



# WELCOME TO SEA ACADEMY

We would like to take this opportunity to welcome your family to ours by selecting SEA Academy Too, the premier early childhood educational environment for your child. Our facility is independently owned and operated. Currently, SEA Academy has a 4 star rating by Quality Rated System administered by the Louisiana Department of Social Services. Our vision is to provide the highest quality of education to young children in the neighborhood we serve, to ensure readiness for school for all children by using developmentally appropriate practices established by the National Association for the Education of Young Children and promoted by the Louisiana Quality Rating System.

We are very aware that choosing a child development center can be a difficult decision whether you are a first time Mom or Dad or a parent with a few years of experience behind you. For this reason, we strive to do all we can to help make this decision an easy one for everyone involved. Our goal is to provide the best preschool experience for your family so that you may leave with the peace of mind knowing your child is receiving an unsurpassed education and care. We promise to work hard each and every day to give your child the care and nurturing they need while providing a creative and unique learning environment.

As early childhood professionals we are very aware that children develop and mature at varying rates. Children, as individuals, adapt to new routines and structure differently, grasping the requirements for participation in the classroom at different times. Our goal is to provide the best preschool experience and as part of our commitment our teachers are educated in the latest techniques for helping children and their family's transition to the preschool environment. Our training teaches us that all children must be respected and nurtured before teaching can begin. A strong bond between the family and the educational professionals will provide the strongest possibility for the child to succeed.

Please know that the management staff is always open and receptive to any concerns and comments that you may have. As early childhood professionals your child's well-being is our first priority and we will partner with you to make the relationship work to the best of our ability.

Please read the Parent Handbook carefully as many of your questions will be answered there. The Handbook will cover many issues such as hours, policies, preparation for your first day and many other items.

Once again thank you for allowing us to fill such an important role in your child's life.

Warmest Regards,  
SEA Academy

# SEA Academy Philosophy

We strive to provide a nurturing, secure and stimulating environment for young children, in which children can safely explore, learn, play and develop utilizing a child centered curriculum. This curriculum is based on the emotional, physical, social and cognitive needs of the individual child. The developmental needs of the child are used to determine appropriate activities carried out with that child. Because children grow and develop at different rates, this approach offers them the opportunity to explore each area of development at their own pace.

Center staff members create a nurturing and supportive atmosphere as well as providing the materials and resources required to optimize the experiences of each child. They also serve as examples to the children since children learn as much by observing others as they do by direct instruction. The teaching staff members act as facilitators rather than directors of activities.

The environment is carefully planned based on an assessment of each child's skills. Planning occurs with the presence of the "interest centers" in every classroom. These centers include art, dramatic play, manipulative or small motor skills, gross motor play or block, listening and computer etc. The exploration of the environment is usually self-initiated. Creativity is enhanced by the open-endedness of learning materials. A sense of responsibility and powerfulness is also promoted by allowing children to choose their own activities.

Some of the core beliefs of a developmentally appropriate, child centered curriculum are:

- Play is the child's way of working and learning
- Children's play becomes their work as they discover new materials in the environment
- Learning is what children do; it is not something that is done to them
- Every child has the right to feel good about himself/herself
- Enhancing of the child's positive self- concept will be the focus of many class activities
- Children learn from interactions with other people
- The environment will be designed to encourage children to work with other children and work individually

## Vision, Mission, and Values

SEA Academy believe that all children have the right to high quality care and education that is individualized to meet their unique strengths, interests, and needs. In addition, we believe that children with and without special needs and developmental delays should play and learn side-by-side.

**Vision:** Inspire and equipping children, families, and community to reach their full potential through modeling excellence.

**Mission:** Our mission is to provide the highest quality childcare experience by creating a safe nurturing environment cultivating individualized child development and learning with positive teacher-child interactions through the work of competent and passionate childcare professionals supported by a wonderfully engaged community.

Core Values:

Integrity	Accountability
Positivity	Growth
Impact	Respect

This inclusive approach allows all children to develop friendships, become leaders and role models, and learn acceptance and diversity. In general, we value:

- Each child is a unique individual
- Respect for the uniqueness of the individual
- An emphasis on discipline and self-control
- Develop social and emotional needs
- A curriculum that fosters the development of the whole child
- Meet the individual needs of all children at the center
- Promote a positive separation from home and parent
- Develop a positive self-image
- Offer learning content in an age appropriate manner
- Encourage expression of positive and negative feelings in an acceptable manner
- Promote an understanding of feelings of others
- Develop expressive and receptive language skills
- Encourage problem solving
- Develop fine and gross motor skills
- Assist families to meet child and family needs through the provision of information, resources, referrals, and supports.
- Encourage sensory and explanatory in children
- Promote critical thinking

### **Meeting the Individual Needs of Each Child is the Number One Goal**

#### **Role of the Teacher**

SEA Academy believes that the nature of teacher's interactions and the techniques and approaches with children play a critical role in children's learning across a variety of developmental areas. Teachers provide high quality experiences for the children in their classrooms by engaging in multiple aspects of children's behavior, interests, and needs,

observing the environment, and managing the scheduling, groupings, and supervision of the children. In general, teachers regularly do the following:

- Build positive relationships with children and their families
- Engage children mentally, verbally, physically, and socially
- Foster development of children's emerging skills across developmental areas
- Facilitate children's active involvement in the learning process
- Help children to establish a sense of trust and self-worth
- Welcome family members as part of the program at all times
- Model teaching techniques for families so that parents can teach their children
- Seek to understand the child 's home life and family
- Assess children to adapt curriculum, individualize teaching, inform program development, and identify strengths, interests, and potential delays that affect learning
- Obtain 24 clock hours or more of continuing education annually

### **Expected Outcomes for Children and Families**

- Caring and compassionate child
- Self-sufficient child
- Independent and curious learner
- Critical and creative thinker
- Sense of family and belonging
- Sense of community and community stewardship
- Happy and well-adjusted children and families
- Confidence in parenting skills
- Knowledge of developmentally appropriate practices for young children
- Awareness of community resources in support of strong, healthy families

### **Relationships with Families**

SEA Academy believe that families are the first and primary teachers of their children. We value partnerships with families to maximize the quality of children's care and education experiences. We seek to enhance children's development by working with, understanding, respecting, and sharing information with families.

### **Role of Parents and Caregivers**

- Serve as the child's first and primary teacher
- Prepare the child to transition to and participate in a group setting
- Play an active part in the child's care and education
- Help the child to establish a sense of trust and self-worth
- Support the teacher to meet the child's individuals needs
- Participate in parent meetings and other parent activities at the
- Participate in mandatory parenting education training at least two times per year
- Inform teachers of important changes in the child or home that might impact the child's behavior or participation in the classroom.
- Participate in two parents conference each year
- Provide updated immunization information

- Communicate directly with teachers and administration and not rely on the child to share important information

**Keep Us Informed**

It is essential that all of the information in your child’s file be kept up to date for us to provide the best care possible for your child. It is your responsibility to keep us informed of any changes such as:

- New home, work, or emergency contact phone numbers
- New address
- Changes in who is allowed to pick up your child
- Changes in the home that might affect your child’s behavior at school (separation or divorce, death in the family, parent out of town for an extended period, new sibling)
- New pediatrician or new pediatric dentist

Information must be updated at least quarterly. You may provide this information to your child’s teacher, or the Program Director. Additionally, for your convenience, you may email changes to [parents@sea2academy.com](mailto:parents@sea2academy.com)

**We also strive:**

- To provide a safe, consistent and enriched environment where developmentally appropriate activities encourage exploration and “hands on” learning experiences
- To enhance the sense of dignity and self-worth within the child and his/her family
- To encourage spontaneity, curiosity, and self-discipline
- To enhance the child’s mental processes by building confidence and self esteem
- To enhance patterns and expectations of success of the individual child
- To provide consistently high-quality care by continuously evaluating center operations
- To constantly encourage parent engagement

We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible considerate and contributing members of our society.

**Holidays/ Special Days**

We are closed:

Christmas Break	Memorial Day
MLK Day	Independence Holiday Break
Mardi Gras Break	Labor Day
Easter Break	Professional Development Trainings (TBA)
Thanksgiving Week	Christmas/New Years Break

Additionally, the center may be closed for the following: Professional Development Training, and Graduation Ceremony. SEA Academy reserves the right to add any other closure dates. SEA Academy Calendar will reflect all scheduled closure dates for the current school year.

If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. All holidays will be charged at the regular rate. Full tuition is due for the weeks containing holidays and disaster events.

### **Nondiscrimination Policy**

In accordance with federal law and U.S. department of agriculture policy, SEA Academy Center does not discriminate against any person(s) on the basis of race, color, creed, national origin, sex, age, disability, or whether a child is being breastfeed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. To file a complaint of discrimination, write immediately to:

**USDA**  
**Director, Office of Civil Rights**  
**1400 Independence Avenue, S.W.**  
**Washington, D.C. 20250-9410**  
**Or call 1-800-795-3272 or 720-6383(TTY)**

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminator action.

