

Elite Childcare Academy
10828 John Galt Blvd.
Omaha, NE 68137
<http://elitechildcareacademy.com>

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10828 John Galt Blvd.

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Statement of Child Care Philosophy

Elite Childcare Academy provides excellence in childcare for children between 6 weeks of age to 12 years of age between 6:00AM to 8:00PM, Monday through Friday. By focusing on national standards with primary support by caregivers who focus on small groups within the classroom we are able enhance children's learning.

Goals

When it comes to offering quality child care, there are very few centers in the Omaha area where one can find both nurturing growth and development that includes time for play, offering quality child care leaders and educators. Elite Childcare Academy is a leader with ongoing training and professional development for each of our well-qualified caring staff. This unique combination of early education, coupled with learning through play targets the five senses that encompass the Whole Child.

Our main focus is to provide a center encouraging play by offering premium room design choices for the children's entertainment and learning stations provided with small groups that appeal to cognitive, emotional, intellectual, creative and physical development, ensuring just another measure towards quality child care.

Did You Know

"Positive social relationships involve relating with adults and other children, and for older children, following rules related to groups or interacting with others. This outcome includes attachment, expressing emotions and feelings, learning rules and expectations, and social interactions and play. When assessing these skills, early childhood teachers observe many behaviors such as how infants comfort themselves, whether children can follow classroom routines, and how they negotiate conflict."

"What does the research say? Children's interactions with others are important to learning. Children who have opportunities to develop socially and emotionally are more likely to succeed in school (Raver, 2002). Learning is considered a social process. Children encounter learning difficulties when they are distracted from educational activities or have problems following directions, getting along with others or controlling negative emotions (Zin, et al., 2004). This strong relationship between early relationships and later behavior stresses the importance for early childhood experiences to support children's social growth." (Early Childhood Education in Nebraska Public School Districts and Educational Service Units, pg 10)

Open Door Policy

The transitions to childcare can be difficult for some children and with visits from you, they can adapt more readily. Sometimes it just takes a few minutes of reading to your child, or by letting them introduce you to their work and projects that they have accomplished. Whatever the reason for the visit, you are invited and welcomed! If you have any questions, concerns, or recommendations please visit with the Director, Katie Lasette, Katie@elitechildcareacademy.com
402.597.1961

Parent Advisory Board

We are looking for parents who want to be heard and are full of ideas that we can implement in our childcare center. By working with our parents and the community we can make sure that Elite Childcare Academy is the premier childcare center in Omaha. Meetings commence the first Monday of the month at 6pm, childcare is provided. Please come! Communication with parents is a priority and adds to the success of the program. State Regulations and Requirements can be found in Chapter 391 of the DHHS website for any verification needed. http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-391/Chapter-3.pdf . We will offer training with seminars and workshops for parents each quarter in different areas of interest. Such workshops include early learning guidelines and kindergarten readiness.

Parent Portal:

With the ease of technology communication has now found a way to be at people's fingertips. Our website and parent portal are the most important ways that we will be corresponding to our parents. Besides the use of the bulletin board and the monthly parent advisory board meeting, our parent's will be able to see everything pertaining to their child through a parent portal. A monthly newsletter of what's going on, along with the schedule of field trips, visitors, menu items and any important information will be available online with the parent portal. Student pictures, class events, conferences will all be available on our website for review and scheduling.

Sometimes when a parent is coming in to drop off or pick up their child they may only have a moment and with distractions what they are at those times of day we want to make sure that daily photos and little tidbits about their child's day is able to be easily shared privately with them. Having the ability to notify a parent of a child's achievement or what to watch for as they make milestones is something that we don't want missed by the most important people in their lives. We ask that you provide an email address, so that if you choose we can email you with pictures and updates of your son and / or daughter.

Suggestions are welcomed from our parents and we hope that they feel a part of our community. Each parent will be able to communicate with the teachers and any questions or concerns that they have can be more quickly addressed or escalated as needed to management.

Description of the Center's Child Developmental Program and Curriculum

The curriculum used by Elite Childcare Academy is Creative Curriculum. A daily schedule for each age group must be developed and will be posted. Teachers are encouraged to follow a daily routine but are also allowed for flexibility with lessons.

Infant Development: All babies grow and develop at different rates. By establishing healthy eating and sleeping patterns your baby will be able to develop appropriate milestones. Your baby starts to develop expectations by having them continuously met. A sense of trust will be built between your baby and our wonderful caring staff, allowing opportunities to read your babies cues. Through use of colors and pattern stimulation intellectual development will be met while working on head control, sitting up, rolling and crawling. These relationships will grow with your child from classroom to classroom as they graduate each year. Daily feeding and diapering report will come home for your review.

Toddler Development: Children between 18 months to 3 years of age are provided with different learning environments that promote self-discovery and self-concept. Through use of large motor development these little ones are learning how to problem solve, by running, jumping and climbing; leading to small manipulative play that include working with puzzles, games, creative arts, dramatic play, and sensory tables. Art, singing, coloring, reading are some of the ways that these children involve themselves. Our experienced staff will work with each child independently to assist with potty training and to have a cohesive plan that will work with your schedule and lifestyle. In addition to potty training we will be teaching self-help skills such as teeth brushing. A care sheet will go home each day.

Preschool Development: Preschool is designed to prepare each child for enrollment into elementary school. Our program is correlated with each child's own academic skills and built around their individual abilities. The concepts covered during preschool are built around the five selves of each child; Creative, Social, Emotional, Cognitive, Physical Development. Preschool is provided everyday between 9:00AM to 11:15AM.

