



**NEWPORT**

CHILDREN'S ACADEMY

# Parent Handbook

[PHILOSOPHY & GOALS](#)

[SERVICES PROVIDED](#)

[CURRICULUM](#)

[SHOW AND TELL](#)

[PARENT – TEACHER COMMUNICATIONS](#)

[PERSONAL & MEDICAL RECORDS](#)

[EMERGENCIES](#)

[DRESS CODE](#)

[NUTRITION](#)

[PRAYER](#)

[DISCHARGE POLICY](#)

[ENROLLMENT & TUITION](#)

[LEGAL HOLIDAYS](#)

[DAY-TO-DAY](#)

[CLOSING](#)

[TRAFFIC](#)

[CLASSROOM DAILY SCHEDULES](#)

[PEST CONTROL](#)

[DISCIPLINE/GUIDANCE](#)

[LATE DEPARTURES](#)

[PARENT AGREEMENT](#)

[DCFS VERIFICATION OF RECEIPT](#)

## PHILOSOPHY & GOALS

Newport Children's Academy is a safe and secure state-of-the-art facility located on a quiet residential street. Our mission is to serve the total emotional, physical, social, intellectual, and creative needs of your child through love and understanding. The primary goal of Newport Children's Academy is to provide the highest quality child care, education, and guidance possible. Our warm environment, devoted teachers, and well-rounded curriculum based on a variety of educational philosophies all aim to instill an early love for learning in our children.

We provide a **structured, balanced curriculum** that embraces the whole child with individual needs, holding to the highest standards in child care and education. Learn more about the **standard of qualities and values** that set us apart from other facilities by visiting [www.newportchildrensacademy.com](http://www.newportchildrensacademy.com).

## SERVICES PROVIDED

The hours of operation are from 7:00 am to 6:30 pm, Monday through Friday, for children ages six (6) weeks through 5 years old. Enrollment is available in a variety of options from full day to half-day programs, three days to five days a week. Extended care for school age children will be available in the near future, before and after school hours. The program that you select will be agreed upon with the director in accordance with your needs.

All enrolled students, ages 3 to 5, receive an annual vision and hearing screening performed by an IDPH certified technician. The results are shared with parents and staff.

Our academic program begins at 8:30 am. Special activity programs also begin at 8:30 am. Please coordinate your schedule to arrive on time for the beginning of the programs. Field trips are provided for our preschool and pre-kindergarten students. Parents will be notified in advance and must complete a permission consent form for any event that is off-site. Transportation for off-site events is provided by a commercial bus company.

Extra-curricular activities may include tumbling, dance, music, cooking, yoga, and foreign language classes. Extracurricular activities will require a separate enrollment form and expense. This arrangement will be between the parent and the offering vendor.

Insurance is provided at no charge for all children enrolled at Newport Children's Academy.

## CURRICULUM

The Newport Children's Academy curriculum is creative and constructive. We encourage the child to explore the world around them while developing a strong foundation in phonetics, art &

crafts, math readiness skills, reading readiness & comprehension, music, language arts, and science. Skill building is inherent in every aspect of our curriculums, from fine motor development to gross motor movement. Nurturing the total child at every level is our goal.

Social integration is an important part of Newport Children's Academy curriculum. Developing a child's understanding of what it means to respect one another and to be responsible for their actions is a part of *every moment* of the Newport Children's Academy experience. Our children are given opportunities to make independent decisions, and share responsibilities within their classrooms in order to build social skills and develop confidence in their innate abilities of leadership and service.

Children are taught to be respectful in their attitude and demeanor, and good manners are always encouraged. Our children develop social skills that they use throughout their life.

Play is a very important part of the curriculum at Newport Children's Academy. Many of the learning concepts from the classroom are incorporated in a child's free play and activity time. Newport Children's Academy activities are designed to make sure that children are allowed to be children – to move freely by running, laughing, playing, and delighting in the beauty of nature that surrounds them. Your child's happiness is an important and primary goal of our program.

## **SHOW AND TELL**

Children are encouraged to bring one (1) toy, book, or other material from home to share with the rest of their class. Show and Tell encourages development of speaking and demonstration skills. We encourage all children to participate. Toys or other materials are not permitted on days other than scheduled Show and Tell sessions. Check with your child's teacher for scheduling.

