



Christian Scholars Learning Academy is a state licensed pre-school and daycare center operated 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 you 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 you 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

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 be always 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 be interviewed by DHS.

Enrollment: Each parent will be provided with an enrollment packet, which includes a handbook. The packet will contain 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 shall be updated and given to the director of the center. A non-refundable registration fee will be required 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 will be taken
- Notify center staff of the child's presence
- Wash hands/ use sanitizer
- Assist the child in hanging up and putting his/her belonging 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:

- Parent will be responsible for calling the center and speaking to the centers' director or someone else left in charge
- Parents will state the name of the person and the time of day the person will be picking up the child
- Parent will leave a telephone number where they can be reached
- The person picking up the child will be required to show their driver's licenses for proper identification.

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 Department of Human Services 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** to enrollment. Any changes in custody orders must be provided to the center immediately. In sole custody situations, the center has the authority to ask the exchange of the child or children be conducted off the center's property.

Outside Play: Children are allowed time outside to play on the playground. Children are always supervised. Please be sure your child has appropriate clothing for the seasons. If 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, etc. shall not be brought to daycare. These articles will be taken and return at the end of the day. Please put child's name on coats, jackets, sweaters, bottles, pacifiers, diaper, diaper bags, formula, etc.

Insurance: Christian Scholars Learning Academy makes every effort to keep children safe from accidents. We are frequently inspected, and regular maintenance of the building, grounds and equipment are 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 immediately. During severe weather, we will make every attempt to have it announced on local television stations. If for some 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 notify you 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 background check. We have made every effort to hire the best. We feel that they are qualified for the positions they are in, 30 hours a year of in-service training and professional development is expected from all teachers. Our staff is trained in 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.)
- New Year's Day
- Martin Luther King's Day
- Memorial Day
- Juneteenth (June 19)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas 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 for 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 the parental permission has been granted. These medications shall be in the original container. Until otherwise stated, we will not administer ANY cold medicine to children less than 5 years of age.

OHS 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.

Special Needs: If your child has special 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 a meat, vegetable, and fruit. If you decide to pack your child's lunch from home, it **must** also consist of a meat, vegetable, and fruit.

Birthdays!! Celebrations are welcomed during regular snack time. Parents can provide treats for their child's classroom. Balloons are **NOT** allowed into the center. **LET'S CELEBRATE!!!**©

Educational Program: Adventures in Learning/ Adventures in Toddlers

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 ensue constant communication between the child's teacher and parent is maintained.

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 parent's 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 an exposure to all nursery skills and an expansion into basic phonics and math using the appropriate curriculum.

Parental Involvement/Security: A parent's role is a key component 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 participate 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 with 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 priority. Volunteers who have supervisory or disciplinary control over children or are left alone with children must undergo a criminal background check.

Health Considerations: DHS licensing standards prohibit children from attending the program during contagious illness. We ask your tolerance in our effort to protect ALL the children and maintain a safe environment for them. Children will be observed 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 decide 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, address, and phone numbers of persons 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: 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*: Symptoms or exposure

A note from a physician may be required for the child to return to schools.

Fees and Finances: Evening Rates are Available upon Request

06 - 18 months	180.00 weekly / 36.00 daily
18 - 36 months	175.00 weekly / 35.00 daily
03 - 05 years	165.00 weekly/ 33.00 daily
School Age	102.50 weekly half day/ 20.50 daily 155.00 weekly full day / 31.00 daily

- \$40.00 - 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 4th 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 incur. There will be times the center is closed (due to unforeseen circumstances) payments will be expected on the first day the center reopens.

- There is a \$50.00 hold for vacations.
- A late fee of \$5.00 per minute (per child) will be charged for children still at the center after 6 p.m. and payment is due at that time of pick up to the remaining teacher or director in the building. A \$5.00 surcharge plus the late pick-up fee will be added to your account balance if the fee is not paid on the same day.

Returned Checks: A fee of \$35.00 will be charged for all returned checks. 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 in full.**

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.

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 DHS (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.

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

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Office Use Only

RECEIVED by _____ (NAME) BY _____ (date)

FILED by _____ (NAME) by _____ (date)