“USDA is an equal opportunity provider and employer”

## **Enrollment and Getting Started**

### **Center Information**

SEA 2 Academy  
10080 Morrison Rd.  
New Orleans, LA 70127  
Phone: 504-241-3909  
Fax: 504-241-3911

Web: [www.sea2academy.com](http://www.sea2academy.com)  
Email: [sentinoacademy@hotmail.com](mailto:sentinoacademy@hotmail.com)

SEA 3 Academy  
7391 Read Blvd.  
New Orleans, LA 70127  
Phone: 504-324-8515  
Fax: 504-241-3911

Web: [www.sea2academy.com](http://www.sea2academy.com)  
Email: [sentinoacademy@hotmail.com](mailto:sentinoacademy@hotmail.com)

Parent Email: [parents@sea2academy.com](mailto:parents@sea2academy.com)

### **Admission Procedures**

The following are guidelines for your child’s enrollment into SEA Academy Center:

- Schedule an appointment or visit the Director for an interview. During this time, you will meet teachers and staff as you tour the center.
- Submit application for admission. The appropriate fees and a complete application must be submitted for admission consideration.
- All enrollment documents must be completed and submitted to the office one week prior to the child's admission.
- Health and Safety information must be documented by completing the "All about Me" form. This form asks you to share special information about your child and family and information about any special health, nutrition, or developmental information about your child, Immunization Record, completed Child Care
- Complete and submit a Food Application Form
- Schedule a classroom visit by you and your child help make separation easier on you and your child. Please schedule the classroom visits with the Director. You will not be charged for these pre- enrollment visits provided you remain with your child.
- We accept children from the ages of 6 weeks through 5 years old.

### **Parent Interviews**

The Director will meet with parents prior to the child starting at the Center. During that time, we will discuss any special needs of your child, answer any question you might have about the Center, and assist you in completing any necessary forms.

### **Orientation**

A parent orientation meeting is held once a year, typically at the beginning of each school year in August. This meeting provides families with policies and procedures and other important information about the Center. A highlight of the meeting is a presentation on the Center's curriculum, including a description of the philosophy and day-to-day implementation of the curriculum.

## **Program Information**

### **Children Served**

SEA Academy is open to children ages 6 weeks to 6 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

### **Business Days and Hours**

SEA Academy hours of operation are 7:00 am to 5:00 pm Monday thru Friday, 12 months a year.

### **Classroom Placement**

Your child's placement in a given class is based primarily on chronological age. Children's strengths, interests, and special needs also are considered when appropriate.

Teacher/child ratios are maintained according to standards established by the National Association for the Education of Young Children. These standards exceed the licensing standards for teacher's child ratios established by the Louisiana Department of Social Services. Our goal is to maintain a well-organized staffing pattern to better promote individualized care and education for all children in the Center.

Children are under adult supervision at all times; thus, teachers are not always able to talk with families for long periods due to their responsibilities to the children and the classroom. If you would like to talk with a teacher about important issues related to your child and family, please schedule a meeting so the teacher can give her undivided attention to your communications or concerns.

### **Our Curriculum**

Much to the surprise of many parents and some educators, the curriculum isn't the main focus at SEA Academy, children are the main focus. Children whose personal interests are recognized, accepted, and supported don't need to be motivated to learn; their own excitement will keep them learning!

The SEA Academy Center staff recognizes that at each stage of development, there are skills that need to be mastered: crawling, walking, talking, pouring, cutting, skipping ... and many, many more. Appropriate curriculum planning provides many opportunities for children to choose activities that encourage spontaneity, creativity, problem-solving, and opportunities to play cooperatively. Self-help skills that promote independence (e.g., eating, resting, washing, and dressing), are everyday life experiences that nurture the growth of young children when they are allowed to progress at their own pace.

To address these important developmental outcomes for children, the Creative Curriculum for Infants and Toddlers, and the Creative Curriculum for Preschoolers. These curricula are play based and provide a framework to facilitate child growth and development across developmental areas.

### **Play is a Child's Work**

Play is a good indicator of and contributes to every child's cognitive and emotional growth. The child who plays well and finds it enjoyable is likely to learn from play; learning derived from play is likely to influence intellectual growth.

From the time an infant is able to grasp an object in hand and bring it before the eyes of or to the mouth, play, broadly defined, and begins. Another level, one object may be banged on another. Later, infants place one object in or on another, and engage in such activities as filling and dumping container of small toys, or repeatedly completing puzzles. Throughout the course of these activities, the infant is learning about defining attributes of objects such as: sensory properties, as well as manipulative possibilities. These sensory motor activities contribute to the development or representing knowledge of objects and fitting together pieces that match.



Our curriculum will offer a balanced daily routine of activities. The schedule provides consistency while allowing for flexibility. Activities that are age- appropriate will help develop skills needed for language, reading, readiness, math, science, dramatic/pretend play, music, and art.

### **Outdoor Play**

Weather permitting; all children will spend ½ hour to 1 ½ hours per day in daily outdoor activities. There will be relatively few days where children will not be able to play outdoors. Typically, children will play outdoors except on rainy days, extremely cold days (below freezing and overcast), and when health advisories are posted (e.g., mosquito alerts, air pollution alerts).

To protect children when playing outdoors, teachers will ensure that children wear clothing that is dry and layered for warmth in cold weather and that children have the opportunity to play in shade in hot weather. Teachers will apply either sunscreen or sun block with UVB and UVA skin protection of SPF 15 or higher with written parental permission. And, when public health authorities recommend use of insect repellents due to high risk of insect-borne disease, teachers apply repellents containing DEET to children older than two months, no more than once a day and only with written parental permission.

Accommodations cannot be made for children to remain indoors if they are feeling “under the weather.” A child too sick to be outside is too sick to be at SEA Academy Center and around other well children.

### **Physical Activity**

Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day.

Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teachers led and free play.

### **Water Play**

Water play at a water table (both in classrooms and on the playground) occurs daily (weather permitting outside). Other water play is limited to “Splash Days” in which the water hose is connected to a sprinkler and provided for the children to run through and get wet. Children are instructed to wear the proper swim wear along with swim style shoes (aqua shoes) for safety.

## **What Makes Us Different**

- State of the Art Facility
- Technology investments designed to expand the teaching tools that promote student achievement
- Our curriculum, Creative Curriculum, meets or exceeds state and national requirements (NAEYC)
- Our teachers provide ongoing student assessments to measure the student's performance.
- All staff is CPR and Pediatric First Aid trained.
- All lead teachers meet the compliance requirements of Child Development Associate, CDA

## **Security and Access**

Our building has a state-of-the-art security system. Each parent will be given a code to enter the main center. Be sure to exit the building through the main entrance as you will be required to sign your child both in and out each day.

# Staff

SEA Academy is composed of a variety of people with training and experience in Early Childhood Education and Child Development. Other staff members give support services necessary in providing quality childcare. To maintain quality, all staff members are required to attend continuing education programs. Current and updated childcare material journals and magazines are provided through the Center resource room located in the office or resource room. Also, staff members are encouraged to be a part of a professional organization.

## **Staff Members**

**Executive Director** – Oversees the operation of all employees and facility operations in compliance with the state and national regulations. The Executive Administrator is responsible for provisions of staff training, staff supervision, financial and operational concerns, and serves as the representative and liaison for SEA Academy.

**Director** – Responsible for center operations and staff training, day to day operations with primary responsibilities of managing/scheduling staff, classroom development and parent support. The Director serves as the liaison between the Center and the Executive Director.

**Assistant Director** - Responsible for center operations and staff training, day to day operations with primary responsibilities of managing/scheduling staff, classroom development and parent support. When Director is absent.

**Office Manager** – Responsible for center secretarial support that includes office management and parental communication with director.

**Teaching Staff** - Responsible for all classroom activities and duties related to caring for the children. The Teachers also are responsible for day-to-day communication with parents and other family members.

**Ancillary Staff** – Staff members provided by the center to support additional services include para-professionals or teacher aides, dietary staff (i.e., cook), housekeeping, and maintenance personnel.

## Special Activities

### **Annual Events**

A variety of events are held annually at the Center. Some of our events are Grandparents Day, Harvest Festival, Cinco de Mayo Festival, Mom and Muffins, Dad and Donuts, Thanksgiving Feast, Career Day, Christmas Program, Week of the Young Child, etc. These events are coordinated with the Center's curriculum and enhance the richness of our school family life.

### **Field Trips**

SEA Academy schedules age-appropriate field trips that are linked to the theme based curriculum. Trips are designed to enhance children's learning experiences and extend learning beyond the classroom. SEA Academy provides transportation for field trips through an outside contracted source. A written, signed, and dated agreement between the Center and the transportation agency is on file in the office. During all field trips, SEA Academy ensures the following:

- Appropriate child/staff ratios are met in the vehicle
- At least one staff in the vehicle has current certification in CPR and is trained in pediatric first aid.
- Each child shall board and leave the vehicle from the curb side of the street and shall be safely escorted across the street.
- At least one staff person shall have a cell phone to call for help if needed. • There shall be first aid supplies in the vehicle.
- The contracted transportation source shall have a back -up plan for transportation if there is a problem with the transportation vehicles during the trip.
- All children participating in the field trip shall have written, signed, and dated permission slips on file in the office prior to the trip.
- During the 2021-2022 school year SEA Academy will not host any off campus field trips.

