

FAMILY HANDBOOK



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<https://academywonderworld.com/>

Welcome to Wonder World Academy!

We are excited and privileged to have your child as part of our program and we look forward to providing your child with a caring and enriching environment. Please take some time to read our Parent Handbook, as it contains some useful information and may answer questions that you may have regarding your child's care here at WONDER WORLD ACADEMY.

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

Enrollment and Attendance

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age. We offer childcare and preschool for children 6 weeks through 4 years of age. For our school-age students we offer pick up at local elementary schools and an afterschool program and school holiday camps.

Completed Enrollment Record Forms are required before attending WONDER WORLD ACADEMY. Our director will assist you in completing enrollment documents for your child per your request. Please note that all documents must be COMPLETED. Evidence of required immunizations, or exemptions, must be on Form 3300 as required by the *Georgia Department of Human Resources*. *This form is due within 30 days of enrollment.*

****It is the responsibility of the parent to update the Center, in writing, of all needed information pertaining to your child. This includes changes of address, phone numbers, work information, emergency contacts, authorized pick-up persons and all medical and immunization records.**

WONDER WORLD ACADEMY reserves the right to change existing policies or introduce new policies at any given time.

An admissions interview is required, and a two-week trial period is recommended. For various reasons, some children have difficulty adjusting to the preschool environment. In such a case, WONDER WORLD ACADEMY management may ask that you withdraw your child. If that should happen, we will give you at least one week's notice for you to make alternate preschool arrangements.

Hours and Days of Operations

WONDER WORLD ACADEMY is open year-round, Monday through Friday, from 6:30 A.M. to 6:30 P.M. We are closed on the following holidays:

***New Year's Day * Memorial Day * Independence Day * Labor Day * Thanksgiving Day * Day after Thanksgiving* and * Christmas Day.**

If any of the above stated holidays are on Saturday, we may close early on the preceding Friday. If the holiday is on Sunday, we may observe the holiday the following Monday.

We close early on Christmas Eve and New Year's Eve.

Drop Off & Pick – Up Procedures

If you arrive after 9:00 am, please be respectful of the teacher and other students by quietly entering the classroom and helping your child put their items in their cubby and then quietly leaving.

Parents must escort their children to their classroom and be received by the teacher.

Children are to be signed out of the Center daily. The sign-out sheet is located at the front desk. Teachers need to be made aware that a child is being picked up. Children can only leave when accompanied by a parent or an authorized person.

Children will only be released to individuals authorized by the parents and recorded in the child's file. Identification will be verified.

Fees and Finances

REGISTRATION – Upon enrollment of your child, WONDER WORLD ACADEMY requires a yearly \$175 registration fee, per child, which covers administrative costs related to your account. Also, a \$40 supply fee per child is due at registration and will be billed each August.

TUITION – All Tuition is based on the monthly fee for the program your child in enrolled. Tuition is billed monthly unless other arrangements are made. If you elect to pay on a weekly frequency, you are financially obligated to pay for **each of the days of the week and month whether your child attends or not.** Please be aware that tuition rates vary from program to program and will be adjusted accordingly. **There may be a yearly tuition increase.** Verify tuition rates with a director when your child moves from one age group to another. There is a \$25 late fee for tuition paid after the due date.

Review the Financial Information Sheet in your WONDER WORLD ACADEMY Family Handbook.

LATE PICK-UP CHARGE – We appreciate your being on time to pick up your child. In the event that your child is left in the center after the center closes (at 6:30 P.M.), **a late pick-up fee of \$1.00/minute will be charged.**

RETURNED CHECKS – A fee of \$45.00 will be assessed for a returned check and WONDER WORLD ACADEMY will have the option to refuse any further payment by check.

