

Academy for Early Learning

Application for Admission



Academy for Early Learning Independent Chartered School

Please return this completed Application along with a \$30 non-refundable application fee to:

Academy for Early Learning; Admissions

30 East Main Street PO Box 712

Chillicothe, Ohio 45601

Student Information

Application for Admission to grade _____ for the school year _____ - _____

Student's Name _____ Birth date _____

Address _____ City _____

State _____ Zip _____ Phone _____

School District in which you reside _____

Reason for leaving _____

Family Information

Child lives with: ___ both parents ___ mother ___ father ___ other _____

Mother (or guardian) _____

Address _____

Employer _____ Occupation _____ Wk # _____

Father (or guardian) _____

Address _____

Employer _____ Occupation _____ Wk # _____

Siblings:

Name _____ Age _____

Name _____ Age _____

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General Information

What about Academy for Early Learning appeals to you?

What are you hoping for in the education of your child?

What is the general health of your child (please include any allergies, illnesses, prolonged medications, or unusual medical conditions)?

Does your child have any special needs such as speech therapy, gifted/talented, learning exceptionality, counseling? Please explain:

If a current AEL family referred you, please let us know their name:

By filing this form and enclosing the application fee, I understand that the applicant will be considered for admission for the grade and year indicated on the form. I agree that all parts of this application are true to the best of my knowledge and understand that all information will be kept confidential. I also understand that the application fee is non-refundable.

Signature of parent/guardian _____ Date _____

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Frequently Asked Questions

Is Academy Early Learning recognized as an official school in Ohio?

Yes, Academy has been chartered as a nonpublic school by the Ohio Department of Education. This means that we meet the same operating standards that every school in Ohio.

What does being “chartered” mean?

Having been “chartered” by the Ohio Department of Education means that we have met all state requirements for operating a school in Ohio. If your child would change to another private or public school, he/she would continue at that school at the same grade level. “Chartered” means that our school will meet all minimum requirements of education in the State of Ohio. In Ohio, the word “chartered” is used to describe the licensure or certification of a school. Academy is not a community school.

Does Academy for Early Learning have certified Ohio teachers?

Yes, all teachers employed by Academy are required to have an Ohio teaching license, as this is part of the requirement to be chartered by the Ohio Department of Education.

What are multi-age classrooms and how are they important to Academy for Early Learning?

Multi-age classrooms are very common. It's how you work to meet the needs of the children within this multi-age classroom that is the key to success! Most classrooms, even in a traditional school setting, are multi-level. Students within the same classroom most generally are at various levels of ability, have a varying knowledge base and have differing past experiences. However, in a traditional setting, instructors mainly teach to the middle of this core group, teaching what a child of a particular age “should learn.” In a true multi-age classroom like those at Academy, the various learning rates, styles, and abilities are expected and encouraged. A multi-age classroom is a classroom in which students can work at their own pace and level to excel and achieve their highest potential. The environment is flexible, but structured so that the teacher can more easily accommodate the learning needs for all students.

Academy for Early Learning



DATE: _____/_____/_____

PLEASE TELL US ABOUT: The Student

Student's

Name: _____
(First) (Middle) (Last)

Student Goes By: _____ Social Security #: _____

Date of Birth: ____/____/____ Age: ____ Sex: M F Current Grade Level: _____

Student's Home Address

Hm # _____ Cell # _____ Student Lives With: _____

School last attended: _____ City, State: _____

Has the student ever skipped or repeated grade?

_____ Explain: _____

Explain any special circumstances that may have affected the student's education (i.e. illness, learning difference, physical handicap, etc.)

PLEASE TELL US ABOUT:

Person Enrolling Student

Name: _____

Relationship to Student: _____

If not parent, please explain:

Cell or Home Number _____ Work Number: _____

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Private Charter ages birth to 3^d grade*

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Email _____
Occupation: _____

Contact Person Number Two
Name: _____

Relationship to Student: _____

Cell or Home Number: _____ Work Number: _____

Email _____ Occupation: _____

Person Responsible for Tuition
Name: _____

Cell or Home Number: _____ Work Number: _____

Email _____ Occupation _____

Social Security Number _____

Driver's License _____



Academy for Early Learning



By this Agreement, the undersigned agrees to pay the required **full-year tuition**. This Agreement is a legally binding contract. The undersigned agrees to the following terms, which are outlined further in the School Handbook:

1. **Reservation Deposit:** A **non-refundable** Deposit must accompany this Agreement. Deposit amount is \$30.
Parent/Guardian Initials _____
2. **Tuition Payments:** Tuition payments must be received by the School on or before each due date. Tuition must be paid in full by the end of the school year. Tuition payment options include annual, quarterly, and monthly. Tuition for students entering after the start of the school year will be prorated based on the number of months left in the school year.
Parent/Guardian Initials _____
3. **Enrollment Constitutes Agreement:** Acceptance of enrollment constitutes an agreement to pay the *full academic year's tuition*. The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.
Parent/Guardian Initials _____
4. **Voiding Contract:** Upon signing below, the undersigned has seven (7) days to void this contract without penalty or loss of tuition. After _____, this contract shall be binding. Families must meet specific conditions to be release from their contract with the school.
Parent/Guardian Initials _____
5. **Agreement to Comply with School Policies:** The family agrees to comply with and be subject to the rules and policies set forth in the School Handbook. The School believes that a positive and constructive working relationship between the School and the student's parent/legal guardian is essential to student success and the fulfillment of the School's mission. Thus, the School reserves the right to refuse or cease enrollment if the actions of a parent/guardian makes such a positive and constructive relationship impossible or seriously interferes with the School's accomplishment of its educational purpose. The decision of the School in these regards shall be final.
Parent/Guardian Initials _____
6. **Successful Completion of the Academic Year:** Successful completion of each academic year and the recommendation of the Faculty are required for re-enrollment in each subsequent year. The School reserves the right to dismiss or deny admission to any student, at any time, during the year. Reason include, but are not limited to:
 - Attitude incompatibility (either with Faculty or other students)
 - Chronic absences or tardiness
 - Failure to make adequate academic progress
 - Family's failure to make timely tuition paymentsParent/Guardian Initials _____
7. **Delinquent Account:** It is the parent/guardian's obligation to pay the tuition bill on time throughout the year.
Parent/Guardian Initials _____
8. **Parent Volunteer Hours:** Parents are in partnership with the School in the education of students. Children benefit from seeing their parents being supportive of teachers and working on the School's behalf. Parents who participate in activities feel more connected to the School and to fellow parents. Together, parents and staff create an environment of enthusiasm, mutual respect and gratitude for the children, modeling a strong work ethic and responsibility. To acknowledge the importance of this collaboration, parents are asked to volunteer for a total of 25 hours performing various activities on behalf of the School. Any unfulfilled hours can be converted to a cash donation at the end of the school year at a rate of \$10/hour.
Parent/Guardian Initials _____

