

Olivet Academy

K-2 School Program Handbook



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*Please read this **Parent Handbook** thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. Due to the volume of information, if there are any questions, please do not hesitate to ask. This copy is for your reference. There will be a quarterly revision to this **Parent Handbook** and the accompanying contract. All families will sign a new contract each quarter. We reserve the right to make changes to the policies and procedures as we deem necessary. You will be notified in writing of any changes that may occur.*

Dear Parents,

What the *Olivet Academy K-2 School Program* as a provider expects from you, the parent:

- **Open communication-** Please explain clearly and carefully your wishes and expectations for your child's care. Please update us on problems and progress that your child makes. Good communication helps us to work together in the best interest of your child.
- **Terms or Service-** You should fully understand the terms of the entire contract and the policies and procedures that you as the parent are agreeing to.
- **Trust & Honesty-** This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should also trust the school, as your childcare provider, to do the best for your child. Show your trust by asking questions rather than jumping to conclusions should apparent problems develop.
- **On-time Pickup-** The staff members in the school, as your provider, have personal lives too. No trip to the grocery store, etc. on your way to pick up just because you find it more convenient. Ultimately the care of your child is your responsibility. If you need to pick up your child any earlier than the pick-up time, please contact the program coordinator so that the teacher and your child may know ahead of time. When you come early please do not enter the classroom but wait outside until the teacher guides the child to come out of the classroom.
- **On-time Payment-** Please consider the staff as normal people who also have bills to pay and food to buy. Without financial worries, the staff can be more effective in focusing on the

children's well-being and education.

- **Respect-** Please recognize that this is not an easy job. Teachers are physically, mentally, emotionally, and spiritually connected to the children and think of them so much. The teachers are not "babysitters" nor are they "superwomen and supermen." Please do not expect staff to do things that you yourself would not want to do. When parents respect teachers, children respect teachers as well. Do not expect that your child will behave well when you do not become a role model.

PHILOSOPHY

We believe that God raises children, and that every child has a precious commission from God. The school is built based on the foundation of the gospel of Jesus Christ. We believe that a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, questions, and imagination. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Mission

Olivet Academy unites the solid foundation of the Biblical and academic excellence already exemplified at Olivet University with the best practices of parochial, progressive, and preparatory education in renowned independent schools around the world. Children at Olivet will experience a faith-based, global education that also serves to deepen their connection and commitment to serving Jesus Christ, each other, as well as their local and global community.

GOALS

While in our care your child will have the opportunity to participate in a wide variety of

activities, which promote all aspects of development. Our approach to childcare is child-centered and child-directed. Children are offered choices whenever possible.

Our website www.olivetacademy.org will be updated with photos of the children and a monthly parent e-newsletter, which will give a brief overview of what we will be doing for the month.

Hours of Operation

Olivet Academy is open from Monday through Friday, 8:30am to 2:30pm. No K-2 school program will be provided on Saturday and Sundays or on the following holidays:

- New Year's Eve
- New Year's Day
- Easter (includes retreat days)
- Independence Day
- Memorial Day
- Labor Day
- WGA (October 28-November 2)
- Thanksgiving Day
- The day K-2 Thanksgiving
- Christmas Eve
- Christmas Day and the day after Christmas*
**If it happens where Christmas falls on a Saturday, our staff will have the Friday before off and if it falls on a Sunday, then staff will have that Monday off.*

The above are paid holidays for *Olivet Academy* if they fall on a contracted day for your child (applicable only to those who are registered full-time). During any whole community big events, the school will be closed. Dates will be announced ahead of time. In addition, *Olivet Academy* full time staffs are allowed 2 week paid vacation per year, and 10 personal/sick days per

year.

Parents and staffs will be given notification 2-weeks in advance of any school-closure days, with the exception of emergency or illness.

Please have a backup childcare provider for such occasions. The *Olivet Academy K-2 School Program* is not responsible for finding alternate care for your child.