# Communications

## **Procedures for Parental Notifications**

As with any partnership, communication is vital. SEA Academy uses email extensively, so please inform the director if you do not have an email address where you can receive school related communications. We will also send out messages through “Remind” notification system, flyers, bulletin boards within the classrooms, and use the center website for updated information regarding the calendar and events.

- Lesson plans will be posted in each classroom on the parent’s information board.
- A weekly menu will be posted

## **Policy Changes**

Policy changes are required from time to time. All changes will be communicated. SEA Academy reserves the right to change and update policies at any time.

## **Open Door Policy**

SEA Academy has an open-door policy that welcomes parents to visit their children at the center anytime during regular hours as long as their children are enrolled. Parents are encouraged to participate in the center by serving as a volunteer, an observer and other parent activities. **Note: This policy has been suspended due to COVID 19 safety precautions.**

All visitors to the center shall be accompanied by a staff person at all times. All visitors must report to the office first.

## **Parent- Teacher Conferences**

Parent teacher conferences are held at least twice a year for each child enrolled in the Program. These conferences provide a formal or structured opportunity to parents and teachers to discuss child development and progress. Teachers collect information on each child growth and development on a regular basis through classroom observations, anecdotal notes, and formal assessment procedures. Teachers use the Creative Curriculum on line assessment system to document child progress and share this information with families. Scheduled parent teacher conferences also are help whenever a child is moved to another classroom (other than at the end/beginning of the school year). Additionally, parents can request conferences at any time.

# Admission Policy

## **What We Need from You**

In order to get your child off to a great start there are some things that need to happen.

1. All registration forms must be completed and turned in prior to your child starting.
2. All shots records must be up to date.
3. Parent Orientation must be completed.
4. Set up parent pass code for entry and set up "Remind" notification system.
5. A written statement from your physician indicating if your child has a food allergy and the nature of the allergy and what food should replace the food the child is allergic to. (Cannot drink milk).
6. If parents have a preference of the milk their child drinks, we need it stated in a written letter. However, parents will be required to provide the milk.
7. Signed Parental Consent forms required on the following documents:
  - Tuition Policy
  - Emergency Medical Care Authorization
  - Child Abuse Policy
  - Food Allergies
  - Photographing of Children
  - Recording of Children
  - Water Activity Authorization
  - Medication Policy
  - Orientation of Policies and Procedures
  - Non-Vehicular Excursion Authorization
  - Field Trip Authorization

**Note:** An annual registration fee is required every year in the fall in the amount of \$50.00.

## Arrival and Departure Procedures

All children must be signed in and signed out every day by an adult and/or person approved by the parent and the center. All children must be signed out before being picked up from their classroom. Anyone, including all parents, allowed to pick the child up must be listed on the Pick-up permission form or approved in writing, signed and dated by the parent. The provider will verify the identity of the authorized person prior to releasing the child. In an emergency, the parent may further authorize additional individuals via a text message, fax, or email to the center in unplanned situations and follow up with a written authorization. The email address is: [parents@sea2academy.com](mailto:parents@sea2academy.com)

The center reserves the right to not allow any individual onto SEA Academy property for drop off or pick up if they encountered a problem. Anyone not recognized by sight will be asked for a picture ID. In the event an unplanned adult is to pick up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is submitted annually.

1. It is imperative that you clock your child in and out every day. This is vital in giving us an accurate count in the classrooms in case of an emergency.
2. Parents are assigned specific pin #'s to enter the facility. It is important that you NOT share this information with anyone. Every person picking up the child should have their own pin #. Department of Education requires that any person that is NOT on the approved list requires the parents to text, fax, or email the information. Phone calls cannot be accepted.

### **Drop Off**

Parents must accompany their child(ren) into the SEA Academy area every morning and sign in their child(ren) immediately after dropping their children off in the appropriate room. Children will not be permitted in the building prior to opening hours. The children are not allowed to come into the SEA Academy area alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

### **Pick Up**

Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

The parent may further authorize additional individuals via a text message, fax, or email to the center in unplanned situations and follow it with a written authorization.

A child shall never be released to anyone unless authorized in writing by the parent. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent. The center shall verify the identity of the authorized person prior to releasing the child.

### **Parking Policy**

We strongly urge you to turn your car off and lock it when you come in to drop off or pick up your children. SEA Academy is not responsible for items or stolen from cars or from the parking lot or facility.

Arrival and departure times are important for you and your child's benefit of the established schedule:

- Children are accepted no earlier than 7:00am and no later than 9:00am each morning to maintain the class schedule. Breakfast stops at 9:00am.
- During drop off and pick up please refrain from using cell phone. These times should be used for parents and teachers to briefly communicate about pertinent information concerning your child.
- Children must be left in the presence of his/her teacher or teacher assistant.
- Children must be signed in and signed out by a parent or other authorized adult when arriving and leaving the center (see previous section).
- Written permission must be given to the office if anyone other than parent or legal guardian is allowed to pick up your child.
- A picture I.D. must be presented by anyone other than the parent or anyone unknown to the staff, when picking up a child.
- Pick up your child from his/her teacher in the classroom or designated learning area.
- Examine the Baby Grams and find out how your child did that day.
- Ask the teacher any questions you may have.
- Check your child's cubby for letters, messages, artwork, and your child belongings.
- These procedures are strictly enforced to ensure effective Center operation and to allow for the best care for all children enrolled in the Center

### **Late Pickup Fees**

SEA Academy expects parents to respect and abide by our hours of operation. We recognize that it is not always possible to predict work schedules and traffic. If it is not possible to pick up your child at your scheduled departure time, then parents may be subject to late pickup fees.

If you have called prior to your programs scheduled pickup time, there will be a charge of \$5.00 for the first minute late and \$1 per minute until the student is picked up. Payable upon arrival.

If there is no phone call, there will be a charge of \$10.00 for the first minute and \$1 per minute until the student is picked up. Payable upon arrival. This fee may not be waived.

If you have not contacted us, our first assumption is that something accidental in nature has occurred. In this case we will make every effort possible to contact parents, guardians or other adults who have permission to pick up a child. If we are not successful in contacting anyone we will first contact the police and request they attempt to determine if something accidental has occurred and to assist in locating a guardian

who has permission to take custody of your child. Only as a LAST resort will we contact Child Protective Services to come and take custody of your child. If there are more three or more incidents within a quarter, your child may be dropped and not allowed to return without the Directors permission and a new registration fee will be applied.

## What to Bring to the Center for Your Child

**Note: Early Head Start Program and City Seats Program does not require parents to provide any supplies for your child.**

### Infants - Daily

- A supply of preferred diapers
- A supply of preferred wipes
- Three complete changes of clothing (labeled in ziplock bag)
- Blanket
- Formula
- Baby Food
- Prepared bottles labeled with your child's name and the date
- Sippy cup (if appropriate)
- Diaper cream with a filled out Medication Administration Form (if appropriate)
- Sunscreen with a filled out Medication Administration Form (if appropriate)
- Pacifier (if appropriate)

### Toddlers - Daily

- A supply of preferred diapers/pull-ups
- A supply of preferred wipes
- Three complete changes of clothing (labeled in ziplock bag)
- Blanket
- Diaper cream with a filled out Medication Administration Form (if appropriate)
- Sunscreen with a filled out Medication Administration Form (if appropriate)

### Infants & Toddlers – Quarterly

- Large Plastic Bibs
- Four boxes of Kleenex



- Twelve rolls of paper towels

Pre-K 4 – Daily

- Three complete changes of clothing (labeled in ziplock bag)
- Blanket
- Sunscreen with a filled out Medication Administration Form (if appropriate)

Pre-K 4 - Quarterly

- Three packs of crayons
- Three packs of markers
- Three packs of large pencils
- Eight sticks of Elmer’s glue sticks
- One bottle of liquid glue
- Two large packs of construction paper
- Four composition books
- Three complete changes of clothing (labeled in ziplock bag)
- Four boxes of Kleenex
- Twelve rolls of paper towels

**PLEASE DO NOT BRING**

- Valuable items that could get lost or damaged
- Toys from home
- Food Items

## Uniforms

**Uniforms must be worn during the school year.**

**Girls Attire:**

Navy Jumpers

Manufacturer: Classroom

Sizes: 1T, 2T, 3T, 4T, 5

Navy Shorts and Navy Pants  
(Elastic Waist)

Manufacturer: Classroom

Sizes: 1T, 2T, 3T, 4T, 5

Blouses: Light Blue Peter Pan Blouse.  
Manufacturer: Vincy (with school logo)

Navy Skirt:  
Manufacturer: Classroom Sizes: 1T, 2T, 3T, 4T, 5

Shoes: Black and Navy shoes only

Hair Attire: Navy, White, Light Blue or Black hair accessories only.