VACATIONS, HOLIDAYS AND ABSENCES – Discounts are not given for vacations (other than a one week vacation per year), holidays or absences. **If your child is enrolled in a 3 or 4 day per week program, absences cannot be substituted for a day during that week the student does not normally attend. Any changes in the program your child is enrolled requires a two-week notice. Any changes to the days of the week your child attends need to be approved by the front office.**

ADDITIONAL FEES – If your child **regularly** attends our After School Program, there will be an additional charge to attend for school holidays, snow days, etc.... During scheduled school breaks we offer a Winter Camp, Spring Break Camp, and a Summer Camp.

NOTICE OF WITHDRAWAL – **WONDER WORLD ACADEMY** requires **two week's written notice prior to withdrawal from the school**. Should the management of WONDER WORLD ACADEMY determine for any reason that a child should be dis-enrolled, parents will be given one week's advance notice.

Should a student purposefully destroy school property such as an electronic tablet, toys, furniture etc...the new and comparable replacement cost will be billed to the family account.

Transportation

All Center identified buses/vans/autos used to transport children are licensed, insured, and equipped with mandatory seat belts and booster seats for each person/child in the vehicle, as well as a complete First Aid Kit and fire extinguisher.

WONDER WORLD ACADEMY will provide transportation to from local elementary schools for those enrolled in our after-school program. Parents must complete a transportation form. These forms are available from the Director. If your child is absent from school, please notify the WONDER WORLD ACADEMY at least one hour in advance on the days the child is not to be transported.

Field trips are an important and fun part of learning about the world around us and are often planned to go along with the weekly learning theme in your child's classroom. Your child will have many opportunities to join classmates for enjoyable field trips to interesting, educational, and recreational locations. Visits to the zoo, park, skating rinks, and art centers are common occurrences. In some cases, a nominal fee is charged to defray any extra expenses. Your permission is required for your child to accompany us on a field trip, and you will be notified in advance of all excursions. Parental signed permission and an emergency medical information form are required for attendance on all field trips. Children are required to wear a wristband and t-shirt that displays the school name, address and phone number. Parents are always welcome and encouraged to join us!

WONDER WORLD ACADEMY will not be responsible for transportation of children other than to WONDER WORLD ACADEMY approved programs. Any arrangements made for transportation outside WONDER WORLD ACADEMY programs will be the responsibility of the parent.

Guidance

The WONDER WORLD ACADEMY staff recognizes that positive guidance teaches and encourages the healthy development of a child's self-esteem. An atmosphere of cooperation is encouraged throughout the Center. Positive motivation and attention redirection are our most effective methods of discipline. Teachers employ positive discipline techniques that include praising, calling attention to appropriate behavior, and acting as good role models to influence and reinforce a child positively. Limits are set that are developmentally appropriate and consistently enforced. On occasion, it also involves quiet counseling out of the hearing distance from other children, followed by a brief period for the child to collect oneself in comfortable surroundings to reconsider his or her actions. Discipline is never physical, and is not related to food, naps, or toilet training.

A **Behavior Note** will be sent home whenever there are behavior issues which must be addressed with the parents. Any repetitive discipline issues will warrant a conference with the parent, teacher, and administration in order to positively partner on how best to rectify the situation and best serve your child's needs. Should you have specific concerns regarding your child's behavior management, please discuss them the Director.

Food/Lunch Service

Nutritious and balanced meals are prepared fresh daily on our premises. A breakfast snack, lunch and afternoon snack are provided. A vegetarian lunch is available daily.

Lunch is served home-style. Teachers take the opportunity to teach proper mealtime manners and etiquette. Weekly menus are posted outside the classrooms. Special dietary requirements for your child should be discussed with our Administration. Please do not permit your child to bring food in any form to WONDER WORLD ACADEMY without first consulting with the Administration. If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated annually.

Food allergies can be life threatening and each child with a food allergy should have an **Allergy Action Plan** for emergency care completed by the family physician.

Family Communications

The time you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

As a family whose child is entrusted to us, you are welcome to visit our facility at any time. WONDER WORLD ACADEMY Open Door Policy encourages you to do so. We are delighted to have family members participate in our program.