Payment Procedures

Tuition Fee per child:

- **Yearly Full-time**
\$23,544

Tuition policy

There will be no refund for any absences due to personal reasons. The daily tuition fees are not subject to refunds. Please be prepared for quarterly tuition increase until the optimal amount for both the school and families is reached. This is in order for *Olivet Academy* to provide the best learning environment for your children. The school is considerate of every family's financial situation and will only implement increases that are necessary to keep the school running. Exciting developments expected include moving into new facilities, training & hiring more staff, implementing well-researched age appropriate curriculums, purchasing quality and effective learning supplies, and more.

Summary of Fees

Bible Program Fee. A \$35 fee is due upon enrollment. It is for the purchase of your child's Bible program.

Late Payment Fee. If payment is not received on the due date, a \$50 late fee will be charged K-2 the 5th day of the quarter. When the payment is late, staff need to spend extra time to fill the lacking funds to cover all the expenses, so we hope that you can do your best to pay on time.

Returned Check Fee. Please pay by cash for the costs incurred from the bank.

No Payment. If we have not received payment from you K-2 14 days, we will need to reassess the situation and find a solution together.

No-Show, Late-Show or Early Pick Up. If your child will not be attending class, will be late to class, or picked up early, a 1-hour notice prior to the class is necessary. Please contact your child's teacher or school staff. For any reason, do not enter the classroom without permission of the teacher because it interrupts the class dynamic and the children's attention.

Open Door. You are invited and welcome to visit *Olivet Academy* anytime your child is present. Please contact the school beforehand. Parents are also free to call *Olivet Academy* at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

Matters of Money. All payments are due by 6:00pm on the chosen day prior to childcare services being provided. If payment is not made on the due date, a late fee of \$50.00 will be charged K-2 the 5th day of the month. K-2 school program fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures.

We urge you to thoroughly read the contract/parent handbook. By signing it, you are accepting it in all of its terms.

A position in *Olivet Academy* will be considered open until the Bible Program fee (\$35) is received. This fee is non-refundable once the program starts. The fee will help the school to prepare the Bible program before the child starts the program.

Daily Doings

Drop-Off/Pick-Up. We assume responsibility for your child only while s/he is on our property. No child will be allowed to leave with anyone except the parent without written permission from the parent or a phone call to the teacher, unless indicated on the alternate pick-up list. Anyone unfamiliar to us will not be allowed to pick up your child.

It is normal for your child to hesitate to join the class right away on arrival, especially for the first few weeks. Please make your goodbye is brief and tell your child exactly when you will be returning. You are welcome to listen outside the door. Never leave without telling your child goodbye.

Please be in control of your child during drop-off and pick-up times. This is a time of testing when two different authority figures are present (parent and teacher) and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if they are exhibiting inappropriate behavior.

Children of all ages adjust differently to transitions between activities. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart.

Conferences. Please refrain from distracting your

child’s teacher with a “doorway conference.” We respect our children greatly and do not want to discuss any concerns we have in front of them. It is more appropriate to set up an appointment with your child’s teacher for a conference. Teachers are also available for phone conferences. We want all parents to know that we take conferences very seriously and you should feel comfortable about setting something up with a teacher(s). We also have Parent-Teacher conferences throughout the school year. Education Director and teachers are available to meet with you regarding any concerns that you may have. It is important that we keep the lines of communication open.

Sick/Vacation Days. In the event that your child is ill and needs to miss a day, please call 1 hour before class begins. For any vacation time, the parent agrees to provide a 1-week notice in advance. Full payment must be received whether or not your child attends. By signing up for each quarter, the parent agrees to pay for the child’s K-2 school program fees in order to hold the child’s position during any vacation time or extended leave due to illness etc., up to 2 weeks per year.

Guidance. Some people call it discipline. We prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at *Olivet Academy K-2 School Program*— even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children be directed to another activity. Older children will be given TIME IN depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a child becomes a persistent behavior problem, we will address it with you and we will try to resolve it together. AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT

OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

**"Time In" means time spent with child outside of the activity so that the child can calm down and will understand that s/he receives love.*

Meals. Snacks will be prepared for your child. Please list on the medical report any food allergies your child may have. If your child needs a special diet, the parent must prepare these foods.