Please make sure all items are clearly marked with your child's name. We ask that you do not send expensive toys or items to school. We cannot be held responsible for lost or broken items.

## **PARENT – TEACHER COMMUNICATIONS**

Communication between parents and teachers regarding your child's progress is ongoing and available daily. Upon receiving the child each day, the parent has the opportunity to discuss with

the teacher or support staff how the child's day was and any activities the child engaged in. Any questions the parent has about their child's day can be addressed at this time. All information will also be privately and securely shared via the [TADPOLE](#) Application, which we encourage parents to download for optimal communication.

Parent-teacher conferences are scheduled at the beginning of the school year and in the spring. We believe it is important to establish open communication with our parents, allowing parents and teachers an opportunity to exchange valuable information pertaining to your child's intellectual, social, and emotional development.

Progress reports are given VIA [TADPOLE](#) regarding daily activities and may include updates on special events, educational achievements, food intake, behavior, and toilet training if pertinent.

There are four newsletters distributed throughout the year. Our newsletter will keep you up-to-date on all learning programs and curricular activities at our school.

There will come a time while your child is enrolled at Newport Children's Academy when he/she will transition from one age group to the next. We have a transitional plan in place that will be used to help each child make a smooth transition to the next age-level/classroom. This procedure will vary from child to child depending upon the needs of the child, and the wishes of the parents.

One month before the transition takes place, an initial note will be sent home with the transitioning child's parents, explaining some of the differences you can expect between the room your child is leaving and the room your child is progressing to. At any time, you are welcome to ask for a conference with the director or new teacher if you have any questions or concerns.

One week before the "projected move-up date", the following procedure will be started to help in the transitioning process:

- 1) During the first day of transition, your child will be taken to the new classroom by a teacher from his/her current classroom, so that your child may participate in the morning activity time.
- 2) The second day of transition will include a morning snack.
- 3) The third day of transition will include the noon meal.
- 4) The fourth day of transition will include rest period, as well as, the afternoon snack.
- 5) By the fifth day of that week, your child should be in the new classroom all day.

All staff members strive to make this 'transition' time a pleasant and happy experience for your child. If at any time you have any questions or concerns about how your child is doing, please feel free to speak with the head teacher from either room, or the director.

## PERSONAL & MEDICAL RECORDS

All children who attend Newport Children's Academy must submit a completed and up-to-date medical and immunization form (which means that the medical form cannot be any older than 6 months), signed by a physician. If your immunizations are not up-to-date, your physician must indicate in writing the next date when the immunizations will be given. Medical forms expire yearly. You will be alerted prior to the expiration date of your medical form. A current TB skin test, given within six months of starting school, and a lead test assessment, is mandatory.

All parents/guardians must provide a certified copy of a birth certificate for each child attending our school within 30 days of enrollment. We will make a photocopy and return the certified copy to you no later than the next business day. If a certified copy of a birth certificate is not available, you must submit a passport, visa, or other governmental documentation as proof of your child's identity and age, along with an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. This facility is required by law to notify the Illinois State Police or local law enforcement agency if you fail to submit proof of the child's identity within the 30-day timeframe. We are also required to report any documents that appear suspicious in form or content.

Personal information is recorded on a white registration form containing information about your child and family contact information. Legally separated or divorced parents must submit a copy of their legal documents for the school file. It is the responsibility of the parent/guardian with sole custody to inform the other parent(s) involved regarding all matters related to your child.

It is extremely important that we have the proper information in the event of an emergency. Parents will complete an Emergency Contact Form that will be kept on file and readily accessible in the event of an emergency. Information will not be released to anyone concerning your child unless there is a statement signed by the parent authorizing the sharing of information. The Illinois Department of Children and Family Services (DCFS) can review your child's information at any time without a release.

Parents will also complete a discharge card for each child that designates the authorized person to receive your child at the discharge time each day. Please inform us of any changes in addresses, phone numbers, marital status, and person's authorized to receive your child daily. This information must be kept updated yearly or whenever status changes. Circumstances may occur where a family member or friend will arrive for your child. Proper photo identification will be required at time of discharge such as a state I.D., driver's license, etc., and written permission must be submitted. They must also sign the child out. Authorization must be submitted prior to picking up, or the following morning if last minute circumstances alter cases.