Tie: Plaid. For ages 3 & up

**Boys Attire:**

Navy Shorts and Navy Pants (Elastic Waist) Sizes: 1T, 2T, 3T, 4T, 5  
Manufacturer: Classroom

Shirts: Navy Blue and Light Blue Polo  
Manufacturer: Classroom (with school logo)

Shoes: Black or Navy shoes only.

**All uniforms items may be purchased from:**

Logo Express  
3141 Gentilly Blvd  
New Orleans, LA 70126  
(504) 284-3381

Young's Fashion Uniforms  
5700 Crowder Blvd.  
New Orleans, La 70127  
(504) 841- 0377

## Emergency Procedures

### **Severe Weather, Fire or Emergency Plan Situations**

When children and staff must shelter in place, the following procedures will apply. In the event of a flash flood, the child will be taken to the highest ground at the center. If there is a tornado, the children will go to their classroom restrooms and infant and toddler room to an inner hall of the center where there are no windows. If there is a security threat to the facility, teachers will lock themselves and children in their classroom and stay away from doors and windows. In the case of a power outage, the Director or Designee will call Entergy to determine the cause and estimated time of repair. Based on this information, the Director or Designee will make a determination regarding closure of the Center. If a child is lost or unaccounted for, the teacher will immediately notify the Director or Designee. A center wide search procedure will be employed immediately with all areas searched and documented. At the same time, the Center Director will contact the family to ensure that the child was not already picked up (and

not signed out). If a child is confirmed missing, the Director or Designee will call 911 immediately.

Procedures also are in place for medical and dental emergencies of children and adults. For major medical or dental emergencies, staff is required to notify the Director or Designee immediately and call 911. Any children not involved in the emergency situation are removed from the classroom or area so that emergency personnel can attend to the affected child or adult. Parents of child or emergency contacts of staff are contacted immediately. Emergency personnel (EMTs or 911 staff) are required to take the injured person to the closest emergency room, which is the New Orleans East Hospital (NOEH) at 5620 Read Blvd, New Orleans, La (504-592-6600). NOEH is a public hospital and is required to treat all presenting patients. For minor medical situations, staff are required to notify the Director or Designee immediately so that a determination of appropriate action can be made. Additionally, teachers and administrators are trained in Pediatric First Aid and CPR and expected to use this knowledge and skills as they deem appropriate.

If an emergency situation develops and it is determined that the building or the premises is unsafe, the children will be transported to:

**Delores T. Aaron Academy  
10200 Curran Blvd.  
New Orleans, LA 70127  
(504) 367-3307**

**Emergency occurs off- site:**

If the emergency occurs off-site, stay with the children or designate another adult to do so. Call or designate someone to call the office:

- a. State who you are
- b. State where you are
- c. State the problem

Follow instructions from the office. Call child's parents or guardians immediately.

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern. The center is equipped with a weather band radio, a fire alarm system and fire extinguishers. Fire drills are conducted consistently, and severe weather drills are conducted periodically.

**Emergency occurs on site:**

If the emergency is on-site and is life-threatening, immediately call 911.

If there is any emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup. Parents will be notified

through “Remind” parent notification system, as soon as possible of the situation and will be required to make arrangements for pickup of your child.

Parents will be notified by phone in the event of any emergency. Parents are asked to have arrangements in place to pick up their child as soon as possible in the event of any emergency. The center believes that children want to be with their parents in times of emergency so parents are asked to stay informed. In the event of such emergencies, the Director or Director Designee shall notify the licensing Bureaus and document the emergency within 24 hours or by the next working day. This includes, but is not limited to:

- The death of a child while in the care of the center.
- Any serious illness or injury requiring hospitalization or professional medical attention other than simple first aid of a child while in the care of the center.
- Any fire or any structural disaster.
- Any emergency situation that requires temporarily relocation of the children.
- Any unusual situation that would affect the care of the children (extended loss of power, water, and gas).

Fire drills emergency evacuation procedures are conducted, documented, and evaluated monthly. Other emergency procedures sheltering in place are conducted, documented, and evaluated annually. Additionally, emergencies procedures are covered during new staff orientation and at least annually during staff meetings.

## Financial Policies

**Tuition is charged for your child’s space and is due whether or not your child is present.** Since the expenses of SEA Academy are based on fixed enrollment levels, the center cannot give credit for days absent or holidays. If the tuition for your child and all accrued late fees are not paid your child will not be allowed to attend until full tuition is paid including late fees and a new registration fee. A copy of the current tuition sheet is provided in the enrollment folder.

### **Tuition Payments**

Tuition is due on Friday of every week. Monthly payments are acceptable and must be paid on the first day of the month of attendance. Note: (Five week months must be accommodated). Full tuition is due regardless of how many days a child attends within a week. (Example, one day of child attendance will still require a full tuition payment.) Note: Weeks that include a holiday will also require a full tuition payment. Tuition maybe paid by check, debit card or money order. Nonsufficient funds charge is \$25.00. After two NFS charges only cash will be accepted. A two week notice is required for student withdrawal.

### **Late Payment Fees**

A late fee of \$15 will be charged to your account if tuition is not paid by cob on Monday. An additional charge of \$5 per day will be assessed for each day after Monday that

tuition is late. If the tuition payment is not brought current by the following Monday, the child will not be allowed to return to the center until the tuition and late fees are made current.

If for any reason a child does not attend the center on Monday, the tuition will be due on the first day of attendance with no late fee applying.

### **Childcare Assistance Payments**

Child Care Assistance payments are accepted. Parent portion of CCAP is due on the Friday of every week.

### **Registration Fees**

An annual registration fee is charged at the initial enrollment and every year thereafter.

### **Discount Policies**

If you are a teacher in the public school system, a policemen and fireman, or on active duty in the armed services you are eligible for a 10% discount. If you or your spouse is on active duty in Iraq or Afghanistan please see the owner. No discounts are available for families with multiple children.

### **Returned Check Fees**

A \$25.00 fee for any returned check in addition to any late payment fees will be charged to your account. After two returned checks only money order or credit cards will be accepted for 6 months. Returned checks that are not paid will be sent to the New Orleans District Attorney for prosecution and turned over to any commercial NSF reporting service deemed necessary.

### **Vacation Policy**

SEA Academy allows a two week vacation credit to be used at the parent's discretion within a one year period beginning September 1st - August 31st annually. All other vacations require tuition payment. Vacation requests must be submitted in writing to [parents@sea2academy.com](mailto:parents@sea2academy.com)

### **Supply Fees**

SEA Academy does not charge a supply fee.

### **Optional/Extracurricular Programs**

There are some optional programs that you child may wish to be a part of. There may be an additional charge for these programs.

### **Withdrawal by Parent**

A thirty day written notice is required for withdrawal from the Center. Parents who withdraw their children from the Center without notification will be charged 2 weeks tuition following withdrawal.

# Health and Well-Being

Before a child can be admitted to SEA Academy, he/she is required to have a medical record form filled out and signed by your child's doctor. Documentary proofs of adequate immunization with the prescribed number of doses of each vaccine are required. Updating immunization records is the responsibility of the parent. The center must submit all immunizations records to the State Health Department before October 1st. Children who are not current with immunizations may be excluded from the center according to the state Health Regulations.

## **Medical Records**

Updated information is required. Any changes in your child's medical report must be communicated to the Director and Teachers. Record(s) of changes must be placed in the child's enrollment record.

## **Medications**

- Medications will not be administered without written parental permission, and written prescription or other form of written communication by the child's licensed health care provider. Only staff that has been trained to give medication will administer the medication.
- Prescribed medicine must have the child's first and last name, physician's name, name of medication or prescription number, expiration date, and original prescription label that details the name and strength of the medication as well as the directions on administering and storing.
- Non-prescription medicine (over the counter) must have a written physician prescription/request for administration with the name of the medicine, amount to be given, specific circumstances and instruction for individual dosing, and any other needed administration information.
- For the safety of all children, medications should never be left in a diaper bag, on counter tops, or placed in your child's cubby. If your child needs to be administered medication during their time at the center, please discuss the center's procedure for medications with the director or your child's teacher. Medications must always be locked securely away from children.
- To ensure medicine is given in accurate dosages, please provide an appropriate medicine dropper or measuring spoon. All medicines should be placed in a zip lock bag with the child's name on it. Medicines not brought home after a period of two weeks will be discarded.

## **When is My Child Too Sick to Attend the Center?**

Each day, each child is observed by the classroom teachers on duty. Signs of a child being contagious or infectious could indicate that the child should not be admitted to the center. Should this occur, the parent may be requested to withhold the child from the center until his/her condition improves or until a written medical clearance is obtained from the child's pediatrician.