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9. Student Records Held: Any student portfolios/records will be held for any family with tuition debt at the end of the school year. Student records will not be forwarded to new schools until all outstanding balances are paid in full.

Parent/Guardian Initials _____

Tuition Schedule

Children Enrolled:

1. _____ DOB: _____
2. _____ DOB: _____
3. _____ DOB: _____
4. _____ DOB: _____
5. _____ DOB: _____

Upper School Kindergarten – Sixth Grade

Tuition: 4500.00 per child
Sub Total: _____

Discounts:	Subtract:
First Year K – 6	300.00
Second Year K - 6	200.00
Second Child	300.00
Military	300.00
AEL Preschool	400.00
Parent Volunteer (25 hours school yr)	200.00

Scholarships:	Subtract:
Economically Disadvantaged	3000.00
Academically Gifted	1500.00
Diversity	1500.00
Employee Discount (1/3 of Tuition)	3000.00

Total Adjusted Tuition: _____
Prepayment Discount: 15% _____

Payment Arrangement:

Weekly	_____
Monthly	_____
Quarterly	_____
Biannual	_____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Head Of Schools _____ Date _____

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Credit Card Authorization Form

Name: _____

Type of Card: Mastercard Visa

Name of person on card: _____

Card Number: _____

Expiration Date: _____ Amount: _____

Security Code if Available: _____

Signature: _____

Date: _____

Academy for Early Learning



PERMISSION AND RELEASE FOR FIELD TRIPS AND PHYSICAL EDUCATION CLASSES AND ACTIVITIES

My student, _____, has permission to go on all school sponsored/sanctioned field trips and physical education classes and activities. I understand that transportation will be provided by one, or several, or all, of the following:

- a.) Charter bus
- b.) School van
- c.) Teacher or administration vehicle(s)
- d.) Student vehicle(s)
- e.) On foot

I, the parent/guardian of the above named student, in consideration of Academy for Early Learning, agreeing to take my child on school sponsored field trip(s) and to allow my child to participate in physical education classes and activities, hereby give my approval for her/his participation therein.

I HEREBY RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS Academy for Early Learning AND ITS PERSONNEL FROM ALL LIABILITY, LOSS, DAMAGE, OR INJURY INCURRED BY MY DAUGHTER/SON DURING THESE PERIODS OF TIME, INCLUDING, BUT NOT LIMITED TO ANY LOSS, DAMAGE OR INJURY CAUSED BY THE NEGLIGENCE OF BENDING OAKS HIGH SCHOOL OR ITS PERSONNEL.

I also acknowledge that my child has been directed by me to comply with the rules in the Academy for Early Learning Handbook during these field trips, classes, or activities; and that appropriate behavior by my child is required at all times. Failure to comply with the rules as stated may result in expulsion of the student or other punishment the school administration or staff finds appropriate.

Parent Signature

Date

Academy for Early Learning



PERMISSION FOR MEDICAL TREATMENT

Student's Name _____ Date _____

Mother _____ Cell Phone _____ Work Phone _____

Work Place _____

Father _____ Cell Phone _____ Work Phone _____

Work Place _____

2 Persons other than Parents to be notified in case of Emergency:

Name _____ Relationship _____

Cell Phone _____ Home Phone _____ Work Place _____ Work Phone _____

Name _____ Relationship _____

Cell Phone _____ Home Phone _____ Work Place _____ Work Phone _____

Family Doctor _____ Phone _____

In an emergency occurring while my child is at school or on a school-sponsored trip, I _____ give permission to Academy for Early Learning and/or its employees to take whatever action is deemed necessary. In the event I cannot be reached, I hereby authorize the School and/or its employees to give consent for my child to receive medical treatment.

Parent's Signature _____ Date ____/____/____

If you do not consent to medical treatment, what procedure should be followed? (please state)

What was the date of student's last Tetanus shot? _____

Allergic to any medications? If so, please list:

Medications: (please list name, dosage, and time to be taken)

Please list/describe any specific health problems or medical information relevant in case of illness/accident

Academy for Early Learning



REQUEST FOR RECORDS

DATE: _____

TO: _____

STUDENT: _____ D.O.B.: ___/___/___ CURRENT GRADE: _____

The above named student has enrolled in Academy for Early Learning. Please send, fax if possible, the following information:

- ____ Official Transcript
- ____ Permanent Health Record
- ____ Test Scores
- ____ Current Grades
- ____ Diagnostic Testing Results

"I give my permission for the above named school to release all school records containing but not limited to: transcript of credits, grades, test results, health/immunization, diagnostic testing, and recommendations, and/or any special provisions."

We prefer that you FAX records to:
(740) 773-2427

Signature of Parent/Guardian

Thank you.