## EMERGENCIES

If your child becomes ill and won't be attending school for the day, please call the school prior to 8:00 am and inform the school of the illness.

Children with minor wounds or injuries will receive first aid at Newport Children's Academy, administered by staff. Such injuries may include but may not be limited to bruises, bumps, scratches, cuts, and nosebleeds. A written report of minor and major injuries will be provided to the parent for their signature, and a copy will be kept on file by the school.

In the event of major wounds or injuries, DCFS requires that professional emergency personnel be notified such as 911, and their guidelines will be followed. Your child, accompanied by a staff person from Newport Children's Academy, will be transported by ambulance to the nearest hospital if they deem it necessary. Parents will be presented with a full report of the incident for signature and for their records; a copy will be kept on file at the school as well.

Emergency contact numbers for parents or guardians will be called, and other emergency contacts if parents or guardians are unreachable. If no emergency contacts can be reached, Newport Children's Academy will secure emergency care as agreed to in writing at enrollment. A written report of minor and major injuries will be provided to the parent and a copy will be kept on file by the school.

Please do not send your child to school if your child exhibits the following:

- A fever related to a heavy green/yellow nasal discharge, accompanied by coughing or irritability must stay home for 24 hours,
- Continuous coughing,
- Diarrhea or vomiting – must stay home for 24 hours
- Discharge from eye or if white of eyes are red
- Any sign of communicable diseases or rashes of any kind.

Please consult with your doctor if any of these symptoms occur. If your child is well enough to attend Newport Children's Academy then they are well enough to participate in all activities, including outdoor play.

## **DRESS CODE**

Children should be sent to school with clothing that is appropriate for the weather and the activities of the day. Always dress your child for outdoor play. Clothing may be removed if the weather becomes warm but if the weather cools, there is no additional outdoor apparel available.

Children should wear clothing that does not hinder the learning process or activities of the day. Belts and suspenders are not recommended. Children age two (2) to five (5) must wear clothing that is easily pulled up or down without adult assistance. Jeans are not recommended because buttons and snaps are too difficult to manage in bathroom situations.

Clothes that children are able to manage themselves are encouraged.

All clothing is to be clearly marked with your child's name. No jewelry is permitted. This includes but is not limited to rings, watches, earrings, necklaces, and bracelets. Sunglasses are not permitted.

Soft-soled shoes or gym shoes are recommended. Boots are not allowed in the classroom. During winter months boots may be worn to school but must be changed into a classroom shoe once your child arrives at school.

## **NUTRITION**

Newport Children's Academy has partnered with the local, organic catering company "Gourmet Gorilla" to serve hot, nutritionally balanced meals that coincide with the four basic food groups. All of our meals and snacks are organic, and also approved by DCFS. Menus are posted for the month in the entrances and on [TADPOLE](#) for parents to view. Any diet changes specific to your child must be discussed with the director; a nutritional plan will be developed. Foods with high sugar and high fat content are not allowed. This is a regulation by the Department of Children and Family Services (DCFS). Any food sent to school for special celebrations must be commercially package. Breakfast and lunch are served daily. Snacks are served in the morning and late afternoon. Mini-meal is served after rest period. Parents who are breastfeeding should contact the director to coordinate their schedules. The director will assign an appropriate place for breastfeeding.

## **GIVING THANKS**

Children and staff say some words of thanks and gratitude before every morning - essentially a non-denominational prayer that reminds our students to be thankful.

## **DISCHARGE POLICY**

Any child who demonstrates an inability to benefit from our program or whose presence is detrimental to the class will be discharged from Newport Children's Academy. Prior to discharge every attempt will be made to meet the child's emotional, intellectual, social, and physical needs. Our director and parents will sit down and make every effort to resolve the matter. The resolution must maintain the well-being and safety of your child, as well as, all other children and your child's teacher.

Prior to a child's dismissal parents will be given at least three warnings, a conference with the director, and a plan of action. If continual misconduct arises, your child will be discharged. We will be happy to provide information on other schools in the area that are open to new students. Parents may voluntarily discharge their child at any time.

## ENROLLMENT & TUITION

Children ages six (6) weeks through 5 years of age may enroll at Newport Children's Academy.