## **Fever**

Children with fever at or above 99.4 degrees under the arm must be evaluated. If a child is sent home with fever, he/she may not return to the center for 24 hours of being fever free, without medication.

Parents will be notified by a phone call to come and pick up their child. Children with fevers over 101 degrees will not be allowed to stay at school. They must be picked up and cared for by a parent or emergency contact. The child will be unable to return to the center with a doctor's release.

**Children may not return to school until they have been free of fever for over 24 hours.** Do not send a child with a bad cold or cough, as other children and teachers will catch these infections. Ask yourself if you would want your child next to one with what your child has. Remember, when a child does not feel well, he or she wants to be in a comforting situation, not waiting for a parent to be located.

**If you have any doubt whether your child is sick, keep him or her home.** We will call you immediately if your child becomes ill or an accident occurs during the course of the school day. We trust that you, or someone who has been in contact with you that morning, will be available to take your child home if necessary. You have approximately 1 hour to have your child picked up once you have been contacted. SEA Academy has the right to call Child Protection if parents are negligent in meeting the needs of their sick child. The child who is to go home because of illness or injury will be in the Director's office.

We trust that you will not send your child to school that is not feeling well or has a contagious disease. We ask parents to keep children at home if they have any of the following symptoms.

- Fever (>100): must be free for 24 hours (without aid or fever reducing medications)
- Vomiting: must be free for 24 hours
- Diarrhea: must be free for 24 hours or child must be cleared by a doctor's note and his/her stool must be contained in a diaper or the toilet. (Diarrhea is defined as two or more loose stools that are not contained in the diaper or the toilet or over & above what is normal for that child). This includes diarrhea caused by the use of antibiotics.
- Unexplained Rash: Doctor's note stating rash is non-contagious
- Head lice and/or scabies: 24 hours after treatment has begun (bring empty box or receipt) and no nits (eggs) seen in the hair.
- Chicken Pox: After blisters have dried up and crusted (usually 6 days) & with doctor's note
- Strep Throat: After 24 hours of treatment with antibiotics has begun and no fever for 24, along with a doctor's note.
- Ringworm: Same day treatment starts & with a doctor's note.

- Impetigo: 24 hours after treatment with antibiotic ointment begins & doctor's note.
- Conjunctivitis/ Pink or red eyes accompanied by white or yellow discharge: cannot return until 24 hours after treatment begins with drops/ointment & doctor's note.
- Pain Earache, cramps, headaches, etc: Cannot return until resolved
- Excessive nasal discharge: Until resolved and seen by doctor

**Signs of possible illness:**

Lethargic, irritable, persistent coughing/crying, difficulty breathing, excessive sleepiness—cannot return until resolved and cleared by a physician's note.

The center reserves the right to exclude any child from the center if there is a concern for the health and safety of the other children in the facility. Should a child be determined to be contagious during the school day, teachers will remove the child from the classroom to protect the health and safety of other children. The sick child will be brought to the Program Director's office and made comfortable until a parent arrives to pick up the child. Universal precautions are followed and mandate that all teachers shall routinely use gloves, eye protection, masks, and gowns as appropriate, whenever a reasonable potential for exposure to blood borne pathogens exist. Provisions for children to remain indoors while other children can go outdoors cannot be accommodated.

Please report **all contagious diseases immediately** so we may inform other school parents of the exposure. If your child is not well enough to participate in the outdoor activity period, then most likely, he/she is not well enough to attend school that day.

## Behavior Guidance Policy

### **Discipline Philosophy**

We believe that all domains of learning are supported during play and through strong, positive interactions with adults. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities our program.

The preschool period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social and emotional skills just as they teach washing hands or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success.



When any child in our program presents with challenging behavior, teaching staff will:

- Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.
- Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
- Teacher-parent discussions regarding a child's behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referrals to the educational cooperative behavioral specialist, community mental health center and/or a private therapist.

### **We Support This Development Through:**

#### Our Environment

- We provide children with interesting materials and engage them in activities that are appropriate for their age to keep them focused and attentive.
- We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity.
- Our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.

#### Our Teachers

- We work to develop a relationship with each individual child, including those needing higher levels of support.
- Teachers always speak to children in a calm tone, especially during redirections.
- We help children put words to their emotions. (For example, "Johnny, I can tell you were mad when Joe took your block.")
- We use stories about young children in social situations to teach healthy social skills.

## Our Families/Our Children

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partners with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning these skills. We strive to serve individual needs while ensuring the safety of young children
- To best serve children, we may need to partner with social and emotional experts to help give a child the best foundation for academic and life success.

## Discipline Procedures

We have found that behavior concerns usually indicate that a child needs more time, support, and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health.

1. When a child continues to be unable to control their actions, one method we use is called "safe place". When children are upset, angry, or being disruptive, they may be sent to or asked if they would like to go to the "safe place." This is a quiet spot in which they can allow themselves to take the time to relax, breathe, and try to get their emotions under control. Teachers will continue to watch children while they are in the "Safe Place" to make sure they are not hurting themselves or others. They will encourage the child to talk about their feelings and help with calming techniques so the child will be able to return to the group setting.
2. If a child is unable to use these calming techniques and continues to be disruptive, the teacher will then notify the office and the director will be called in to help the child. We might also reach out to parents so they can speak with the child and/or be notified of the circumstances. Such incidents will be documented on Behavior Tracking Form.
  - Note: Documentation must be on file of the outcomes of the incident, subsequent parent conference, and plan developed that includes appropriate intervention strategies. Documentation consists of written observations, unusual behavior forms, and behavior tracking forms.

Above is the teacher intervention plan to be conducted within the classroom. If further guidance is required, actions taken will always be individualized, consistent, and appropriate to each child's level of understanding. **No physical punishment of any kind will be administered on SEA Academy property. This policy restricts parents and staff from using physical punishment on their own children while on SEA Academy property. Staff may not yell at, shame, or**

**humiliate a child in any way.** Our goal is to correct children's behavior in a way that will help mold and perfect a child's mental faculties or moral character. The terms "bad" or "naughty" shall not be used about a child.

Level 1 – Formal Parent Notification/ Written Plan of Action

- Plan of action developed by teacher signed by parent and Director. Plan must include measurable outcomes (i.e. change of behavior)

Level 2- Parent/ Teacher Conference

- Parent will meet with teacher regarding behavior to discuss what he/she is observing within the classroom. The purpose of the parent conference is to develop a plan jointly with the family and available resources, to address the specific behaviors which constitute an imminent danger (recurring violence, behavior, or aggression). (Conference will be documented on Parent Conference Form)

Level 3 - Administrative Meeting

- Parent and teacher will meet with a member of the administrative team to discuss the continued behavior and address what components must change before next steps are taken. (Meeting will be documented on Parent Conference Form)

The following steps will be completed when a child must be removed temporarily for challenging behaviors that constitute an imminent danger to the child or others:

Level 4 - Third Party Evaluation/Interventionist

- Student must be evaluated and provide proof of evaluation to the center.
- Make a referral to the agency responsible for early childhood special education services in the local area. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.

Level 5 - Suspension

- Student will be suspended from attending school for a specified length of time. The length of suspension will be determined per the direction of the administration.

Level 6 - Dismissal from Program

- Student will be dismissed from program if behavior does not improve based on previously determined measurable outcomes established by administration and/or interventionist.

**ANY SUSPECTED ABUSED AND/OR NEGLECT OF A CHILD IN THE CENTER WILL BE REPORTED IN ACCORDANCE WITH LA R.S. 14:403 TO THE LOCAL CHILD PROTECTION AGENCY.**

## Parent Code of Conduct/ Policies

SEA Academy requires that all adults behave in a manner consistent with decency, courtesy and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but is the responsibility of each and every parent or adult who enters this center.

Parents who violate the Parent Code of Conduct will not be permitted on SEA Academy property thereafter and their child may be dismissed from the academy.

- Swearing/Cursing – No parent or adult is permitted to curse or use other inappropriate language on SEA Academy property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. At no time should inappropriate language be directed toward members of staff.
- Threatening of Employees, Children, Other Parents or Adults - All threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**
- Physical/Verbal Abuse – Any of physical/verbal abuse of your child is not permitted at the center and corporal punishment is not permitted at SEA Academy. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parents' child behaving in an inappropriate manner, or is concerned about behavior, it is most appropriate for the parent to direct their concern to the center director.

### **Parent Dress Code**

- No Sleep wear
- No exposed undershirts
- No bare midriffs (any low rider pants must have a shirt that covers the top of the pants)
- No sagging pants (it is unacceptable for boxer briefs to be exposed on the premises)
- No uncombed hair or exposed rollers
- Footwear Required

## **No Cell Phone Policy**

Cell Phone usage is prohibited inside of SEA Academy. We want all attention to be on our little people.

