



**Christian Scholars Learning Academy** is a state licensed pre-school and daycare center run by an experienced and qualified director focusing on children between ages of 6 weeks and 12 years of age.

**Our Mission Statement:** Our mission is to provide for parents who are seeking quality childcare in a loving and caring environment. Christian Scholars Learning Academy will impact families throughout our community and surrounding area. We will provide a safe and secure environment for learning to help meet every individual child developmental and social needs.

**Motto:** "Creating a positive and nurturing environment for learning."

Thank you for choosing Christian Scholars Learning Academy for entrusting your child's education, we realize that this was a difficult decision to make. However, we ensure that your child is in a safe and comfortable environment. We are willing to go beyond for your child's future. Please feel free to contact our on-site director with your concerns or comments.

Thank you,

Christian Scholars Learning Academy  
8508 Kanis Road  
Little Rock, Arkansas 72204  
501-812-3911

Revised 7/20/2022, 10/25/2022, 12/21/2022, 3/3/2023, 8/10/23, 9/22/2023, 10/11/2023, 11/29/23, 7/15/2024, 10/10/24

**Admission Policy:** Christian Scholars Learning Academy is an equal opportunity provider. However, priority in admission will be given to siblings of students already enrolled in our program. Applications for enrollment are accepted without regard to race, religion, sex, national origin, marital status, or political beliefs. An attempt is made to achieve a balance of ages for each classroom and the ratio of students to teachers will always be met, set forth by the director.

**Age Requirements:** For admission children must be at least 6 weeks of age. Children may attend our program until they are old enough for kindergarten enrollment. Children entering our 3-year-old program should be fully toilet trained. Any child entering the program is also susceptible to being interviewed by OFFICE OF EARLY CHILDHOOD, at any time, without written or verbal notification.

**Enrollment:** Each parent will receive an enrollment packet, which includes a handbook. The packet will have policies and forms to be completed by a parent or guardian. This information will need to be on file at Christian Scholars Learning Academy before the child's first day of enrollment, this policy is mandated by the state. The information includes the child's health history such as illnesses, allergies, special medication and/or complications, immunization records, and emergency information. Please read the information carefully and fill out the forms completely. **The Arkansas Department of Health (AR. Code 20-78-206 as amended by Act 870 of 1977) requires the center to verify immunization within 15 days for each child or the child cannot remain in our care.** This information should be updated and given to the director of the center. A non-refundable registration fee will be needed at the time of enrollment.

**Arrival and Departure:** To ensure that each child gets the maximum benefit from our program, each child must arrive at the center before 9:00 a.m. To be exempt from this policy, prior notice must be given in advance to the center Directors or Lead Teacher. Each day parents should:

### **Sign your child in and out each day!**

- Escort the child into the center. Temperature and visual observation will be taken, and proper action will be taken as needed.
- Notify center staff of the child's presence.
- Aid the child in hanging up and putting his/her belongings away.
- Insure the child's comfort.

If for any reason the parent needs someone other than those listed as authorized individuals to pick up their child, the following procedures will be administered:

DO NOT SHARE YOUR PASSCODE! !! Contact the Director and have a passcode issued to the person picking up your child(ren).

- Parents will call the center prior to sending someone and speak to the centers' director or someone else left in charge.
- Parents will provide the name of the person and at that time of day the person will be picking up the child.
- Parents will leave a telephone number where they can be contacted, if needed.
- The person picking up the child will have to show their driver's licenses for proper identification.

**If you send your child(ren) with someone who does not have a passcode assigned and it is found that they used someone else's passcode, they WILL NOT be given access to the facility.**

**If these procedures are not followed the child will not be released. If we feel that the child or staff members are in danger, we will call the police.**

**Christian Scholars Learning Academy is required by law to report suspected child abuse or neglect to the proper authorities. Please be aware, the Office of Early Childhood has the authority to interview children, parents, and staff without written or verbal notification.**

**Custody Orders:** Certified custody orders must be provided to the centers' director **PRIOR** for enrollment. Any changes in custody orders must be provided to the center immediately. In sole custody situations, the center has the authority to ask for the exchange of the child or children be conducted off the center's property.

**Outside Play:** Children are allowed time outside to play in the playground. Children are always supervised. Please be sure your child has proper clothing for the seasons. If the weather does not allow the children to play outside, they will be allowed to play inside. Please be aware that sunscreen will be applied when needed, if for any reason your child should not have sunscreen applied notify your child's teacher and the director as soon as possible.

**Personal Items:** Toys, games, dolls, personal electronic devices etc. shall not be brought to daycare. If you do decide to leave them at the facility, Christian Scholars Learning Academy will not be responsible for them. These articles will be taken and returned at the end of the day. Please put the child's name on coats, jackets, sweaters, bottles, pacifiers, diapers, diaper bags, formula, etc.