School Official

Academy for Early Learning



Parent/ Student Handbook Upper School

30 E. Main St, P.O. Box 712 Chillicothe, Ohio 45601
Phone: 740-772-5437
Fax: 740-773-2427
Email address: byoakum@horizonview.net

Mrs. Beverly Yoakum
Head of Schools
Miss. Aubrey Cameron
Assistant

The Academy is a Private Chartered, Not-for-Profit Entity
IRN # 132720 EIN # 31-1324521

*Founded by Bev Yoakum
Providing Early Childhood Education Since 1989*



Families,

I am thrilled you will be part of our school family in the coming year! Our journey together here at Academy for Early Learning is sure to create many fond memories for your family.

As you walk through our doors the contrast from traditional schools is evident. Students are engaged in conversation, experimentation, and active in the learning process. Our students are aware of their significance, and are appreciated and respected for their contribution to the classroom. We strive to foster academically strong, emotionally aware students. We believe character is the heart of principled growth. As we build our future together, my wish would be for you to come to see the great importance of today for your child, and how it relates to the future for all of us. Our children are tomorrow. It is our duty to instill in them respect, responsibility, honesty, and integrity, as well as prepare them academically to reach their full potential. We have the opportunity to mold each student so they may meet the goals set before them.

Since 1989 our school has strived to involve parents as much as possible in the learning process. We have grown for the better since our inception, still, our rich history influences all we do. We have always believed learning happens best when the subject is relevant, and exciting.

I have been privileged to watch from a distance as students graduate from high school, attend prestigious institutions, excel in athletics, and begin families. It is moving to hold a child of a former student, realizing they have made the choice to educate here, just as their parents had. We are rich here at the Academy for Early Learning. I am glad to have the opportunity to share our wealth with you.

In Great Expectation,

Beverly A. Yoakum
Head of Schools

NONDISCRIMINATION STATEMENT

The Academy for Early Learning does not discriminate on the basis of race, color, religion, national origin, sex, disability, nor on the basis of age against persons whose age is over forty (40). Title IX of the

Educational Amendments of 1972 (prohibits discrimination the basis of sex) and Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap).

SCHOOL CALENDAR

August

- 11th Teachers report to classrooms
- 18th First day of school
- 29th Early dismissal 1:15

September

1st No school

October

- 9^h Early dismissal 1:15
- 10th Teacher conferences/ No school
- 13th No school
- 21st End of grading period
- 27th Grade cards issued

November

- 27th No school
- 28th No school

December

- 18th Early dismissal 1:15
- 19th Teacher conferences/ No school
- 22nd No school
- 23rd No school
- 24th No school
- 25th No school
- 26th No school
- 29th No school
- 30th No school
- 31st No school

January

- 1st No school
- 2nd No school
- 12th End of grading period
- 16th Early dismissal 1:15
- 19th No school
- 23rd Grade cards issued

February

- 13th Early dismissal 1:15
- 16th No school

March

- 5th Early dismissal 1:15
- 6th Teacher conferences/ No school
- 18th End of grading period
- 27th Grade cards issued

April

- 9th Early dismiss 1:15**
- 10th Teacher's Inservice Day**
- 13th No school**
- 14th No school**
- 15th No school**
- 16th No school**
- 17th No school**

May

- 22nd Last Student Day Early Dismiss 1:15**
- 26th Conferences/ Teacher Work Day**

Days on Calendar: 202

Days In: 180

Days Off: 22

May 27-29 are reserved for calamity days

2008/2009 SCHOOL PERSONNEL

Administration

Head of SchoolsMrs. Bev Yoakum
AdministratorMs. Jess Allen
Assistant to the AdministratorMrs. Betty Pettit
Assistant to the Director.....Ms. Aubrey Cameron

Elementary Instructors

KindergartenMrs. Trina Reynolds
1st, 2ndMrs. Susan Bell
3rd, 4th, 5thMr. Joe Barker
Specials.....Mr. Ryan Owen
Art Studies.....Mrs. Emily Fields

Lowerschool Instructors

.....Ms. Jennifer Ater
.....Ms. Gracie Cochenour
.....Ms. Ashley Depugh
.....Ms. Emily Fields
.....Ms. Mandy Herrington
.....Ms. Julia Lindsey
.....Ms. Amy Montgomery
.....Ms. Natalie Murray
.....Ms. Amanda Dyer
.....Ms. Juanita Peck
.....Mr Derek Free
.....Miss. Taylor Yoakum

Others

Head of MaintenanceWilliam (Bill) Kitts

Academy Board of Education

President.....Mr. Rami Yoakum, Ross County Health Department
SecretaryMs. Aubrey Cameron, Admin. Assistant, Mrs. Cordilla
Boedicker, Mr. Larry Reynolds, Mrs. Cris Clark

WHY A CHARTER SCHOOL?

Parents that are looking for an alternative to the services provided by their neighborhood school can find in a chartered school program. Motivation usually involves their perception that their child is at risk, either by “falling through the cracks” and/or in their view, by not being academically “challenged.” There is considerable frustration about being heard, and responded to, by “the system.” The Charter Act enables them to take their children’s education into their own hands, along with the work, risk and responsibility to provide for them at or above district

standards. The “consumers” took control of the “product” they were “buying,” and their priorities became reflected in the school’s organization.

EDUCATIONAL PROGRAM AND ACADEMIC EXPECTATIONS

Community Prep

The topics fall into the categories of: Self-esteem, Family, School and Friends, Peace and Nonviolence

P.E.