Enrollment requires completion of information included in this packet; a medical form, emergency forms, emergency card, and a personal information form are all required.

The director will meet with the parents for the initial interview to review policies and the application process. The registration fee is due at the time of application. A birth certificate (original) is also required upon registration.

- Enrollment is open to any child provided Newport Children's Academy can meet the needs of that child.
- Enrollment is granted without discrimination with regard to sex, race, religion, or national origin.
- Tuition is due on a monthly basis. Your account will be set up on auto payment. There is a \$5 per day late fee for unpaid tuition. All tuition is based upon the program you selected.
- Tuition is billed the first Monday of each month.
- All NSF fees will accrue a late fee and be charged to your account.

## LEGAL HOLIDAYS

Our school is open all year except for the following dates. We reserve the right to make changes depending upon the calendar for the year.

New Year's Eve/New Year's Day	President's Day
Good Friday	Memorial Day
Fourth of July or Observance	Labor Day
October 31 (early closing)	Thanksgiving Day
Thanksgiving Friday	Christmas Eve/Christmas Day

## DAY-TO-DAY

Children must be accompanied by their parent/guardian as they enter and leave the facility each day, while passing through any shared spaces with the rest of the building. Every child must be signed in as they enter the school, and signed out when they leave by a parent, guardian, or authorized person. Please make sure your child reports to their classroom and a staff member has acknowledged their attendance when you arrive. At the end of the day, a photo I.D. will be required at dismissal by the director. You may then proceed to your child's room where staff will release your child to you. No child will be released without authorization from the director. The front door is locked throughout the day. Please ring the bell for admittance.

## **CLOSING**

The school closes at 6:30 pm. There will be a late charge fee of five dollars (\$5.00) applied to any family who are late arriving for their child. An additional five dollars (\$5.00) for every five minutes will be applied per child thereafter. This fee is paid upon arrival. Please arrange for alternate drivers in the event you might be delayed in the evening, have an emergency or have to work late. If you are frequently tardy for pick-up, your tuition may be adjusted. We sincerely hope that these charges will not be necessary and that all parents will cooperate with our staff so that we may close on time.

## **TRAFFIC**

Parking moves very quickly and smoothly. City ordinances determine where, how long, and enforce the rules of our parking capabilities so that the flow of traffic is not hindered. Please be considerate, understanding, and kind when entering and leaving the premises so we can have a pleasant experience! The director will give each family the procedure, so it can be followed.

**PARKING:** There is a loading zone that we set up daily to keep drop offs fast and easy.

Parents will be asked to call ahead when coming to pick up child, or to notify us via [TADPOLE](#).

If staying to observe your child, please do not park in the loading zone. Street parking is available on our street and on surrounding streets.

## **NO SMOKING POLICY**

In accordance with state laws regarding the effects of second hand smoke, smoking is prohibited on school premises. This includes both inside and outside of the facility, before and/or after hours of operation.

## **THE FIRST DAY**

On your child's first day at Newport Children's Academy, the registration packet that includes the following forms must be completed in entirety, and turned in to the director.

1. Health Examination form
2. Emergency Information form
3. Child Registration form
4. Medical Consent form
5. Certified Copy of Birth Certificate & document signed by parent & director
6. Signed and dated pages from the Parent Handbook:

- Pesticide Application/Pest Control
- Discipline/Guidance
- Late Departures
- Parent Agreement
- DCFS Verification of Receipt

In addition, children ages 15 months to five (5) years should bring a Ziploc® gallon-size storage bag containing a change of clothes (seasonal), including shirts, socks, underwear, and pants, all labeled with the child's name.

**CLASSROOM DAILY SCHEDULES**

**Infants Daily Schedule**

**Toddler Schedule**

**Pre-School Daily Schedule**

**PEST CONTROL**

Newport Children's Academy subscribes to a licensed professional pest control company, Orkin Pest Control, which applies pest control every three months. The maintenance is completed only after-hours and children are not present. Notification via school calendar or main entrance bulletin board is made two days and not more than 30 days prior to an application. A copy of chemicals used is available upon request.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCIPLINE/GUIDANCE**