**Insurance:** Christian Scholars Learning Academy makes every effort to keep children safe from accidents. We are often inspected, and regular maintenance of the building, grounds and equipment is conducted. However, accidents happen. When such accidents occur and require medical attention, you should contact your health insurance provider for reimbursement of medical cost. We carry general liability insurance for the center.

**Severe Weather Policy and other emergencies:** Christian Scholars Learning Academy has procedures for severe weather and fire evacuation. Fire drills will be performed regularly. Should an emergency occur, the parents will be notified at once. During severe weather, we will make every attempt to have it announced on local television stations. If for any reason it is not displayed, keep in mind that if the Little Rock (LRSD) or Pulaski County (PCSSD) Special School District are closed, so will Christian Scholars Learning Academy. If severe weather or an emergency occurs during school hours, we will let you know that we will be closing the center, your child must be picked up from the center in the time allotted.

**Staff:** Everyone on staff has gone through an extensive interview, and everyone at the center has undergone a criminal and maltreatment background check. We have made every effort to hire the best possible staff. We feel that they are qualified for the positions they are in with 20+ hours a year of in-service training and professional development is expected from all teachers. Our staff is trained in Adult and Pediatric CPR and First Aid.

**Holidays:** Christian Scholars Learning Academy's will be closed on the following days:

- |   |                            |
|---|----------------------------|
| • New Year's Eve (open until 1:00 p.m.) | Labor Day                  |
| • New Year's Day                        | Thanksgiving Day           |
| • Martin Luther King's Day              | Friday After Thanksgiving  |
| • Memorial Day                          | Christmas Eve (until 1:00) |
| • Juneteenth (June 19)                  | Christmas Day              |
| • Independence Day                      |                            |

If the center needs to be closed for any reason, every attempt will be made to contact you as soon as possible. We understand that you will need to plan care.

**Medication:** Medication shall be given to children only with signed parental permission, which includes date, type, drug name, time, and dosage. It shall be in the original container, not have an expired date and be labeled with the child's name. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container. Until otherwise said, we will not administer ANY cold medicine to children 5 years or younger.

OFFICE OF EARLY CHILDHOOD requires that we have on file an explanation signed by a physician of any pre-existing medical conditions or past medical conditions.

If your child has any food allergies, please let the director and your child's teacher know at the time of enrollment. Your Physician's written instructions concerning such allergies must be on file at the center. If your child has special nutrition needs, please discuss them with the center's director.

**Breakfast/Lunch/Snack:** Lunch will be served from 10:45-11:15 a.m. It consists of meat, vegetables, and fruit. If you decide to pack your child's lunch from home, it **must** also consist of meat, vegetables, and fruit.

**Birthdays!!** Celebrations are welcomed during regular snack time. Parents can provide treats for their child's classroom. **LET'S CELEBRATE!!!** ©

**Educational Program: Christian Scholars Learning Academy uses the following state approved curriculum: Adventures in Learning and Adventures in Toddler**

**Infants & Toddlers (6 weeks - 17 months):** The infant and toddler groups have a flexible and structured program designed to encourage beginning motor and social skills. The program is easily adapted to each child's personal needs and cognizance. A daily log is kept on each child to ensure constant communication between the child's teacher and parent is supported.

**Toddler Group (18 months- 35 months):** The educational program for this group provides a series of social experiences designed to meet each child's physical and mental needs. The program shares with parents' responsibility for sound growth. Activities are planned daily to include recognition of the alphabet, numbers, colors, and shapes.

**Pre-Kindergarten Group (3- & 5-year-old):** The educational program for this group is developed to promote recognition and writing skills necessary for kindergarten. This includes exposure to all nursery skills and an expansion into basic phonics and math using the curriculum.

**Parental Involvement/Security:** A parent's role is a key part in a child's academic success; Christian Scholars Learning Academy's doors are always open to parents. You may enter the center at any time. We also expect all parents or care givers to take part in PTO (Parent Teacher Organization). It is especially important that there is open communication with parents and teachers. Please feel free to express your concerns to your child's teacher or director. The director will involve staff as needed, be assured that your concerns will be addressed. There are times that we may ask you to volunteer or participate in activities. If a child has a grandparent, or other family member who would like to volunteer, please notify the director in advance. The children's safety is a priority. Volunteers who have supervisory or disciplinary control over children or are left alone with children must undergo a criminal background check.

