



*Academy for
Little People*

Welcome
Packet

www.academyforlittlepeople.net

Academy for Little People



Welcome to Academy for Little People! We are thrilled to have you and your child join our loving community. This welcome packet has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our policies, procedures, and philosophy.

At Academy for Little People, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes holistic development.

We value open and transparent communication, and we encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

Warm regards,
Sharon Armour, Owner
Academy for Little People

Mission and Goals

At Academy for Little People, our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting holistic development by fostering each child's social, emotional, cognitive, and physical well-being.

Foster a Safe and Nurturing Environment

Promote Holistic Development

Encourage Curiosity and Lifelong Learning

Establish Strong Partnerships

Provide Quality Care and Education

Academy for Little People is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for future academic endeavors.

Philosophy

The philosophy of Academy for Little People is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a child-centered approach, placing the child at the heart of our educational practices.

Our philosophy emphasizes the importance of play as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play, children develop social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At Academy for Little People, we also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

Operating Details

Hours of Operation

MONDAY	6:30am - 6:00pm
TUESDAY	6:30am -6:00pm
WEDNESDAY	6:30am - 6:00pm
THURSDAY	6:30am - 6:00pm
FRIDAY	6:30am- 6:00 pm
SATURDAY	Closed
SUNDAY	Closed

Contact Information

-  (706) 375-7529
-  academy375@gmail.com
-  www.academyforlittlepeople.net



Tuition and Fees

Fees for care at Academy for Little People are as follows:

Registration fee (nonrefundable)	\$100.00
Infant/One Year Old	\$210.00
Two Year Olds	\$205.00
Three Year Olds	\$200.00
After School	\$70.00
School Age Summer Care	\$165.00

Tuition fees are due on Monday on a weekly basis.
Late fees will be assessed.

Holidays + Closures

Academy for Little People will be closed for the following holidays. We do reserve the right to close additional days.

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Fourth of July

Christmas Day

In the event of inclement weather, closures and/or delays will be posted on our Playground app.

Daily Schedule

7:30 AM	Arrival and Greeting
8:00 AM	Large Group - Welcome and Group Activity
8:30 AM	Free Play and Exploration Centers
9:15 AM	Snack Time
9:45 AM	Outdoor Play or Gross Motor Activities
10:30 AM	Art and Creative Expression
11:15 AM	Story Time and Language Development
11:45 AM	Lunch Time
12:30 PM	Rest or Quiet Time (Nap for younger children)
1:30 PM	Small Group Activities (e.g., puzzles, games, sensory play)
2:15 PM	Snack Time
2:45 PM	Music and Movement
3:15 PM	Outdoor Play or Gross Motor Activities
4:00 PM	Afternoon Snack
4:30 PM	Learning Centers and Educational Play
5:15 PM	Large Group - Recap and Farewell
5:30 PM	Departure

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at [Daycare Center Name]. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.

Pickup and Drop-off

At Academy for Little People, the safety and security of the children in our care are of utmost importance. To ensure a smooth and organized pickup and drop-off process, we have established a comprehensive policy that prioritizes the well-being of our children and promotes a positive experience for both parents and caregivers.

Drop-off Procedure

Upon arrival, parents or guardians are kindly requested to accompany their child to his/her classroom, where a staff member will greet and assist them. Using the Playground app, parents are to check their child in.

Pick Up Procedure

During pickup, parents are to check their child out using the Playground app. All children will remain in the classroom until parent arrives. We request that parents or authorized individuals arrive at the designated pickup area at the scheduled time. If there are any changes in pickup arrangements, we require advance notice and written authorization from the parent or guardian.

Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child.

Medications

Academy for Little People does not dispense any medications.

Absence Due to Illness

- *Fever: A temperature of 101 or higher
- *Vomiting or Diarrhea
- *Contagious Illness
- *Severe Cough or Difficulty Breathing
- *Rash or Skin Infections
- *Sore Throat
- *Lethargy or Extremely Tired

Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home. Academy for Little People is well-equipped with a diverse range of age-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction. We aim to foster a sense of belonging within our close-knit community at Academy for Little People.

Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at Academy for Little People will have limited exposure to screens and digital media. Instead, we offer a diverse range of age-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking.

Snack and Meal Schedule

Children are offered breakfast from 8:30-9:30, lunch from 11:30-12:30 and an afternoon snack from 2:00-3:00 daily. Water is always available to children.

Packing Snacks and Meals

Children are not allowed to bring meals or snacks from home.

Nap/Quiet Time

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind.

Clothing

We encourage parents to dress their children comfortably and appropriately for a day filled with play, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. A change of clothing is also advised.



Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. Some of our positive behavior guidance techniques include:

- *Clear and Consistent Expectations
- *Learning How to Be a Friend
- *Encouraging Kindness and Empathy
- *Teaching Conflict Resolution Skills
- *Respecting Boundaries and Personal Space

Discipline Policy

- *Developmentally Appropriate Discipline
- *Natural and Logical Consequences
- *Redirection and Alternatives
- *Involving Children in Problem Solving

Our ultimate goal with discipline is to help children develop self-control, empathy, and decision-making skills, leading to a positive sense of self and respectful behavior towards others. We value open communication with parents or guardians, and our caregivers work closely with families to maintain consistency in behavior expectations and discipline strategies between home and the daycare center.



Communication

At Academy for Little People, we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

-Daily Notes and Communication

-Playground App Communication

-Family Meetings

-Monthly Newsletters

-Event Calendars

-Class Announcements

Parent Responsibilities

At Academy for Little People, we believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

Attendance

Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning.

Be On Time

Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements.

Communication

Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.

Provide Supplies

Parents are responsible for keeping an adequate supply of their child's things at ALP. This includes diapers, wipes, formula, snacks, extra clothing, bedding, comfort items, and anything else the child may need while at ALP.

Update Forms

Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.

Tuition Payments

Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.