Hand-eye Skills, Body and Movement Awareness, Balance Activities, Motor Development, Group Awareness, Non-competitive Games, Limited Introduction to Competitive Games, Physical Fitness Skills, Parachute Play, Scarf juggling, Jump Rope Activities

The Arts

Self-expression in two and three dimensional forms, Creative Problem Solving, Evaluation, Visual Concepts and Developments , Artists and Illustrators, Architects, Craftsmen, Designers, Gallery and Museum Visits, Studio Visits, Artists Visits, Art History, Cultures through Arts and, Artifacts, Interdisciplinary Connections

Technology and Communication

Understanding technology as a tool, Understanding and using terminology, Making proper use of the computer, Word processing, Desk-top publishing, Keyboarding, Utilizing subject specific CDs, Conducting research via the Internet, Communicating via email, Using the digital camera and scanner

Mathematics

The School has adopted the Everyday Program that is based on the work of NCTM and The University of Chicago Mathematics Project. Mathematics is presented in strands of content that spiral through the program many times during each school year.

Numeration and Order, Measures and Measurements, Operations, Data and Change, Geometry and Spatial Sense, Patterns, Functions, and Sequences, Algebra and Uses of Variables

Language Arts

READING

Writing is taught through a multi-approach system based in phonemic awareness. Students focus on phonics, comprehension, vocabulary development and meaning systems that include predicting what may happen based on prior knowledge, pictures clues, shared reading experiences, literature read aloud everyday, individually selected books for independent reading, and reading for information. In the intermediate forms, reading is a means for gaining information, thinking critically, and experiencing pleasure. Literature circles provide students with opportunities to discuss books in-depth and with purpose.

WRITING

Writing begins with invented spellings, patterns discovered in literature, writing for many purposes and writing to understand and to extend experiences.

LISTENING

Listening skills develop through opportunity to hear quest speakers, literature, media, and each other. Learning to listen to directions is a primary skill.

SPEAKING

Speaking opportunities occur daily during discussions, presentations, reports, questions, and performances

VIEWING

Viewing provides a means to collecting and understanding information through media, illustrations, charts, graphs, and the arts. Media literacy is addressed in a critical study of propaganda techniques.

VISUALLY REPRESENTING

Visually Representing extends language into the areas of illustration, data organization, and technology

LANGUAGE

Language skills are used within the context of grade level integrated studies and are highly valued by the literacy community that is created in each classroom.

Science

LIFE-SCIENCES

Plant Biology and Classification, Animal Behavior and Classifications, Food Chains and Food Webs, Habitat, Animal and Plant Populations, Animal and Plant Adaptations, Cellular Structure and Function, Human Anatomy Systems, Use and Conservation of Natural Resources

EARTH SCIENCES

Earth Geological History, Plate Tectonics, Astronomy, Weather, Solar Systems, Rocks and Minerals, Water – Properties and Behavior, Air and Flight

PHYSICAL SCIENCES

Electricity, History, and Uses, Magnetism, Natural Forces, Energy, Work, Machines

GENERAL SCIENCES

Scientific Method , Scientific Tools and Measurement, Contribution of Female Scientist, History of Science and Historical Personalities

Social Studies

Social, cultural, scientific, and historical topics are selected each year to frame integrated studies. The topics selected:

Are significant and age appropriate, Are compelling to students, Provide a wide range of options for exploration, Are supported by fine informational and fictional literature, Are enhanced by numerous kinds of print and media resources, Provide opportunities for real experiences, both in the classroom and in the field.

Engage students in the use of technology, Sustain student interest, In the primary grades, topics, such as Simple Machines, Japan, and Native Americans, offer opportunities to explore concepts and to delve into questions that arise during the introductory phase. Each study includes group and individual group and individual research, authentic experiences with guests and field trips, use of varied materials, and culminating piece that might be written, dramatized, or built,

All integrated studies are designed to engage in language, science, art, music, technology, library, and research so that their experiences with the topic are multi-faceted and drawn from many points of view.

HISTORY OF THE ACADEMY FOR EARLY LEARNING, PRIVATE CHARTER SCHOOL
Since the first Charter School opened in Minnesota in 1991, interest has spread across the country. Today, all but eight states have a charter school law in place. More than 690,000 students are enrolled in 2,695 schools across the United States. In 1997 the law enabling Charter Schools to open in Ohio passed. The language was written by then State Representative Sally Perz, working closely with then Governor, George Voinovich and Senior Advisors. The law began as a “pilot” in Lucas County allowing a maximum of 20 charter schools. The Aurora Academy opened in 1998 as the first Charter School in Ohio. Today, over 150 schools exist in Ohio with a total enrollment approaching 40,000 students.

The Academy for Kids began in 1988 as an in-home program. It was quickly evident there was a great need for quality care and education in the area in 1989. The center was established as a licensed facility by the Ohio Department of Job and Family Services and opened with 8 children, three of whom belonged to the founder, Bev Yoakum. Under her direction, the center has carried 5 licensed centers, including Paint Valley Latchkey and Tiny Tigers Childcare. Condensing them all into one campus at 1246 Western Ave. expanded the program to include a school age summer program for siblings of others who attended the Academy for Kids. In 2007, the Academy became Academy for Early Learning Chartered School, obtaining it’s own accreditation from the Ohio Department of Education by way of the charter of the former Southern Hills Academy. The school currently offers many programming options for educating children six weeks to 6th grade.

MISSION STATEMENT

The Mission of Academy for Early Learning is to provide a multicultural and diverse learning community, preparing each student for academic, social, and personal success.

PHILOSOPHY OF THE CENTER

We believe:

Children are full of potential, interest, and curiosity about the world around them. Young children construct their knowledge as they investigate, build, experiment, discover, and share. Children have a natural desire to understand how things work and the answers are as important as the process of discovery. The teacher guides and supports these learning experiences so children can develop a love for learning, independence, and confident self-esteem. Being a part of a class community provides children with opportunities to learn and practice social skills, define relationships in and out of school, and to discover the pleasure of friendship. Parent collaboration and participation in the learning process is an essential, valued part of the educational philosophy here at AEL.

Goals we strive to accomplish in our students:

- # Physical safety: Freedom from physical harm.
- # Emotional security: the absence of intimidations and fears.
- # Identity: the "Who am I?" question.
- # Affiliation: a sense of belonging.
- # Competence: a sense of feeling capable.
- # Mission: the feeling that one's life has meaning and purpose.