The infant room welcomes parents/guardians to nurse or feed their infants.

For the safety and protection of the children, external doors will be kept always locked.

Parents' Rights are posted on the Parent Communication Board located to the right of the front counter.

Our teachers and staff will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

As an important security measure, we ask that you bring your child into the school and see that they are under staff supervision before you leave. Equally important is when picking up your child at the end of the day you sign them out at the front desk.

Your child can be released only to adults (18 and older) designated by you in writing. It is the parent's responsibility to notify the Center any time the child cannot be picked up prior to closing time or the child is to be picked up by a person not authorized on the enrollment form. Identification will be requested from the designated person.

WONDER WORLD ACADEMY abides by all legally served court orders. We must have a certified court order on file regarding parental custody matters.

In accordance with State laws, we are required to report suspected child abuse, neglect or deprivation to the local county Department of Children and Family Services (DFCS).

We encourage parents to discuss all concerns with the Director, who will involve the staff as needed. We want you to feel confident that your child is receiving the very best in infant and pre-school experiences.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program.

We offer a variety of ways in which families can participate in helping us establish and reach our program goals: holiday parties, sports, hobbies, guest reader, field trips, International Food Potluck and Fall Festival. Sharing the family's cultural festivities encourages a better understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Birthdays

You are welcome to celebrate your child's birthday by providing a "treat" (cookie or small cupcake) for each child in your child's classroom. We do ask that you please arrange the date and time with your child's teacher. Please, do not bring anything with nuts.

Age-Appropriate Play

Safety is our number one priority. Research has shown that when children take "age-appropriate risks" this helps them to conquer their fears and optimize their physiological development. "Age-appropriate risks" in play include running, jumping, climbing, swinging, etc...

Other Notes

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected with or sanctioned by Wonder World Academy.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and toys in a wide range of activities as aids to teach our children respect for our work and the diversity of life upon it. We invite you to share your family's cultural festivities encourages a better understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Inclusion

Wonder World Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If your child has an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), please let us know.

Non-Discrimination

At Wonder World Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Customer Service

It is very important to us to keep the promise of quality care for our children and parents. Please feel free to tell us when you are particularly pleased with the care your child is receiving, as well as when you are displeased. You are a valued customer! It is our policy to encourage parents to discuss all concerns with a director, who will involve the staff as needed.

Nap Time

After lunch, children are encouraged to rest. Individual mats are provided. A restful atmosphere is created by playing soft music and dimming the lights. You may provide your child with a blanket for naptime. This should be taken home for washing each Friday. Rest needs of children vary. Children who do not sleep and those who awaken early are permitted to participate in supervised quiet play until group activities resume.

Clothing and Personal Belongings

Your child will be active both indoors and out. It is important for your child to be dressed in comfortable, seasonally appropriate, washable play clothes that will adapt to food spills, paint, sand, and water play. It is wise to label any clothing that may be removed such as jackets, sweaters, hats, bathing suits and towels with your child's name. Shoes must be worn by **all** children at **all** times. **Please, no sandals, flip-flops or Crocs.** Please make sure your child's clothing is clean and changes daily.

Your child's comfort is an important concern for us. If your child is an infant or is in the process of being toilet trained, we urge you to provide us with sufficient change of clothing. Older children also need a change of clothes to accommodate physical activity and outdoor play.

We discourage children from wearing any type of jewelry as it is a hazard on the playground. We are not responsible for lost or misplaced jewelry.

Do not allow children to bring toys or "treasures" from home because of the distraction and potential for loss and breakage. An individual cubby is provided for your child's change of clothes and nap blanket in the classroom. **We cannot be responsible for misplaced, soiled, or damaged items regardless of their value.** Children may bring an educational item (book, game, etc...) for Show-N-Tell when instructed by their teacher.

Emergency Procedures

WONDER WORLD ACADEMY maintains detailed plans for severe weather, disaster evacuations, and fire procedures posted in the center on the front bulletin board for your viewing.