## **Behavioral Guidelines**

SEA Academy seek to provide an appropriate environment in which children can grow, learn, and develop. In keeping with this goal, we require that all adults on the center premises behave in a manner consistent with decency, courtesy and respect. Achieving this ideal environment is a responsibility shared by our staff, by our parents and by any other adults who enter our facility. Listed below are the behavioral guidelines that we respectfully ask you to follow at all times while at the center:

1. Swearing/cursing – no adult is permitted to curse or use other inappropriate language on center property, whether in the presence of the child or not. At no time shall inappropriate be directed toward members of the staff.
2. Threatening language – threats of any kind will not be tolerated and will be reported to the appropriate authorities. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. Adults must be responsible for and in control of their behavior at all times.
3. Physical/verbal punishment of your child or other children at the center – corporal punishment is not permitted at the center. Parents or other adults visiting the center are prohibited from addressing for the purpose of correction or discipline a child that is not their own. If a parent or guardian should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child that parent or guardian should direct their concerns to the center Director or Assistant Director.
4. Smoking, firearms, and other potential hazards to children and adults are prohibited at all times. Please be advised that parents or other adults who violate this code of conduct may not be permitted on center property and we reserve the right to terminate services to the child and family.

## **Parent Concerns and Complaints**

Parent concerns initially should be directed to your child's teacher for discussion and resolution. Any concerns not resolved at this level must be reported to the Program Director. The Program Director will investigate the complaint by gathering information from all available sources. Using this information, the Program Director will recommend a resolution or make a determination as to another appropriate course of action. Confidentiality will be maintained at all times. Teachers will not discuss parental concerns or issues with parents of children not enrolled within their classrooms. And, teachers will not discuss concerns or issues with other teachers in the Center. Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Telephone # 504-241-3909

Email: [parents@sea2academy.com](mailto:parents@sea2academy.com)

LDE Licensing  
P.O. Box 4249 Baton Rouge, LA 70821  
Phone: 225-342-9905 Fax: 225-342-2498

### **Car Seat Safety**

The safety of the children is our primary concern here at SEA Academy. With that in mind, we remind you to please make sure you always properly secure your child in his or her car seat. Please be advised that SEA Academy staff is ethically bound to report any instance of a child not being properly secured to the appropriate legal authorities.

Family Involvement SEA Academy seek to develop positive, reciprocal relationships with families through family involvement in the center. Family members are a part of the program and are welcome at all times. We invite you to drop in at any time, participate in center activities, volunteer in your child's classroom, attend field trips, and participate in other ways you choose. To facilitate positive parent participation in center activities, we ask parents to observe the following code of conducts. Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

### **Parking Lot**

We respectfully ask that all parents are considerate of others when approaching the center. Please drive respectfully when parking. Loud music of any kind is strictly prohibited. Again, it is our goal to create a stimulating learning environment for the students.

## **Center Policies**

### **Supervision of Children**

For the purpose of this policy, supervision is defined as; direct supervision –visual contact at all times.

- Children shall be under direct supervision at all times including naptime.
- Children shall never be left alone in any room or outdoors without a staff present
- Children may be grouped together at naptime with one staff supervising the children sleeping. All children shall be in the sight of the naptime worker.
- While on duty with a group of children, child care staff shall devote their entire time and attention in supervision of the children, in meeting the needs of the children and in the participation with them in their activities.
- Individuals who do not serve a purpose related to the care of the children and/or hinder supervision of the children shall not be present in the center.

## **Sleeping Policies**

SEA Academy follows the requirements of the Louisiana Department of Education (DOE). According to DOE, all children must nap or rest for a period of time appropriate to their age. Individual and appropriate sleeping arrangements shall be provided for each child. Each child must have a cot, mat, or crib (baby bed) of appropriate size, height, and material sufficient to ensure his or her health and safety. Sleeping arrangements/accommodations shall be assigned to individual children. Children will be encouraged and supported to nap or rest (e.g., soft music).

Infants shall be allowed to sleep according to their individual schedules.

Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that included a combination of both teacher led and free play.

Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day.

Children age 4 and over shall be offered the opportunity for quiet time.

Infants shall have a crib separated from all other cribs (no stackable). Infants will be placed on their backs to sleep, even at nap time, to lower the risk of SIDS. Pacifiers are allowed and encouraged for infants of one month to one-year old and bumper pads, pillows, and stuffed toys are not allowed in cribs. Additionally, infant rooms are kept at a comfortable temperature and only light blankets are used for covers.

Parents must have written authorization from a physician is required for any other sleeping position,

Written notice of the specifically authorized sleeping position shall be posted on or near the crib.

Infants shall not be placed in positioning devices, unless the center has written authorization from a physician to use a positioning device.

Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed in said device.

Back to sleep signs shall be posted in the room where infants sleep. Infants who use pacifiers shall be offered their pacifier when they are placed to sleep, but it shall not be placed back in the mouth once the child is asleep. Bibs shall not be worn by any child while sleep. Nothing shall be placed over the head or face of an infant. Staff shall visually check on sleeping infants at least every ten minutes.

## **Biting Policy**

Biting is a natural behavior for very young children. They often do not have the social awareness to control this behavior when it is directed against others. A young child is still limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and finer points of social interaction. Furthermore, in the very young child, teething may be occurring and like the baby who gums objects, the child may be trying to relieve the discomfort in one way or another. Here at SEA Academy, we strive to set up a classroom environment that will serve to decrease incident of biting (small group sizes, excellent adult/child ratios, etc). However, despite these best efforts, whenever young children are grouped together it is inevitable that biting will occasionally occur. If a child is having a problem with biting, the staff will work with the parents to try to resolve the problem together.

To prevent bites, the SEA Academy staff will:

1. Set up a challenging, yet safe, environment that is age-appropriate.
2. Set clear rules that are consistently enforced.
3. If an individual child is "biting," the staff will try to stay in arms reach of that child.
4. Give the biter something more appropriate to do. Offer something that can be bitten.

If a bite occurs, staff will:

1. Attend immediately to the injured child. Have the child who did the biting sit to the side where someone can watch him/her.
2. Wash the area gently with soap and water; apply cool compresses if needed.
3. Fill out an accident report to notify the parents of the bitten child, the parents of the child who bit, and the first aid procedures completed. Once the injured child is settled down, comforted, and all first aid measures are completed it is time to attend the child that did the biting. (If two teachers are working together, this will be done simultaneously.)
4. Tell the child "Biting hurts!! Teeth are for eating food, not for hurting friends!"
5. Give some time and attention to the child who did the biting as they probably feel very needy after their loss of control.
6. Complete an incident report to let the parents of the biter know about the bite and how the situation was handled.

## **Touching Policy**

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of the children's body cues and only occur with their permission. Staff members are sensitive to children's responses and requests for physical interactions and model nurturing touches. Except for safety cleansing, children will always have the right to refuse touch.

1. Nurturing Touch – is necessary for every child's emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbings or



patting backs, cuddling, and hand holding. Children always have the right to refuse these touches.

2. Personal Care Touch – includes cleaning, dressing, and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.
3. Physical Interaction – is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught, through modeling and verbal guidance, to use words rather than physical actions to settle their differences with others.

### **Prohibited Items – Not Allowed**

SEA Academy prohibits the use of alcohol, tobacco, and the possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in the center, on the playground, and on any center-sponsored field trip.

### **Abuse/Neglect Policy**

As mandated reporters, all center staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437; (in accordance with R.S. 14:403).

An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

### **Photography of Children**

The center will obtain written, informed consent from the parent before allowing any photographs to be taken and before releasing any photographs from which the child may be identified. This permission is given or denied on the “Photographs of Children” permission form filled out at the time of enrollment.

### **Transportation Policy**

SEA Academy does not provide transportation to or from the center. Transportation is provided for field trips only. Field trip transportation is provided through a contractual arrangement with a licensed commercial carrier.

### **Electronic Devices Policy**

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

### **Computer Practices Policy**

Computers that allow internet access by children should be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, email, and instant messaging.

### **Program, Movies and Video Games Policy**

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
  - i. "E10+" rated games shall be permitted for children ages 10 years and older.
  - ii. "T" and "M" rated games are prohibited.

### **Confidentiality**

Child's records are available for review only by the child's teacher, the center's Director, Assistant Director, and office personnel, authorized employees of the state Licensing Agency, authorized employees of the Early Head Start Program ( for Recovery School System children only), and the child's parent or legal guardian.

### **Pictures and Photography**

SEA Academy may photograph and video the children for curriculum purposes; however, we will notify parents of pictures to be used for external purposes, such as newspaper, television, website, or magazine advertisements. If you do not want your child photographed or included within videos, please notify the director and check "NO" on your child care agreement form. We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proofs before purchasing. In addition we may take pictures of the children playing for use on their cubbies, for use with a project, or for promotional use. There is a "Photo Release form" with your paperwork asking you for permission to take your child's picture or include them in short video footage.

## **Grounds for Dismissal of Child by Center**

Any child may be dismissed by SEA Academy if any of the following occur:

1. The center cannot meet the physical, mental, or emotional needs of the child.
2. The child threatens the safety and health and well-being of other children.
3. A formal parent conference is not attended (one requested by administration and/or the director).
4. Tuition is late.
5. It is advised by a physician or licensing agency.
6. Enrollment was under fraudulent circumstances.
7. Parents ignore the Center's guidelines and/or cause undue stress to Center staff or operations.
8. Repeated tardiness in picking up a child at closing time.
9. Enrollment/immunization records are incomplete.