TAX ID NUMBER (EIN)The tax identification number is 31-1324521. The center is a 501 C-3 non-profit private

organization. This number is used to file taxes if you use the lower school or SACC program throughout the year.

HEAD OF SCHOOLS

Mrs. Beverly Yoakum serves as the Head of Schools. She achieved a Master's Degree in Early Childhood Education from Nova Southeastern University, Fischler Graduate School of Education. Bev is also a graduate of Ohio University, where she received an undergraduate degree in Behavioral Science and Early Childhood Education, and an Associate of Arts and Sciences. She is most active in the Upper School, curriculum development, forming policies and procedures, and long-range planning for the center.

LOWER SCHOOL COORDINATOR

Mrs. Jessica Allen serves as the Birth to Three's Coordinator. Jessica is a 2007 graduate of Ohio University majoring in Business and Early Childhood Education. She brings years of experience to the center working with business and finance, and policy oriented issues. Her office hours are posted on her office door. When Jessica is not available another staff member is appointed to answer questions and pass along information as needed.

ORIENTATION

Prior to your child's first day we require both you and your child visit the school. For school age children enrolled in our summer program, we also require that parents bring them to the school prior to camp, so that the child may be introduced to the center environment and meet the teachers.

REGISTRATION

Once a family wishes to enroll and an opportunity to attend has been offered, we will require a non-refundable registration fee per child. At the time of payment, the family receives this Parent Handbook outlining policies and procedures and all required enrollment forms.

-SACC

Our school age classroom focuses on respect and teamwork. We believe this involves teachers, parents, and students. This program is not an automatic transition from the pre-kindergarten class.

-HOMETOWN EXPLORERS CLUB PROGRAM DESCRIPTION

The program is for children who have graduated from prekindergarten. This program is run as a totally separate program from our school program. You will need to enroll in this program separately when needed. Information will be provided where you can chose to enroll. If you miss a deadline to enroll, you may not be able to attend the school age program, so please watch for this form in the spring.

-FEES

A \$25.00 security fee will be charged upon issuing a "key card". If your key is lost, stolen, or damaged, you will be charged \$25.00 to secure another card. If when you disenroll you return your working key card in good repair, you will be issued a \$25.00 refund for your key card.

-RETURNED CHECK FEE

The school charges a fee of \$40.00 to cover the handling of a returned check. Your account must use a credit card if checks are returned.

-LATE PAYMENT OF TUITION

A late payment fee of \$5.00 a will be charged every week your payment runs behind until it is current. If your account is consistently running behind you will be asked to set up automatic credit card payment.

EVACUATION OF BUILDING

It is the discretion of the school and its board to determine when evacuation of the premises is necessary. If evacuation becomes necessary the children and staff will proceed to Trinity United Methodist Church, on the corner of Mulberry and Main (corner east of the center). If Trinity cannot be used, the children and staff will proceed to the police station where they will be directed by the police to one of the municipal buildings in that area. Parents should contact the Chillicothe police for our location. Staff members will attempt to call parents or emergency contact people at their place of work if phone systems are working and there is enough available staff to make the calls. The center will also issue notice of the evacuation to WKKJ radio. If the building has lost power, heat or water, and the situation cannot be corrected within a safe amount of time, parents will be notified through the system described above. If the building is structurally sound, we will remain in the building as long as possible.

COMMUNITY-WIDE EMERGENCIES

Parents who are considered essential personnel in their work place not be able to leave during a community emergency should provide AEL with a written plan and list of people who have permission to pick up and care for your child during such emergencies.

SECURITY PLAN

Visitors to the school are directed to the office. Prospective clients and others who wish to observe our school are escorted by staff to the appropriate area of the building and introduced to the staff. Each classroom has a phone. A PCS is provided outside with a class so help can be summed if needed.

BIRTHDAYS

Birthdays are special times for children and we like to recognize their special day too. Parents are encouraged to bring in a special treat your child can share with his/her friends. Only prepackaged foods can be served, and there should be enough for every child in the class. If you are having a birthday party outside of school we ask that you do not talk about the party in front of other children to avoid hurt feelings. If invitations cannot be mailed and need to be given to other children please have a parent put it in their school mailbox and do not have your child hand them out.

CHILD ABUSE POLICY

Child abuse/neglect can be in the form of physical abuse, emotional abuse, sexual abuse, neglect and/or maltreatment. Employees are mandated reporters. Those trained in Child Abuse and Neglect will immediately report such information to Children's Services. It is important to communicate with your child's teacher about any serious injury that may have occurred at home.

TORNADO DRILL/ WARNING

Provided there is ample warning, all teachers and children should proceed to their designated area as posted in their room. Once there, all children should kneel and cover their heads with their hands. Detailed instructions are posted in every room occupied by children. Drills will be held as required.

EMERGENCY FIRE DRILL AND EVACUATION

A detailed plan to evacuate each room used by the children is prominently posted. There are alternate routes for substitute as well as regular staff to know exactly what procedures to follow. The fire department will be notified of any planned fire drills. The children and staff will return to their classrooms when an official gives the all-clear signal. Fire drills occur at least monthly. They are documented with date, time, and length of time for evacuation from building, persons participating, and comments. Documentation will be posted in the office.

MEDICATION

Medications (which includes all medicines used internally or externally, modified diets, vitamins and fluoride treatments, see the next section for definitions) are to be administered in strict accordance with state licensing regulations.

AUTHORIZING MEDICATION FOR YOUR CHILD

Before any medication is given to a child, the parent/guardian must complete and sign the authorization form provided by the state and available in the Preschool Coordinator's office. A physician's signature is necessary for all medication.

Nonprescription medications given internally require a physician's instructions and signature on the authorization form.