It is very important that a child’s development is nurtured through caring, patience and understanding. Firm positive statements about behaviors or redirection of behaviors are the techniques we use with infants and toddlers. Age two or older, we redirect the child to another activity. If a child is out of control, we remove them from the group and allow them to go to a separate area to gain control. When a child is placed in the thinking chair, they will sit there for one minute per year (i.e. a three year old child would be sitting in the thinking chair for three minutes.) The following is prohibited by the staff:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| Corporal punishment                 | Threatening or withdrawal of food |
| Withdrawal of usage of the bathroom | Abusive/profane language          |
| Humiliation or Isolation            | Any form of emotional abuse       |

All discipline is to be positive. Cooperation from the parent is necessary to ensure optimal results. We will work together to reach a successful solution. Children who have repetitive behavior that jeopardizes the health/safety of other children will be discharged from the school. The following are school rules for the children, parents, and staff to adhere to at all times:

- We always show respect to adults, staff, and children. Be polite.
- We always walk inside the school
- We respect school property and equipment. Any child who deliberately destroys school property will be asked to reimburse the school for the damages. This is the parent's responsibility.
- We do not allow pushing, hitting, biting, pinching, foul language, pulling hair, screaming, or running.

The Early Childhood Educator (teacher) is responsible for disciplining your child. The teacher has a daily, ongoing relationship with your child and understands each child’s behavior pattern.

I have read the discipline policy and understand continual misbehavior will result in dismissal.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**LATE DEPARTURES**

Our departure policy states that your child is to be picked up at your designated time, agreed upon during enrollment.

Newport Children’s Academy closes at 6:30 P.M. There is a late fee of \$5.00 per every 5 minutes, per child (i.e. at 6:31 P.M. a \$5.00 late fee is charged, at 6:36 P.M. a \$10.00 late fee is charged, etc.)

Unless a phone call is made to Newport Children’s Academy, we will begin following our policy at 6:35 P.M. We will make three attempts to reach the parent/guardian. If contact is not made, we will move to the contingency list. We will make three attempts and then move to the emergency contact list. After the emergency contact list has been exhausted, and there has been no contact made, we will contact the police. If the police cannot assist, we will keep the child until 7:00 P.M. At that time we will contact the child abuse hotline to assist us in this matter.

Parents/guardians are expected to maintain updated contact information in their child’s files.

Newport Children’s Academy acknowledges the fact that we are responsible for the protection and well-being of the child until the parent or outside authorities arrive.

The staff at Newport Children’s Academy have been trained in handling a situation in which a parent or guardian is late in picking up their child. Newport Children’s Academy staff will not hold the child responsible for late pickup, will only discuss the issue with parents/guardians, and never discuss the issue with the child.

Any child who is picked up fifteen minutes late, more than five times in a calendar year, may be dis-enrolled from the program at the discretion of the center director.

I have read and understand the Newport Children’s Academy late departure policy, and understand that it is my/our responsibility to provide accurate and up-to-date contact information for parents and other adults listed as emergency contact and pick-up people.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

PARENT AGREEMENT

I have received and read Newport Children’s Academy Policies. I will comply with all Newport Children’s Academy policies and I realize that if I do not follow your policies, it will end in dismissal.

Please sign this form and return to school.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

If you have any recommendations or commendations, please submit on this form and we will be delighted to consider your ideas when there is a policy change.

WE APPRECIATE AND WELCOME YOU, OUR WONDERFUL FAMILIES AND CHILDREN, TO OUR SCHOOL. YOU HAVE ENTRUSTED YOUR MOST PRECIOUS CHILD TO OUR CARE, EDUCATION, AND GUIDANCE. WE WILL DO OUR VERY BEST TO PROVE WORTHY OF YOUR TRUST.

**Children must be taught how to think, not what to think.**

**Margaret Mead**

## Newport Children's Academy

1825 W. Newport Avenue  
Chicago, IL 60657

### DCFS VERIFICATION OF RECEIPT

Per our DCFS licensing, we request verification that every parent/guardian has received the following from Newport Children's Academy:

- Pesticide Application/Pest Control
- Discipline/Guidance Policy
- Late Departure Policy
- Summary of Licensing Standards for Child Care Centers (use web link: <http://www.state.il.us/dcf/docs/cfs105052.pdf>, or obtain a copy from the director or assistant director).

Please sign the Verification of Receipt (below) and return to Newport Children's Academy prior to the first day of class. Thank you.