Should an emergency requiring evacuation of the center occur, you will be notified as soon as possible. Please do not try to contact the center as the staff will be devoting their time to caring for the children and the phone lines need to be kept open.

Our facility is equipped with an approved fire alarm system and strategically located fire extinguishers. Evacuation exercises and severe weather/tornado procedures are routinely conducted at regular intervals. Children soon become accustomed to this mandatory precaution.

Illness

Childhood illnesses and diseases are a part of growing up. We work diligently to prevent the spread of germs in our facility. Our obligation to all parents is to take every precaution against the spread of communicable illness.

WONDER WORLD ACADEMY is not equipped or staffed to adequately care for ill children. Please do not ask us to care for your child if he or she has a temperature of 101 or more degrees, diarrhea, vomiting, constant coughing, or wheezing, recurring abdominal pain, sore throat, or if he or she is not feeling well enough to participate in activities. Please review our Health Care Policy.

When your child is absent due to illness, please notify WONDER WORLD ACADEMY. Children absent due to contagious disease may not return without a signed statement from a physician indicating your child is no longer contagious and can return to school activities.

Any cases or suspected cases of communicable disease shall be reported to the local county health department and to parents. **A notice will be posted in the center should this occur.** Often, we will distribute literature to parents about children's health issues.

If your child becomes ill or is injured while in our care, we will contact you or your alternate immediately. You are requested to pick up your child promptly. It is required that we have on file the names, addresses, and phone numbers of people authorized to pick up your child. It is also necessary for us to have the name and phone numbers of your physician and preferred hospital.

First Aid – Medical Treatment

The safety of your child is our foremost concern. WONDER WORLD ACADEMY has an extensive safety awareness program. Our facility receives frequent

inspections and regular maintenance of the building, playground, and equipment to prevent potential safety hazards. Our staff is fully certified to administer First Aid and CPR in case of emergency. Our health and safety standards are the highest in the industry. If your child receives a scratch or minor injury, first aid will be provided immediately by a trained Teacher, using readily available supplies. You will be informed of the incident by phone and at pick-up.

In the unlikely event of a more involved accident, every effort will be made to contact you, or the designated emergency contact person listed on your child's enrollment form. An attempt will be made to contact your child's physician for instructions. Failing to make contact, we will initiate action to provide accredited medical treatment while efforts to contact you will continue. An emergency vehicle will be called when deemed necessary in the event of a serious accident or illness and transported to North Fulton Hospital. You or your designated emergency contact will be asked to transport your child in less serious situations.

Medications

We will gladly assist you by administering any medication that has been prescribed by your child's doctor. *The medicine must be in the original container and labeled with your child's name, instructions regarding refrigeration, dates, times, and dosage to be administered.* You will be required to complete and sign the **Medicine Authorization Form** in order that prescription medicine can be dispensed to your child by our staff as prescribed.

Upon administration of the medication, the person dispensing the medication will sign the form at the time the medication was administered and will record any noted adverse reaction or effect. In this event parents will be called.

Allergies are common among young children. Please alert the Director to your child's allergy problems so that we may take appropriate precautions to protect your child's health.

In the interest of your child's health, and the health of all children enrolled, you are required to submit your child's current medical and immunization record prior to your child attending the center. These records must be updated in compliance with state law. It is important that your physician and hospital of choice be listed with the center. We will not administer over-the-counter medications.

Infants (6 wks.-12 mos.)

An infant must be at least six weeks old at the time of enrollment. WONDER WORLD ACADEMY follows the **New Sleep Safe Regulations and Center Policies**. The parents will be asked to read and sign the form. We will follow the parental written **Infant Feeding Plan** for each infant or toddler until they are on table food. Parents must update their baby's feeding plan as their diet/ introduction of new foods changes. Their

day is planned to coincide with home schedules for important routines like feeding and sleeping. You will be asked to fill out the **Infant Daily Report** when you bring your child in each day.