## **Center Assessment Plan**

### **Purpose**

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children's development. Each classroom completes screenings and assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. It is also essential to document and evaluate how effectively programs are meeting young children's educational needs, and to inform program improvement.

### **Child Development**

Children do not just grow in size. They develop, evolve, and mature, mastering ever more complex understandings of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways, and the goals for children differ from culture to culture. Quality assessment looks at not only to what is happening within the child, but also to the care that child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.

### **Procedures**

All screenings and assessments will be completed by classroom teachers in their assigned rooms. Assistance in these procedures can be provided by the Program Director.

Developmental screenings are completed within the first 45 days of a child's enrollment in the center. This information is then discussed with parents after the screening is completed. Screenings are completed according to the procedures of the screening tool, the ages and Stages Questionnaires (ASQ). A copy of the ASQ is shared with parents and parents are encouraged to complete the screener based on their experiences with their child at home and in setting outside the Center.

Developmental assessments are completed throughout the day and year using naturalistic observation of the children's interactions and behavior. Both group and individual observations will be used to compile documentation. Various methods of information gathering are used to document developmental growth of children. These methods include but are not limited to work sampling, checklists, observation, and rating scales. These observations are documented in the Creative Curriculum on-line assessment system (CreativeCurriculum.net).

Developmental assessments are ongoing (year round) with results discussed with the parent throughout the year, both daily at arrival and departure and during two scheduled parent/teacher conferences, one each fall and spring semester. Data captured in the classroom and documented within the Creative Curriculum electronic system are summarized and shared with parents within a parent report form. This form is finalized during the parent-teacher conference with parents and teachers working together to set individual goals/outcomes for children for the upcoming classroom period.

Parents are asked to be involved in their child's screenings, assessments, and planning via completion of checklists, information sharing, and home observations of skills and behaviors. Also, on a daily basis the lead teachers discuss with parents developmental milestones reached, developmental progress, and developmental concerns.

Lead teachers in conjunction with the Program Director will annually evaluate the current screening and assessment tools. Outside professionals and parent involvement is sought to inform this evaluation.

## **Results**

The information gained during all screenings and assessments will be used to develop curriculum, parent education, and evidence for referral. Teachers will use the information gathered during the assessment process, identifying children's interests and needs, within their curriculum planning to best meet the needs of all children enrolled. During scheduled conferences teachers and families develop learning goals for children. These goals are used to plan learning activities for children based on assessment of individual needs and interests. This is completed both during scheduled conferences and throughout the school year as needed. Both formally and informally, teachers disseminate the screening and assessment information gathered for parents. This process empowers the parents as they will feel informed and more knowledgeable about their child's developmental progress. In the event of a potential developmental delay, teachers use the information gathered as evidence for referral for future diagnostic screenings and assessment, only with written parent permission. Depending

on the type of atypical development, various external agencies may be involved in diagnostic screenings and assessment (again with parent written permission; Early Steps, LEA Child Search, Head Start Specialists).

### **Confidentiality**

All information obtained regarding any center family/child (ren) is considered confidential. Information obtained and collected by our program will be shared with program staff on a “need to know” basis. Teachers may use the information during in-service trainings to identify children’s interests and needs. Practicum students and volunteers are not to be included in discussions of children and families, except for information that is relevant for them to complete their objectives.

While classroom teachers may require assistance from the program staff to compile documentation for assessment, only the classroom teachers and designated graduate assistants/ assistant teachers will have access to the complete assessment materials. All confidential materials will remain in a lockable filing cabinet in the office. All parents/guardians may gain access to their child’s information by either asking the teacher or director.

All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. Teachers along with the participation of parents will review the completed information and together make goals for the child or a referral in cases of developmental delay. No information can be shared with an outside agency without written consent from the legal guardian. Additionally, no outside consultants can be used for screening, evaluation, or intervention purposes without the express written consent of the parent or guardian (see parent permission form in appendix).

We will provide notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education’s website.

On request, regulatory and licensing authorities (Louisiana Department of Education) of the Center will have access to confidential materials.

### **Language**

It is important to the Center that all families are given the opportunity to fully understand, interpret, and become involved with their child’s assessment and goals. The Center will provide an interpreter for any family that needs and makes a request.

## **Children with Special Needs or Disabilities**

SEA Academy recognizes the value of including young children with special needs or disabilities in classrooms with their typically developing peers. We believe the benefits for all children are considerable and that children from birth through age eight are at a

formative period for getting to know each other. We appreciate the extensive legislative, moral, philosophical, and research base that supports the use of natural environments for young children with disabilities. We believe that an inclusive early care and education program must have involvement, input, and ongoing collaborative efforts from all participants, including the families receiving services and the early intervention, special education, and public school personnel. Therefore, SEA Academy collaborates with Early Steps, Families Helping Families, Early Childhood Supports and Services (ECSS), Local Education Agencies, and other community support programs.

The staff at SEA Academy completes developmental screenings and curriculum-based assessments on each child 4 times each year (as described in Center Assessment Plan). When children demonstrate potential developmental delays, the staff discusses concerns or challenges with families and with family permission, make referrals for evaluation to the appropriate agency (Early Steps, LEA Child Search, Head Start Consultants). Teachers and administrators then partner with families and support families to (a) navigate the early intervention systems, (b) collaborate in the development and implementation of IFSPs and IEPs, and (c) maintain copies of documents and confidentiality. SEA Academy requires early intervention personnel and other consultants to sign in and out for each visit to the Center and maintains a personnel file in the office that includes consultant and interventionist identification, credentials, and criminal background checks. Parent permission for consultant and interventionist services also must be filed in the child's record (e.g., signed IFSP, Head Start Consent to Evaluate Form)

## Meals and Snacks

All snacks and meals are provided by SEA Academy meet or exceed the requirements of the USDA guidelines.

The Kids Café is where nutrition begins. Meal times can vary due to daily circumstances but generally SEA Academy offers the following dining opportunities.

Breakfast	8:00am to 9:00 am
Lunch	11:00am to 12:00pm
Afternoon Snack	2:00pm to 3:00pm

A four week menu cycle is planned and may be picked up at the parent information station in the front lobby and is posted to our web page. No peanuts are allowed in the school and no peanut products used.

SEA Academy will provide the meals when the children can begin to eat chopped up food offered to the remainder of the school. The teachers will work with the parents to make the determination as to when your child is ready to begin enjoying some of the table foods.

No food is allowed in the center. Store purchased only.

Birthday celebrations must have commercially purchased cake and ice cream.

Children who cannot drink 1 % milk must have a written statement from their physician. The statement must include the substitute or alternate item to be used. If parents have a preference of alternative milk choice, it statement needs to be written up and put on file. The parent must also provide the milk substitute.

### **Special Diets**

Any special dietary needs restrictions or food allergies or intolerances, if applicable.

If a center is on the CACFP, a written statement from a health care provider is required when the child requires a special diet for medical reason.

### **A written statement from the parent is required when the child requires a modified diet.**

All children must participate in the center's meal program, which is administered in accordance with the Child and Adult Care food Program (CACFP). CACFP is a federally funded program operated nationally by the U.S. Department of Agriculture (USDA) and administered in our State by the Louisiana Department of Education (LDOE). CACFP regulations guide all aspects of SEA Academy's meals and snacks, including sanitation and hygiene (including food storage, preparation, serving and handling, portions, and feeding) and the provision of nutritionally sound meals and snacks. Breakfast, lunch, and snack are provided daily and menus are planned according to State Nutritional Guidelines. No food exceptions will be made unless the office has a completed Dietary Restriction form on file in the office. The Louisiana Department of Education prohibits children from bringing outside food into the center, unless the child has special nutrition needs and is on a special diet prescribed by his or her physician. The Program asks for your consent to post information about your child's food allergy in the kitchen, classroom, and other areas of the Center your child uses so it is a visual reminder to all teachers and staff who interact with your child.

Food may be brought into the Center for special occasions such as birthdays and holidays. These foods must be either whole fruits or commercially prepared packaged foods in factory sealed containers.

Infant formula and baby food are provided by SEA Academy. For our infants, we only provide Enfamil Premium with Iron. We provide whole milk for children 12 months to 24 months. Children ages 2 years and older are provided with 1% low-fat milk. If your child requires any other type of milk or juice, you must bring it in. Infants requiring other types of formula must come in with at least three bottles already prepared. We will work with you and your child's health care provider to ensure that the formula and food is based on your infant's individual nutritional needs and developmental stage. All bottles that are sent to school must have a top or covering to protect the nipple when the bottle is not in

use and must be labeled with the child's name and date. Last, all bottles must be taken home daily for cleaning.

