office and may also be worn on Fridays.

Enrichment Programs

In addition to the regular curriculum, students may have the opportunity to participate in enrichment programs such as music, Spanish, Yoga, creative dance and physical

education, which are scheduled for all classes except VPK only. All of these programs are included with your yearly tuition.

We also provide the opportunity for students (potty trained and age three and up) to participate in activities such as dance & cheer, tennis, soccer and karate. For these activities, there is a registration fee and a monthly participation fee which may be paid in the front office. For more information, please see the school office.

After Care Program -- School Aged Children

Children attending our Aftercare Program are transported from their public school each afternoon. **If a child is absent from the public school or for any reason will not be riding the bus, you must inform us prior to dismissal time of their absence.**

On the days that public schools are closed, we plan special activities for our school aged children. On these days, if there is an additional cost for the planned activity, parents will be notified in advance of the activity and cost. Each child should pack a bag lunch unless it is specifically included in the cost of the trip or activity.

Snack -- Children in the Aftercare Program are provided a snack at approximately 3:00 each afternoon. On the days that students attend all day, morning and afternoon snacks are included.

Homework -- Children who have homework have the opportunity to work on assignments. Students are responsible for bringing assignments from school and for having the materials necessary to complete their work. Teachers will provide encouragement and simple assistance as needed.

Summer Day Camp -- Preschool Ages

This program is for children enrolled in our One Year Old, Two Year Old, Three Year Old and Pre-Kindergarten programs.

During the summer, our campers participate in a variety of activities and on-site field trips, such as magic shows, water / mud play days, puppet shows and more. Lunches may be brought from home or purchased from the school.

Summer Activity Fees

During our Summer Camp program we schedule many fun-filled special activities for the children. During this time, parents are charged activity fees to cover the cost of these activities. Activity calendars are published monthly. Any associated fees are due in advance for the month. If your child is absent on any given day your child's activity fees will be pro-rated by the office manager so that you are only paying for what your child participates in.

Summer Day Camp – School Ages

This program is for children who have completed Kindergarten through the 5th grade. Children participate in fun summer activities scheduled daily. Many activities are scheduled off campus and parents will be notified in advance of the date, destination, time and cost on the summer activity calendar. Each child should bring a healthy bag lunch when indicated on the summer activity calendar. Some activities will include lunch. If we are going to be on campus at the time of lunch, you may purchase a school lunch for your child.

Please note that on days when we schedule field trips, parents must apply sun screen to their children in the morning. Children should wear our Tree Top Academy T-shirt and bring a water bottle.

Open Door Policy

Tree Top Academy has an open-door policy for the families of children enrolled in our programs. We ask that you wait until the children have acclimated to their daily routines before you volunteer or visit. Please notify your child's teacher in advance of your visit so that there is only one visitor at a time. All visitors must stop and check in at the front office.

Volunteer

We enjoy having parents and family members volunteer at the school. Activities such as picture day, parades and holiday parties are all great ways to be involved with your child's special events and help the school at the same time. There are other volunteer opportunities that may arise throughout the school year. We will request assistance well in advance for these activities.

Ready for Kindergarten

At Tree Top Academy we pride ourselves on the readiness of our students to enter and excel in Kindergarten. Our Kindergarten readiness scores are always among the highest in Palm Beach County. To help families with the transition to Kindergarten we provide information about the local elementary schools as well as a list of Kindergarten round up dates and times.

All Tree Top Academy children will be nurtured, loved and given maximum consideration as individuals. We promise to look after their health and safety while in school as well as provide them with an educational program which we believe to be developmentally sound, educationally beneficial and, of course, lots of fun!

We are here to help!