You are asked to provide the following:

- Premade bottles w/infant name, date, and ounces
- Disposable diapers - 8
- Baby wipes –labeled with name.
- Baby foods/special foods. Please put your infant’s full name and date on all containers/bottles. Leftovers will be discarded or returned to you at the end of each day.
- At least two (2) complete changes or clothing which can always be kept in the nursery.

Infants will be held during bottle-feeding. What an infant or toddler shows evidence of wanting to feed himself, he will be encouraged to do so.

We follow all GA State Standards of Care for infant diapering. Gloves will be used and disposed of after each individual diaper change. Children and staff will wash their hands before and after each diaper change. The diaper changing area is sanitized before and after each diaper change.

At WONDER WORLD ACADEMY we are proud to share in the nurturing and the growth of the new addition of your family. We will work very hard to earn your ongoing trust for the care of your most prized possession – your precious baby.

Pre-Toddlers (12-24 months)

Toddlers are encouraged to become self-sufficient and learn to make decisions. We direct and guide them in mastering the following age-appropriate skills:

- Control of arm and leg movements
- Balance and coordination
- Self-expression through movement
- Self-help skills such as eating, dressing and personal hygiene.
- Language skills
- Sharing
- Interaction with other children and adults
- Awareness of feelings
- Story listening
- Exploration of their environment

Potty training will also be introduced to children when parents agree that their child is ready. Bring sufficient clothes, socks & shoes so your child can remain dry and comfortable.

Two Year Olds

“Terrible Two’s?” No, merely a strong indication your child is growing – intellectually and physically. We show tolerance for your child’s occasional defiant determination; he/she sometimes says, “No!” and has temper tantrums.

We satisfy his/her intensified curiosity and his/her need for success and praise by exposing them to primary colors, to simple shapes, to opposites, to animals, to small numbers 1, 2, 3 and beginning letters. Our curriculum is unique for children aged two. It is a strong, positive steppingstone for your child’s curiosity enhancement, his/her creative talents, and the rudimentary beginnings of his/her academic skills.

At WONDER WORLD ACADEMY, we want your child to have a solid beginning, and we work to provide the very best for him/her. We encourage the children to gain independence as they explore their environment. Socialization skills include learning to share, and development of gross motor skills.

Potty training begins when you, the family, agree that your child is ready. During the important training phase of childhood, it is helpful if home and schoolwork together. Every effort will be made to coordinate toilet training in the school with the program started by the parents. We will not attempt to begin toilet training until the parent agrees that the time is right to begin. We need you to provide us with at least two complete changes of clothing (including socks), an adequate supply of disposable diapers and training pants (or “Pull-Ups”) each day for your child.

Three Year Olds

Now potty trained, talking, and usually sharing, your three-year old is learning:

❖ Secondary colors	❖ Continuation
❖ Diverse shapes	of numbers and
❖ How to hold crayons	alphabet
❖ Cutting with safety scissors (small motor skills)	❖ Introduction
❖ Animals and insects	of family members’
❖ Seasons and holidays	roles
	❖ Body parts
	❖ Basic
	hygiene

Daily planned outside activities develop large muscles. WONDER WORLD ACADEMY outdoor play is designed for each age group and includes shaded areas for play.

Self-image and self-esteem curriculum is introduced, including identification and coping with feelings: happy, sad, afraid, angry, and excited.

WE READ TO THREES. A library interest center provides a large selection of books and a special place for “reading” alone. Their attention span now can exceed 30 minutes.

Four Year Olds

Becomes more verbal, opinionated, wants to be viewed as an adult. Your child will be encouraged to begin learning to make their own decisions. They will become aware of heroes and things that happen at home. Needs a good listener and exaggerates the truth when telling stories. Wants hugs and gives hugs. Makes friends and tells people about his/her friends.