A physician's signature is necessary for non-cortisone, nonprescription ointments, creams and lotions. When such a preparation is used for routine skin care, the authorization must be renewed after twelve months. If used for a skin condition, it cannot be used for more than 14 consecutive days at any one time.

All medication must be in the original container and labeled with: the child's name, a current date (within twelve months),

The name of the medication, the dosage and how often it is to be given daily, specific instructions for giving the medication, storage instructions and the medication's expiration date. Prescription medications must also indicate the prescribing physician or dentist's name. Any questions or concerns arising from a request to give a child medication should be discussed immediately.

MEDICATION ADMINISTRATION

Only staff that has completed state training in common childhood illness may administer medications. The written procedure for medication administration is followed. No school age children will be allowed to have or use medications or inhalers. Staff will carry emergency inhalers or medication for a student.

Medications containing a narcotic are only to be administered by Administration or a parent/guardian.

Each time a medication is administered, it must be recorded immediately on the form provided by the state. All documents related to medication administration must be kept on file for one year. A child taking any kind of medication is to be observed for possible side effects that, if they occur, must be reported immediately to Administration. The parent or guardian is notified. Information about what the medication is intended to do and its possible side effects must be obtained from the parent, pharmacy or physician prior to giving the medication at the center.

All medication is stored beyond the reach of children. Internal medications are kept in a locked box or locked cabinet, depending on the classroom. Medications requiring refrigeration are placed in the refrigerator closest to the child's room and separated from food and beverages in the refrigerator. Ointments, lotions and creams are kept in baskets on a high shelf convenient to where they will be used.

Any error that occurs in the administration of a medication must be reported to the Administration immediately. If the error involves a child receiving an overdose of medication or the medication of another child, the poison control center must be contacted for advice. The child's parent/guardian is informed promptly and an incident report is completed. The child must be observed for any possible reaction.

PROGRAM EVALUATION

Multiple assessments are used to determine the success of past instruction and define the nature of future instruction. Assessments include teacher observations, teacher made tests, formal assessments, standardized tests, evaluation of regular assignments and student projects. Progress will also be monitored by student portfolios, anecdotal records, and photo samples to reassure the student and the parent that all areas of learning will be adequately covered. Student work, report card and standardized normed and criterion referenced tests will create assessment portfolios designed to verify student growth over time.

ENROLLMENT POLICY

For currently enrolled families wishing to re-enroll their child in The Academy For Early Learning, Private Chartered School, they must make their intent known by June 1st of the coming year. As vacancies occur in currently enrolled classes, those vacancies will be filled using a lottery system.

Mid-year school vacancies may occur during the school year, that vacancy may or may not be filled at the school's discretion. If The Academy For Early Learning, Private Chartered School chooses to fill the vacancy and has more applicants in the enrollment pool than spaces available, they shall fill those spaces using the preferences established in the most recent lottery period.

SCHOOL VISITATIONS

As a Chartered school, we know many are interested in seeing our school in action, and we love to share what we're doing! Parents of AEL are invited to visit class at any time, although we recommend communication with the classroom teachers in advance. They can then make arrangements for you to participate, if that's your preference, or let you know if there is a conflict with Specials, etc. Regularly scheduled school tours are available for prospective parents, students and visitors. These tours include an orientation to The Academy for Early Learning, Private Chartered School's mission/vision statement, Reggio Emilia academic programming, discipline and dress code policies, and parental involvement. A staff member will be available at that time to answer questions and provide a tour of the facilities. This system has worked well to provide access to the interested public as well as minimize distractions in the classroom.

ARRIVAL & DISMISSAL PROCEDURES

Parents MUST be sure children are supervised by a teacher from 8:00 to 8:15. Students dropped off earlier than 8:00 a.m. will need to be dropped off in the SACC program. Student dropped off later than 8:15 will need to be walked to class by the parent.

During dismissal, parents MUST use extreme caution. The parking lot is not exclusive to our school. Please supervise your child while walking him/her through the parking lot to their vehicle. It is critical to the safety of all students that everyone uses this system.

ATTENDANCE

Classes begin promptly at 8:15 a.m. Regular attendance is important to ensure achievement in school. The Academy for Early Learning seeks to encourage a daily attendance rate that enhances rather than distracts from the academic program. Excessive absences and tardies by a few individuals can impede the learning program for others.

Absences

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 8:45 a.m. It is critical to student safety that we know where they are at all times. Please call every day your child is away from school. If a student is not reported absent by parents, the school will place a call to confirm the absence.

Excused Absences

Excused absences are those resulting from temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the Head of Schools through prior requests of parents or guardians; and absences which occur when a student is in custody of a court or law enforcement authority. Students returning to school after extended absences due to illness must be accompanied by a doctor's note.

Unexcused Absences

Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the Head of Schools. Unexcused absences include those resulting from suspensions and expulsions.

Extended Absences

Extended absences due to family excursions, etc., should be discussed with your child's teacher well in advance. Make-up work and alternative assignments, and the schedule for their completion, can then be devised to minimize negative effects on academic learning. Extended absences should be communicated to the Head of School's office in writing a minimum of one week prior to the absence.

Late Arrival (Tardy)

Tardiness is a failure to appear on time and is considered a form of absence. Repeated tardiness will be reported to the Head of Schools. Excused tardies are for those unforeseen circumstances such as poor weather and road conditions that inhibit a child's arrival on time. Unexcused tardies are those circumstances that are not due to poor weather and road conditions or family emergencies.

Early Dismissal

Parents arriving at school prior to dismissal should WAIT in the corridor upstairs until 3:15 p.m. Last minute directions and a review of the day's assignments are often given during the classroom's preparation for dismissal. If you must pick up your child before the 3:15 p.m. dismissal time, you are required to sign him/her out.

IMPORTANT ITEMS TO NOTIFY THE OFFICE ABOUT

Please notify the office of any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is vital that the office keep this information up to date and your prompt notification regarding any changes is sincerely appreciated.

