



Tiny Hands Academy 100 Maple Street, Glens Falls, NY 12801

## Policies and Procedures

**Sick Policy:** It is our continual goal to help keep all children in our program healthy and able to attend school. However, the early years are commonly a time when young children have many illnesses as their immune systems are still developing. For this reason, children who have been ill cannot return to school after an illness until they have been fever free without medication for 24 hours and/or have not vomited or had diarrhea for a 24 hour period. At that point it can be assumed that the contagious stage of illness has passed. In addition, if a child develops a new, undiagnosed rash please do not attend school until the rash has been diagnosed by a physician and deemed to be non-contagious. If it is contagious, parents must follow the recommendations of the physician as to when the child can return to school.

If a child becomes sick at school with fever, vomiting or diarrhea, the parents or emergency contacts listed on the registration form will be contacted and must pick the child up from school immediately. The staff will keep the child comfortable and distanced from the other children during the wait time.

**Payment:** Tiny Hands Academy offers programming for children 18 months through 5 years old. For children who are not in Early Intervention Services yearly tuition is assessed to the family to cover the costs for the school. Yearly tuition amounts are outlined in the Tuition flyer that all families receive upon enrolling. The flyer can also be accessed on our website [www.tinyhandsacademy.org](http://www.tinyhandsacademy.org). This yearly tuition can be paid in **10 equal monthly installments for the preschool/PreK classes** and **12 equal monthly installments for the toddler classes**. All monthly payments are due on the 1st day of each month from September to June. When monthly payments are not made on time, a late fee of \$25 will be required for those payments received after the 10th of the month. If families choose to pay the yearly tuition in full with cash or check by September 11th, they will receive a 5% discount as listed on the Tuition flyer. In addition to the yearly tuition a \$125 non-refundable registration fee is required upon registering a child and the child's space in class is secured when the fee and registration form are received.

**Child Drop-Off:** Class start times are specifically planned to allow teachers time to set up and prepare for the arrival of the children. Doors to all classrooms will remain closed until a teacher opens the classroom to welcome the children. Parents are in charge of supervising their children until the classroom doors are opened by the teacher. Please understand that we cannot accommodate early arrival.

**Child Pick-Up:** It is the policy of Tiny Hands Academy to only dismiss a child to a parent or legal guardian unless written consent is given to the child's teacher with the name and phone number of the person the parent has authorized to pick the child up. Only adults over the age of 18 will be allowed to pick the child up from school. The Parent Consent for Child Pick Up form will make it easy for parents to assign those people who may regularly be picking up a child. This form must be turned in when the child starts school. If an unexpected event takes place where a person not listed must pick up the child, the

teachers require a text or in person phone call from a parent to authorize pick up. A written note will be needed the next day to cover the permissions policy.

Picking a child up on time is important for the child and for the teachers in the classroom. Classes are scheduled tightly so the time between classes is used for teachers to clean and prepare for the next group, make any needed phone calls to parents and eat lunch when they can. Children become anxious and concerned when all of the other children have left, and they are still waiting. To minimize the occurrences of late pick up, a late pick-up fee of \$20 will be assessed to a family for each occurrence. This fee will be payable by the child's parent regardless of who picks the child up. We do understand that circumstances may cause an unusual instance from time to time so we will charge a late fee beginning on the third and any subsequent instances. A pick-up is considered late if it is 5 or more minutes past dismissal time.

**Child Supplies to Bring To School:** Parents are asked to supply the child with extra clean clothing including shirt, pants/shorts, underwear, socks, etc. in case of toileting accidents, sickness, or just plain messy play! Any child who uses diapers or pullups is asked to bring a supply sufficient for each day plus a package of wipes. In the preschool classroom it is best if the child's extra clothes and pullups/wipes are kept in a large backpack which will be kept in their cubby. Please do not put any medications, electronics, toys, or household items in the backpacks brought to school as they are within the child's reach throughout the day. In the toddler classroom, it is acceptable to bring a supply of diapers and wipes as well as extra clothing that can be stored in the classroom.

**Snack Policy:** *In the toddler classroom*, children will bring their own supply of snack foods to include a drink in a lunch bag or backpack labeled with the child's name. Please label child's drink cups/thermos as well. Items for toddlers should be ready to eat with no preparation required by the teachers. We **ARE NOT** able to microwave any food for the children.

*The preschool/ PreK classroom* will serve a shared snack each day so that all the children are choosing from the same items. The teachers will prepare and distribute a snack calendar each month in which a child will be assigned days to bring in snacks for the whole group. The snack calendar will offer suggestions at the bottom of the page as well as give specific information about what items to avoid due to any allergies in the classroom. Snacks are served on paper plates supplied by the school. Water in disposable cups is served as the beverage which will also be supplied by the school. There is no need to bring a child's cup or water bottle from home as we will not be using them in this classroom.

**Parent Notifications Via Text:** From time to time, it is necessary to send a group text message to parents to notify them of classroom news or information, for instance, when we close for a snow day. We will never send child specific information or sensitive information in a group text. While we usually try to add the disclaimer "Please do not respond on this group text" it is good to remember that every response on a group text gets a ding to all members of the group. If you would like to respond or comment to the teachers about the group text, we always welcome a private text.

**Please sign and date below to indicate you have read and agree to follow the policies and procedures of Tiny Hands Academy.**

Parent 1 \_\_\_\_\_

Date \_\_\_\_\_

Parent 2 \_\_\_\_\_

Date \_\_\_\_\_