Very self-centered and therefore is embarrassed to acknowledge mistakes. By positive reinforcement, he/she learns that it’s okay not to be perfect all the time. Development of important skills such as following directions, problem solving, and working cooperatively begin.

Self-esteem and self-awareness are enhanced regarding feeling, being comfortable with himself/herself as a unique person. Fine motor skills development continues by coloring, printing, cutting with scissors, pasting arts and crafts.

- **The After School Program is available for \$125 each week.**
- **Morning drops off before 6:30am & after school pick up by 3:30pm, is available for \$25/week.**

After Care

Depending on the number of children who remain at WONDER WORLD ACADEMY later in the afternoon, we may begin to combine age groups as children are picked up. Be assured we remain committed to staff to child ratios and supervision of the children in our care.

Summary of Developmental Programs for School Age Children

Your child is off to a very good start in school! We want to be a part of their continued successful development – the fun, the happiness, the victories, and as support during the times of very challenging and sometimes difficult growth toward adolescence.

Our job is to listen, to understand, and to offer a broad range of interesting activities for your child. We offer guidance to your child in making their own decisions and increasing their awareness of the rewards and consequences of those decisions.

They want to be accepted by their peers and to have friends.

They receive guidance and reassurance from us. We make Mom and Dad aware of their child's concerns.

A variety of daily activities will be offered, and your child can look forward to a fun-filled afternoon. A filling snack will be provided immediately after arrival. Teachers will also facilitate any homework assignments and provide homework help if needed.

Children participate in crafts, group sports and outdoor recreation or playing games with a friend. Your child will have access to appropriate and interesting reading and activities from which to choose. On days that weather does not permit outdoor activities, alternate fun and stimulating indoor activities will be offered.

After-School Challenge Program

The After-School Challenge Program provides a structured environment for school aged children to expand their minds and abilities beyond what is required at normal public school. It emphasizes the pleasure of early academic learning in a supportive and loving environment. Children receive the reinforcement that they need and make steady progress through group and individual work. Homework assistance is provided. Time is allotted for plenty of outdoor play.

Enrichment classes are available for additional fees. Instructors providing enrichment activities at our school have a criminal background check on file. Listed below are some of the enrichment classes that may be available.

Wonder World School is an extracurricular program providing many classes, for ages 3 and up

Tae Kwon Do is taught by a Master from the *U.S. Taekwondo Academy*. Teaches the basics of Tae Kwon Do as well as the tenants the martial art follow. For ages 3 and up

Creative Movement and Dance Tap & Ballet - This 45-minute class is a combination of ballet and tap basics executed to fun music. For ages 3-5

PLAYBALL - "Actively incorporates the development of life skills through sport skills and games." For ages 2-5

Kidz 'n' Kicks Soccer - Intro of soccer skills. The coaches are former pro and college players. For ages 2-8

Summer Camp

Our Summer Camp offers fun and educational field trips, swimming and water activities, bowling, miniature golf, arts and crafts and science and nature exploration. We also have a scheduled two (2) hour academic enrichment period daily, including math review and reading.

School Breaks & Holidays

We follow the Fulton County Public Schools calendar. We provide school age care during student holidays and teacher workdays. Our Holiday Camps are available during Thanksgiving week and Spring Break week. We schedule additional fun activities and field trips during these school breaks.

About Quality Rated Child Care: www.qualityrated.decal.ga.gov

Quality Rated is a systemic approach to assess, improve, and communicate the level of quality in early education and school-age care programs. Similar to rating systems for other service-related industries, Quality Rated assigns a quality rating (one star, two star, or three star) to early education and school-age care programs that meet a set of defined program standards. By participating in Georgia's voluntary Quality Rated, early education and school-age care programs embark on a path of continuous quality improvement.

More and more children in the United States and in Georgia are cared for every day in out-of-home early care and education settings. Research supports that the quality-of-care children receive in their childcare settings dramatically affects their physical, mental, and academic development. Consequently, the emphasis on improving the quality of early care and education services has increased.