LOST & FOUND ITEMS

Lost clothing, notebooks, and other items will be placed in the administration offices in the lost and found box. Books will be returned to either the elementary classroom teacher or the library. Valuable items will be kept in the office and identification will be required for their return. Unclaimed lost and found items are given to a local charity at the end of each quarter.

COMMUNICATIONS

School Newsletters

School newsletters are sent out twice a month on Friday

Teacher Conferences

Formal parent/teacher conferences will be scheduled. Arrangements for additional conferences may be made at any time with your child's teacher or specials teacher. We urge you to exercise this "right" should any concern or questions arise. Send a note to set up a time for a phone or direct conference. Your child's teacher will respond promptly.

Report Cards

Student Report Cards are completed at the end of each quarter. They will be sent home with students.

Governing Board & Committee Meetings

Board Meetings are held in the board room on specified dates throughout the school year. It is here that the business of the school is discussed and action taken to define the policies and some formal operational procedures for the school. All meetings are open to the public and your participation is welcomed.

Parental Conflict Resolution Policy

The Governing Board of Academy Charter School recognizes the desire of the parent body to have a voice in the educational process of their children. The following policy is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member of AEL, the following steps should be taken:

1. The parent should always go directly to the staff member in question and set up a private meeting where the concerns can be discussed. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one. **Most problems can be resolved in this manner.**

2. If mutually agreed closure is not made, the parent may arrange a meeting with the Head of Schools. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Head of Schools, at her discretion, may invite the staff member to be present.

Official Posting Place for Communications

All non-school related meetings, events, and activities must be approved by the Head of Schools before posting and will be dated and removed when appropriate.

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the Office for formal approval before posting or distributing. This applies to students, staff, parents, and community members. Any unapproved materials will be removed or confiscated.

SCHOOL CLOSURE PROCEDURES

While emergency closings occur infrequently, we are prepared for any time when building systems malfunction, making the building unfit, or when weather makes it necessary to send children home. During severe weather, please keep your radio or TV on for announcements regarding emergency school closings or delayed openings. The first broadcast is usually made at 6 a.m. and periodically thereafter until 9 a.m. (WKKJ begins broadcasts as soon as they have received information.) Please listen for these announcements, as our phone lines will be "jammed" during inclement weather. We have two alternatives for "bad weather" days. The options are:

1. School will be canceled for the day with notification on radio or TV stations.
2. A delayed start will be announced on radio and TV stations beginning with the 6 a.m. news.. The dismissal time will be at 3:15 p.m. as usual.

LUNCH

Students may bring a lunch from home, or a hot lunch will be provided to them FREE OF CHARGE.

Lunch Room Discipline Rules

1. Follow directions the first time they are given.
2. Sit at your assigned classroom table and eat QUIETLY for at least 15 minutes.
3. Use indoor voices
4. The class is allowed to leave when the table, benches, and floor are clean and students are CALLED TO LINE-UP.

DRESS CODE

Why Do We Have a Dress Code?

When the school was first formed, it was decided a Dress Code would help establish a desirable learning environment. Research had indicated an affordable uniform dress code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere.

Written notification (and/or phone calls) of dress code violations will be sent home with elementary students, to be signed by parents and returned. We appreciate your effort to assure your children dress appropriately, as this system can only work with complete support by parents and consistent enforcement by AEL.

Dressing for the Weather

“The weather outside is frightful”... It’s best to assume we’ll have an outside recess every day, throughout all seasons. Please be sure your child has a warm hat and coat, gloves and boots. We need to have a note from home if your child is recovering from a bronchial/asthmatic condition that warrants staying inside.

Dress Code

General Guidelines - for ALL students

Following are the approved clothing items, all items must be correct colors -

PLEASE SEE COLOR SWATCHES FOR MATCH:

Pants: navy straight-legged twill or thin-wale corduroy, no more than four pockets, off ground but to the ankle in length. Cargo pants are fine provided they are from “French Toast”.

Shorts: navy twill or thin-wale corduroy, no more than 4 pockets. No shorter than 4” above knee”; no longer than 2” below knee.

Shirts: navy, white, hunter green, red, yellow or light blue turtleneck, long-or short-sleeved polo, or oxford cloth without emblems

Sweatshirt: navy with AEL logo, to be worn over approved shirt

Sweaters: navy, white, red, yellow or hunter green cardigan, v-neck or vest of flat-knit weave, no patterns or emblems. Waist length.

Shoes: Black, brown, white, navy solid or close-to solid colors in athletic or leather style, matching shoes & laces. No cowboy boots, open-toed or open-heeled shoes. Platform shoes not allowed. 1/2” soles and 1” heels maximum.

Belt: black, brown, navy, or khaki leather or fabric belts with plain buckles. Not required, but if worn, belt-ends no longer than 6” and tucked in.

Hats: no hat of any kind may be worn inside the building

GIRLS

(All plaid items are Lloyd plaid only)

Skirt: Khaki or classic navy

Jumper: Plaid, khaki or navy twill

Skort: Plaid, khaki or navy twill

Length: All of above may be no shorter than 3” above the knee

Blouse: white long or short sleeve, peter pan or straight collar, no lace or decoration.

Tights: Navy or white plain or cable-knit tights. No nylon stockings.

DISCIPLINE CODE

Behavior Expectations

Academy for Early Learning students are expected to be well behaved at all times, respecting themselves, others and property. Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction toward acceptable behavior, with the goal being to develop a child’s *self*-discipline.

The Academy for Early Learning staff has developed rules for student behavior within the school, at recess, and when out in the community. The methods we use in enforcing the rules involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student;
- Balanced against the severity of the misconduct;
- Appropriate to the student's nature and prior behavior;
- Fair to the student, parent and others; and,
- Effective.