Activities. Age appropriate activities are scheduled with flexibility to respond to individual children’s needs and the day. We offer times for praise, Bible study, homework, crafts, stories, science, and choice time appropriate to the child’s age, interests, and abilities. We will provide your child with tender loving care, understanding, patience, and guidance in a happy family setting. We provide *Olivet Seminary Kids Bible curriculum*. Choice time is an important part of a child’s daily activities. It is here that they learn social skills that will be needed for the rest of their lives.

An example of a day at *Olivet Academy* (day schedules and activities will vary according to different themes and age groups).

Sample Weekly Schedule

	Olivet Academy	K-G2 Time Table	weekly		
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Arrival Outdoors	Arrival Outdoors	Arrival Outdoors	Arrival Outdoors	Arrival Outdoors
8:45	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:00	Bible Study	Bible Study	Bible Study	Bible Study	Bible Study
9:30	Math	Language	Math	Math	Math
10:00	Writing	Math	Wellness	Art	Wellness
10:30	Language	Writing	Writing	Art	Writing
10:45	Music(10:45-11:30)	Dance(10:45-11:30))	Word Study, Language	Language, Wellness	Science(10:45-11:30)
11:30	Lunch(11:30-12:30)	Lunch(11:30-12:30)	Lunch(11:30-12:30)	Lunch(11:30-12:30)	Lunch(11:30-12:30)
12:30	Reading(12:30-1:00)	Word Study	Centers	Writing	Center
1:00	Centers	Reading	Reading	Centers	Dance
1:30	Outdoor Exploration	Library	Music	Reading	Technology
2:30	Closing and Dismissal	Closing and Dismissal	Closing and Dismissal	Closing and Dismissal	Closing and Dismissal

Dress Code. Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. You also need to supply a complete outfit for a change of clothing in case of an accident; we do not supply clothing for children. If the child has no spare clothing, the parent will be called to bring some.

Toys. Please do NOT send any toys from home with your child. *Olivet Academy* assumes NO responsibility for lost, stolen, or broken toys in the school. Should the child deliberately destroy school toys or other property through misuse or willfulness, the parent will be required to replace it.

Holidays/Birthdays: We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the school. For birthday parties, we encourage the birthday child's parent(s) to join the party. You are more than welcome to participate in ANY activities we have planned.

School Cleaning. The school is not always spotless. Our main concern is the care of the children. We clean the school during non- business hours. The children clean up the toys K-2 use between activities.

Other Confidentiality. The information you supply to *Olivet Academy* will be kept confidential. We will, at all times, respect your privacy. Before any information is released to outside persons, parents need to sign a release form.

Changes to Policies. Changes may be made to these policies as needed with a 2 week notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed. Please give written notice of any changes that may occur, especially for names or addresses, or updated immunizations.

Emergencies. There is one fire extinguisher located in the school. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire or any other emergency. The fire evacuation plan is located on file and you are free to view it at any time.

Power outage. There are flashlights located in the kitchen drawer with a #1 label on it.

Enrollment Requirements

Before enrolling your child in *Olivet Academy* there are several things you must do:

1. Read through and become familiar with our policies. You will be required to sign a contract form that indicates you have read, understand, and agree to ALL the policies as outlined.
2. An acquaintance visit must be made. We will not

care for children unless they have had one, and preferably two, visits to the school space to become familiar with our staff and the service provided.

3. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

Withdrawal. *Olivet Academy* reserves the right to request the withdrawal of any child for reasons it deems consistent with the best interest of the school and child. In this case the tuition will be reimbursed prorated.

Termination of Care. Care can only be terminated with 2 weeks' notice by the parent to the school for enough time to fill the position. We reserve the right to immediately end care for extended non-payment, failure to respect the school, behavior of the child, which is harmful to the physical or emotional well-being of the other children, or failure to abide by our policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends.

**Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation that child has caused intentionally or otherwise.*

Child Abuse/Neglect. We are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents. Any request to use physical punishments by the parents will be noted in the child's file along with a written refusal from *Olivet Academy* signed by the parent and provider.

Health Matters

Illness. Under no circumstance is a sick child to attend *Olivet Academy*. The child should be allowed to recover fully from an illness in the comfort of his/her

own home. The other children in care are exposed to any disease your child may bring into the school. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness, however, minimizing exposure and providing good hygienic practices in the school are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home.