### **Breastfeeding**

SEA Academy supports breastfeeding mothers and infants by: (a) accepting, storing, and serving expressed human milk for feedings; accepting human milk in ready-to-feed sanitary containers; (b) labeled with the infant's name and date; (c) storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months; ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; (d) providing a comfortable and private place for breastfeeding, and (e) coordinating feedings with the infant's mother.

## **Diapering/Potty Training Policy**

### **Diapering**

Diapers are changed every two hours or as needed. Please have at least a weekly supply of diapers on hand. Also, please make sure you provide enough wipes to cover a week supply of diaper changing. FYI – Teachers and baby's hands must be wiped with individual wipes after removing the soiled diaper. Once the clean diaper is put on the baby, another wipe will be used to clean his or her hands if the baby cannot hold his or her head up for hand washing.

### **Toilet Training**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner. We require that the child must be at least 2 years old and must be showing signs of readiness. The child must be kept in pull-ups at all times. Please keep in mind that the activity levels her can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers until your child can and will announce that (s)he must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

### **Toilet Learning Readiness**

#### **Verbal Stages of Readiness:**

Basic verbal skills: The child is able to speak in three or four word sentences

- Stage 1: The child tells you he/she has a wet diaper, recognizes he/she is wet.
- Stage 2: The child tells you he/she is wetting, recognizes the sensation of being wet.
- Stage 3: The child tells you he/she will wet diaper, can control her/himself and use a toilet.

#### **Physical and Psychological Signs of Readiness:**



- Stays dry for a long time. (The child is able to “hold” his urine or bowel movements.)
- Can recognize when diaper is wet or soiled.
- Has bowel movement at a regular time. (Child chooses when to move his bowels)
- Adults can recognize when a child is moving his bowels. (Child is deliberately moving bowels.)
- Can undress and pull up his/her own pants. (Important because this is the work of the child not caregiver.)
- Initiates interest in using the toilet and ask to wear underwear.
- Wants to be independent (which is very important for the learning process.)
- Child is emotionally ready and is open to learning (Is child generally cooperative?)
- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is behavior that has been seen in children who are ready to use the toilet.)
- Can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe her/him, flush the toilet, and then wash hands.)
- Can use consistent words or gestures to communicate. • Is able to physically get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

**Our Policy Requires the Following:**

- Child will wear loose fitting clothing (which is easy to pull down and pull up)
- No overalls, bib-type pants, onesies, or T-shirts with snaps between the legs.
- No pants with belts or one-piece outfits
- Determine from the beginning of learning whether child will sit or stand (boys).
- A minimum of 3 changes of clothing, including sock, 3-4 pairs or training pants to leave here (an extra pair of shoes would also be helpful.)
- Positive reinforcement must be continued at home.

The child will be scheduled to use the toilet at consistent times of the day whether the child indicated the need to use the toilet or not. Our potty times are posted and are as follows:

9:00 a.m.  
 9:30 a.m.  
 10:40 a.m.  
 1:30 p.m.  
 2:30 p.m.  
 3:30 p.m.  
 PRN

### **Change of Clothes**

Children while eating or at play sometime become dirty or wet. With their attention firmly fixed on a task, or reluctance to stop play, children will occasionally “have an accident” and soil themselves. This is a natural function of growing up and toilet training. Children will be at different stages of their training and such occurrences will happen, that require changing. The rationale for asking parents to bring a change of clothes is that we would not like a child to sit around in clothes that are wet or soiled.

### **Changing Clothes Policy Aims**

While making a mess is normal and inevitable occurrence it is sometimes necessary for children to have their work clothes changed whilst at the child developmental center. This policy/procedure aims to ensure a healthy environment for all children and that clothing can be changed quickly and as least stressful as possible.

**Children should have at least one complete change of clothing within their bags, in case of mishaps.** The parent/care giver will be informed of the incident and will be asked to return any child developmental center clothes after washing.

## **Continuity of Care and Transition Procedures**

### **Continuity of Care**

We are committed to providing the highest quality of care for children. One of the main indicators of quality care is the level of interaction between teachers and children in their care. We feel that placing the children with a primary caregiver is very important to enable each teacher to develop a bond with each child. According to NAEYC’s Developmentally Appropriate Practice in Early Childhood Programs, “As the caregiver comes to know a few infants very well, she is able to respond to the temperament, needs, and cues of each baby and to develop a mutually satisfying pattern of communication with each child and family.” SEA Academy strives to implement a primary caregiver program, especially for infants, keeping caregivers and assigned infants together for 15 to 16 months, until they transition to the young toddler room. At that time, the Center strives to also move a primary caregiver to the young toddler room with a group of transitioning children.

We also will be making every effort to keep our teachers with the children in their groups. And, we will be making every effort to keep children together as a group (i.e., moving children in groups from one room to another). Research has shown that familiar children, as well as familiar adults, provide a sense of stability and familiarity to young children in new circumstances. Typically, groups of children will move to a new classroom at the beginning of September each year.

Additionally, developmentally appropriate teaching staff-child ratios within group size (i.e., NAEYC ratios) are maintained throughout the day (i.e., from 6:30 a.m. arrival through 5:30 p.m. departure) to facilitate high quality adult-child interactions and productive activity among children across routines and activities. These ratios and

group sizes are maintained during all hours of operation including outdoor play and field trips (only exception is nap time). The Program is organized and staffed to minimize transitions experienced by an individual child during the day – no child spends more than 30 minutes in the morning or 30 minutes in the evening in a classroom other than their assigned classroom (e.g., a 3 year-old child who arrives at 6:30 am spends only 30 minutes in another room before being moved into his regular 35 classroom; a 4 year-old child who leaves at 5:30 pm spends only 30 minutes in the 3-year-old classroom at the end of the day).

### **Transition into the Center**

SEA Academy strives to support each child's entry into classrooms within the Center. These transitions are individualized as much as possible to meet child and family needs and interests. All families are asked to bring their child to the Center for a short visit prior to enrollment. Families are given written information and resources to prepare their child for the "first day of school." Families also are given the opportunity to bring their child to the center to participate in the classroom for half-days upon initial enrollment. The family is encouraged to increase the child's time to full days when the child demonstrates decreased crying and increased play (either solitary engagement with toys or participation within small groups). We acknowledge that most working families do not have the luxury of picking up their child mid-day. In these circumstances, we work with the child and family to make the child as comfortable as possible as quickly as possible. We use a variety of individual strategies to facilitate the child's adjustment to the classroom, such as posting pictures of the child's family on the tree in the room, singing child's favorite song, serving a favorite snack, offering a stuffed animal or soft toy, and providing additional teacher attention and support.

### **Transitions within the Center**

SEA Academy strives to make transitions as easy as possible for all children. The developmental level of each child is taken into consideration when transition times approach. The director, teachers, and families all work together to make sure that the child is ready to move on to the next classroom. Continuity and consistency are very important to young children. The classroom arrangement, shared play areas, and the friendly nature of our center ensure that children get to know the teachers across age levels. By the time each child is ready to move, they know the teachers very well. To ensure interactions occur across children and teachers of other groups, we create systematic opportunities in the spring and summer of each year. For example, children play outdoors with the next older group of children and teachers, teachers visit younger classrooms during a variety of routines and activities, and during August, children visit the classroom they will be moving into in September.

#### **Transitions to Classrooms outside the Center**

When children leave a place where they feel safe and secure and head off to the unknown territory of a new school, it can be very difficult. At SEA Academy, we work to ensure that each child is as comfortable as possible with the idea of a new school. When the teachers find out that a child is leaving the Center, they work with the parents to help the child feel at ease. The teachers and the children talk as the time nears about what it will be like at a new school. They let the children know that they will make new

friends and have fun just like they have at SEA Academy. When the child's final days approach, the teachers and parents help the child plan his or her "Happy Good-Bye Day" party. We treat their last day as a celebration of the good times they have had at the Center and of the good times to come at their new school. Each child looks forward to their special day and it helps ease the transition for them.

### **Transition to Pre-K or Kindergarten**

Previous research in transition from preschool to kindergarten has demonstrated positive effects on children and families from transition policies, procedures, and activities for families, personnel, and programs. Child and family adjustment to the transition process appears to be influenced by three broad and critical variables: (a) communication and relationships among people and organizations; (b) transition infrastructure including policies, agreements, procedures, and linkages; and (c) alignment and continuity of services among sending and receiving agencies.

SEA Academy has entered into transition partnerships to address these and other transition issues. First, we participate in a transition program supported by KOE that brings preschool and big school teachers together to review transition practices, modify and align curricula, and educate families on developmentally appropriate practices and kindergarten readiness. Second, we partner with elementary schools in our neighborhood and community (e.g., Homer Plessy) to build relationships and linkages. Third, we collaborate to align our preschool curriculum and expectations for child outcomes with elementary school expectations for kindergarten entry. Activities in support of these efforts include preschool teacher visits to Homer Plessy classrooms, and parent meetings to provide information on the importance of transition processes and outcomes.

Updated: 7/2021