In order to develop an environment conducive to learning, the Head of Schools will confer with the teaching staff to develop and/or review rules of conduct to be employed in the school and corrective actions and sanctions that may be used in the event of rule infractions. The Head of Schools will contact the parents of students by phone should they be involved in a rule infraction. A *Discipline Referral Form* is also used for communication between home and school for major infractions. The parents will receive a copy of this form and a copy will be kept in the student's file in the office. If a student continually tests the school rules, an individualized improvement plan will be developed and implemented with the assistance of the student's parent.

Academy for Early Learning Discipline Policy:

The following general rules apply to all students:

School Rules

1. Follow directions when they are given.
2. Show respect for yourself and others, their property and feelings.
3. Disruptive behavior is not tolerated anywhere on school property.
4. Follow lunchroom, playground, and classroom rules.
5. Walk quietly in the halls.

Consequences for Minor/Major Infractions:

Minor infractions require direct communication to the student. A second infraction will result in the loss of a recess or time alone from classmates, or natural consequences that are the result of the student's own actions. A third infraction will result in a parent phone conversation and/or conference.

-Minor Infractions are, but not limited to: yelling (in classroom), slamming, kicking, or throwing personal or school property (without intent to injure another); disregarding the dress code; disobeying general classroom rules; disobeying cafeteria or playground rules; teasing, littering, sarcasm, or malice toward others.

-Consequences: Natural consequences that are the result of the student's own actions; apologies, verbal or written; relinquishing privileges, such as recess time; activity restriction; trash pickup or other assistance to school staff. First major infraction will result in a parent conference to discuss possible suspension and other solutions.

-Major infractions are, but not limited to: Hitting, pushing, shoving, kicking, biting, or otherwise physically assaulting another student; destroying school property; leaving the school premises without permission; defiance to an adult; verbal harassment of others; use of foul or profane language.

-Consequences: Depending upon the circumstances and the age of the child, a form is sent home to be signed and returned; parents are contacted; a conference may be scheduled, during which appropriate follow-up actions are discussed.

Classroom Rules

Each teacher is required to have a set of classroom rules in addition to the general school rules. Classroom rules will further define acceptable behavior of students. Parents will be informed of

classroom rules through classroom newsletters, scheduled parent teacher conferences, and phone conferencing.

TEXTBOOKS

All basic texts are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **Students will be charged for damaged or lost books.** Textbooks lost and/or damaged during the school year will be assessed the full cost of a new book.

FIELD TRIP FEES

Each of our classes will take frequent field trips each year. The students fund trips. Occasionally, we will have fund-raising events to assist with field trip funding. From time to time small groups of students may go on extraordinary trips necessitating parent transportation. Before that may occur, a specific insurance form must be completed and submitted to the Head of Schools for approval. These forms will be distributed at the beginning of the school year, or may be picked up from the school office.

PARENTAL INVOLVEMENT

By enrolling your child at AEL, you have chosen to participate in a unique educational experience that actively involves both you and your child. Our school was established on the belief that parents are an important element in a child's education and that parent involvement is necessary for the success of AEL. The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize that time is at a premium for every family in today's world, we ask the following from our entire parent population in order to ensure the continual success of AEL.

Please read through and be sure you agree with the following:

I will demonstrate my commitment to Academy For Early Learning Chartered School by:

1. Insuring that my child will be on time and attend school on a regular basis. He/she will attend school unless he/she is unable to function at school due to illness. If my child is ill, I will notify the office of the illness and will send in a note explaining the absence when my child returns to school. I will try to schedule vacation in conjunction with breaks and holidays.
2. Seeing that my child has proper hygiene, nutrition and rest.
3. Seeing that my child is dressed properly in adherence to the dress code.
4. Seeing that my child is dressed properly for the weather conditions.
5. Attending all conferences and communicating with my child's teacher(s) to monitor progress and to address questions and concerns.
6. Reading and returning, on time, as requested, all informational materials sent home by the school in order to ensure good communication.

NEED FOR VOLUNTEERS

Volunteering can be completed through a variety of means whether it is directly assisting the teacher in the classroom, working on a school committee, assisting with special classroom and/or school projects, driving for a field trip, and assisting with building projects. Every parent has a

talent to contribute and time to contribute his or her talent. Any hours you contribute as a volunteer to our school will be rewarded with a 200.00 tuition credit.

-Volunteering at Academy for Early Learning

You do not need a teaching certificate, you only need:

A genuine interest in students

A commitment to your volunteer activity

A cooperative attitude

Flexibility

-Confidentiality

Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family and the volunteer program. If you do have questions talk with the Head of Schools.

-Identification

For the safety of our children, we ask that you:

Always report to the school office before you begin your day

Sign in and out on the volunteer sign-in sheet

Wear your Volunteer Name Badge when in the building

-Attendance and Punctuality

Reliability is expected because teachers and school staff plan for volunteer assistance. If you need to be absent, call the school the day before and tell the teacher of your absence. If this is not a possibility, please inform the teacher as soon as possible regarding your absence. Do not accept this responsibility lightly. Teachers will have planned for you and the students are dependent upon you. Volunteer for only the time you can realistically expect to fulfill.

-Dress Code

Dress comfortably, but remember that you are a role model for our students.

-Resume

Keep a record of your volunteer activities, along with workshops and training you attend to be included in future resumes. Many employers consider volunteer experiences to be applicable to the business world.

-Responsibilities

Remember you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom, please discuss this with the teacher before or after school, not while you are volunteering.

THE BOARD OF EDUCATION

The primary responsibility of the Board of Education is to oversee and establish the operating policies and procedures of the school. Implementation of the policies and procedures, and daily operations are the responsibility of the school's administrative personnel. The Board of Education will meet at least once a month to discuss Academy for Early Learning's operations and hear reports from Board Members. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and information items are offered from parents, students and teachers for public discussion at this time.

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