Examples of associated symptoms include, but are not limited to:

- Fever of 100F measured orally or 101F measured rectally.
- Nausea or vomiting
- Diarrhea
- Sore throat
- Loss of voice
- Hacking or continuous coughing
- Yellow or green runny nose

Draining eyes or ears

Rash

Head lice

We reserve the right to determine whether a child should remain in the school where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other K-2 schoolchildren to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Medications. No child will be given any medication during the program time. Parents can give it before or K-2 the program.

Medical Emergencies. Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, we will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (e.g. needs stitches, broken arm, or dislocation, etc.).

All costs associated with injuries to the child will be the responsibility of the parent unless we have been found to be negligent. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/ her doctor or to the hospital, if necessary.

Non-Discrimination.

We shall not discriminate in relation to admissions.

Final Words

Thank you for taking your time to read through this important parent handbook. We appreciate your cooperation and your prayers! If you have any questions, comments, or concerns, please contact Sylvie (sylvieh@olivetacademy.org) or Lowell (lowell@olivetacademy.org). Please direct all financial questions to (finance@olivetacademy.org).

God bless you.

Olivet Academy K-2 School Program

STUDENT'S CODE OF CONDUCT

The Olivet Academy K-2 School Program is committed to providing a safe and enjoyable experience for your child. However, students are also responsible to assist in these efforts. PARENTS ARE RESPONSIBLE TO MAKE SURE THEIR CHILD UNDERSTANDS THE GUIDELINES BELOW. YOU MUST REVIEW THIS CODE OF CONDUCT!

BEHAVIOR

1. Students must respect teachers and classmates.
2. Students will not tease each other for any reason.
3. Students must respect others and their space. Keep your hands and feet to yourself.
4. Students will not use foul language.
5. Students will walk in the building.
6. Students should not play with their food.
7. Students will follow directions the first time they are given. Most of our directions are for the safety of the students and second chances may be too late.
8. Students must listen to their instructor or visiting instructor.
9. Students must respect and protect school property.
10. No hitting, biting, pinching, throwing, pushing, hair pulling, hurting ourselves or others.
11. No intentionally breaking of anything.
12. No running, jumping, wrestling, climbing, etc. in the school or on the furniture.
13. No leaving the school or building without permission (no one is allowed outside) without adult supervision, even when parents are here
14. No name-calling, yelling, foul language or teasing—everyone deserves to be treated with respect.
15. All food and drink will remain K-2 snack time.

SAFETY

- 16. Students are not allowed to travel through the school facility alone.
- 17. Students must pay attention to their surroundings and use care in all activities.
- 18. Students will adhere to all safety rules and regulations given for each activity he/she participates in while in the Afterschool program.

GENERAL

- 19. Students are expected to wear appropriate clothing.
- 20. Parents should keep the pickup/off time. (Parents should wait for their child at the designated location.)
- 21. Students must inform staff if they are experiencing a problem with another student or other issue. If we are not informed about a problem we cannot stop the problem or assist the student.
- 22. We expect all students to have fun in the Afterschool program but not at the expense of others.
- 23. Students may find that the afterschool experience offered by the Olivet Academy is not for them. Discussing this with staff is better than complaining about their situation with other.
- 24. Violation of the **CODE OF CONDUCT** can be grounds for automatic dismissal. Refunds are not given when a student is dismissed for violation of the code of conduct.

I have read the above **K-2 SCHOOL'S CODE OF CONDUCT**. I agree to adhere to all of the above to ensure that my Afterschool experience as well as other students in attendance at the Olivet Academy is a positive one. **I understand that failure to adhere to these rules may result in my dismissal from the program.**

Student's Signature _____ Date _____

I understand and certify that my child's participation in the Olivet Academy Afterschool Program and its activities is completely voluntary. I have familiarized myself with the Afterschool Program and the activities in which my child will be participating. I recognize and have instructed my child in the importance of knowing and abiding by the students' **CODE OF CONDUCT** for safety of all students participants.

Parent/Guardian Signature _____ Date _____