**Health Considerations:** OFFICE OF EARLY CHILDHOOD licensing standards prohibit children from attending the program with contagious illnesses. We ask your tolerance in our effort to protect ALL the children and support a safe environment for them. Children will be seen daily upon arrival for illness symptoms and will not be admitted if they might infect others. Should your child become ill at the center, you will be called to let us know what time or who will come to pick up your child; the child will be kept as comfortable as possible under supervised isolation until the parent arrives. It is required that we have on file the names, addresses, and phone numbers of people authorized to pick up our child. It is also necessary for us to have the name and phone numbers of your physician and preferred hospital. In an extreme emergency, the center's director will place a call to 911 emergencies and the appropriate emergency response team will be dispatched to the center. In general, children should **NOT** attend our program when:

**Fever:** A body temperature of 101 or greater

**Diarrhea:** three or more watery stools in a 24-hour period

**Vomiting:** observed vomiting or vomiting on two or more occasions within 24 hours

**Rash:** Body rashes, not obviously associated with diapering, heat or allergic reaction to medications

**Sore Throat:** If associated with fever or swollen glands in the neck

**Severe Coughing:** Episodes for coughing which may lead to repeated gagging, vomiting or difficulty breathing.

**Pink Eye\*:** Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours.

**Untreated scabies, Head Lice, or the presence of nits:** May return after treatment and removal of nits.

**Multiple Sores inside mouth with drooling\*:** Unless health care provider determines the condition is non-infectious.

**Ring Worm\*:** A fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider.

**Impetigo\*:** May return 24 hours after treatment is initiated.

**Covid 19\* / RSV/ Flu:** Symptoms or exposure (follow doctor's guidelines)

\*A note from a physician may be required for the child to return to school if they do not attend for two consecutive days and you have not contacted the center to explain their absence is not health related,\*

### **Fees and Finances: Evening Rates are Available upon Request**

<b>06 - 18 months</b>	<b>195.00 weekly / 39.00 daily</b>
<b>18 - 36 months</b>	<b>190.00 weekly/ 38.00 daily</b>
<b>03-05 years</b>	<b>165.00 weekly / 33.00 daily</b>
<b>School Age</b>	<b>102.50 weekly half day / 20.50 daily</b> <b>155.00 weekly full day/ 31.00 daily</b>

- \$50.00 - A **non-refundable** registration fee will be charged upon registration. This fee guarantees your child a spot in their respective classroom.
- **Tuition-** The center operates on a weekly basis. If your child is enrolled, a full week's payment is expected **whether the child attends a full week.** Weekly fees are due before or on Monday of each week. We use the SmartCare system for most payments. A late fee of \$10 will be charged on Tuesday after tuition is late. However, after the fourth day of overdue payment your child's name will be placed on hold on our roster and replaced with another student from our waiting list. Exceptions may be discussed with the director or owner at the time of registration but be aware additional fees may be incurred. There will be times when the center is closed (due to unforeseen circumstances) and payments will be expected on the first day the center reopens.
- **Your weekly fee guarantees your child has a spot.** It is not based on attendance.
- There is a \$75.00 hold fee.
- A late fee of \$5.00 per minute (per child) will be charged for children still clocked in and at the center after 6 p.m. and the fees will be billed by the SmartCare app.

**Returned Checks:** A fee of \$35.00 will be charged for all returned checks and \$30.00 for NFS payments. Christian Scholars Learning Academy reserves the right to refuse further payments by check.

**Withdrawal:** Christian Scholars Learning Academy requires two (2) week's written notice prior to your child's withdrawal from the program. **Without proper notice you are subject to be charged for a full week's tuition.**

**Behavior Management:** Behavior guidance shall be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self-esteem. Christian Scholars Learning Academy does not allow Corporal or Physical punishment at any times. Time out should not be used for children under 2 years of age. The length of time a child is placed in timeout shall not exceed one minute per year of the child's age. Our center is arranged so that a minimum number of "no's" are necessary. When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed.

- The problematic behavior will be studied and documented.
- The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behavior.
- Our staff will request a meeting with parents to discuss and consider solutions (especially in the case of physical aggression).
- OFFICE OF EARLY CHILDHOOD will be consulted and a referral from BehaviorHelp will be requested on how to continue with parent and center in agreement.

**\*If the behavior continues or if the child's aggression seems dangerous to them, other students, or staff, the child WILL be withdrawn from the center after a determination by OFFICE OF EARLY CHILDHOOD with input from BehaviorHelp (if student receives voucher.)\***

**Christian Scholars Learning Academy**  
**Policies & Procedure Affidavit**

---

Child's Name

I have read the current CSLA Parent Handbook AND the current Policies and Procedures. All policies changes will be sent via email. An accurate and valid email address must be on file. Checking your email regularly will ensure all notices are received. All emails are considered read after five (5) calendar days.

I agree that my child and I will abide by all the rules in these documents.

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Signature

---

Date

.....

**Office Use Only**

**RECEIVED by** \_\_\_\_\_ **(NAME)** \_\_\_\_\_ **(date)** \_\_\_\_\_

**FILED by** \_\_\_\_\_ **(NAME)** \_\_\_\_\_ **(date)** \_\_\_\_\_