Children learn through play. Our classroom starts with circle time, where sharing, singing, playing games and being read to are part of each day. Time for independent play is provided for each child to be able to receive their fill of a particular activity. The concepts covered strive to make each child aware of their senses and how to use them to develop attention, observation, comparison and classification skills. Our language arts program is designed to help children associate each letter with a sound and to form words by combining sounds. In Math the child learns to associate the abstract symbol with the real life quantity, the basics for success in elementary school math. Everyday living skills include how to tie your shoes, personal hygiene habits, safety rules etcetera. A care sheet will go home each day.

Lesson planning:

Through use of the Creative Curriculum we will be able to reach each early learning guideline, standards and requirements but also set the child for school readiness. Each lesson plan is divided into different color coordinated daily

study guides that consists of different themed lessons for the week, separated by each day and the activities to consist of for each day.

Learning and exploring through structured and interactive play. Step by step guidance is found in the Daily Resources. Through teaching guides, intentional teaching cards, mighty minutes, children's book collection, book discussion cards, professional development, family connections, English language development the individual needs of our children will be able to be met while in our program.

In addition, a 30-minute guided reading time is implemented into the day for all ages. The staff will be able to lesson plan based on the foundation of the creative curriculum with room for improvising for different age groups and different spontaneous lessons. Staff will complete a daily lesson plan for the following week that can also be tuned towards specific interests that the children have. A weekly calendar of lesson plans will be available for parents to view each week. Please let the Teachers and / or Director know if you have an idea for a lesson plan.

Special Service Provided

We offer a special needs room for children that need more direct teachings. We offer assistance with hand over hand approaches and guidance through use of self-help skills. We help with potty training, feeding, and dressing while also enriching their lives through play. We offer learning centers that are catered to your child's needs and assessments through use of your child's IEP's.

Parent Expectations

We expect that you will communicate any prevalent information about your child that has sustained during the time away from us, as well as from us to you. We want to be able to open lines of communication and know what's going on with your child. Transitioning to childcare can be made easier with your visits to the child when in care. We have an open door policy and welcome parent visits.

We expect to be communicated when your child is not feeling well. Be it a small cold or a full on flu. Knowing that your child doesn't feel the best when their being dropped off is prudent to being able to meet their needs. Please know that we want everyone's child to be happy and healthy and that starts with communicating any sicky icky's so that we can keep them isolated in a sick room.

Immunizations need to be up to date and a copy be made. Also, we will need toothbrush, small toothpaste, small blanket, diapers, pull ups, baby wipes and an extra outfit for all. Please include any small comfort item with the child's name on it.

Illness Policy

If your child becomes ill at the center, you as the parent will be notified as soon as possible. If the parent cannot be reached and emergency contact indicated on the registration form will be contacted. The child will be removed from the other children. Sanitation of the room will be completed promptly. Exhibiting the following symptoms will prompt contact of the parent.

1. Fever of 101 (child must be fever free for 24 hours without medication to reduce fever)
2. Pink eye (child must be on antibiotics for 24 hours with doctor's note that is non-contagious)
3. Unexplained rash (a doctor's note will be needed before returning)
4. Chicken pox (after all blisters have scabbed over)
5. Head lice (after one complete treatment and removal of all lice)
6. Strep throat (after medication has been administered for 24 hours)
7. Vomiting (that is not food related)
8. Diarrhea (3 loose stools in one day)
9. Ringworm (after treatment with a fungicidal ointment)
10. Shingles (after all blisters have scabbed over)

We reserve the right to exclude the child and request early pickup of the child if they are very irritable and inconsolable.

Permission slips for the use of topical, oral and/or prescription medicine is required.

Absence Policy

Notification by parents when children will not attend due to illness or other absence is encouraged. It is recommended that parents notify the center as much as possible in advance, so that we are able to plan accordingly for the day and adjust staff to child ratios. We operate on a full time status and do not have sick leave available if your child is not in attendance.

Paid Time Off (PTO)

Each family will earn PTO of one week a year with accumulation after 6 months with a two-week notice provided in writing of said PTO to commence and end. After 3 years of enrollment a second week of PTO is earned with a written two-week notice of when PTO is to commence and end. PTO does not transfer to the next year. Holidays are not free days if a child does not attend or if Elite Childcare Academy is closed for the Holiday. However, PTO is a loyalty rewards and the child is able to attend childcare without payment if a two-week notice has been given to use PTO.

Termination

A 3-week notice of any subsequent weekly fee for termination of child care service contract is needed to cancel automatic payment. Hence a 3-week termination notice in writing of service is needed to correctly debit account accordingly. No accounts will be credited subsequent weekly fee if said written notice is not given for this minimum period of time.

Pickup and Drop off

Verifying the identification of individuals approved to remove children from the center is taken very seriously. Please understand that proper identification is required along with a supporting pin # for signing child out and in. Custody arrangements will be honored and follow the outline in the custodial agreement provided by the parent.

Each family is provided with their own pin # that is unique to them and can be changed upon request. Besides having pin # to let you into the facility, you first must SIGN IN, through use of the Childcare Manager which is on the tablet in the entry way. When you are picking up for the day, you will need to SIGN OUT. If you are on Title XX, it is imperative that this step not be skipped or you may not be allowed to continue services with Elite if this happens on a regular basis.

For parking purposes, we have a lower level to be used for nursery pick up and drop off.

Emergency Closing Procedures

In the event of an emergency, Parent's will be notified of any closing procedures and your children will be taken to a safe location for pick up. Fire drill's will be performed a minimum of once a month. Tornado drills must be completed a minimum of four times per year during the months of March through September. It is imperative that we have a cell phone number and an email address, for each parent or guardian that will be able to assist in any reunification with the parent in the event of a disaster.

Snow Closing

Snow days will most likely coerce with school closings. However, there may be times that we are open when school is closed. Please look on the News for the most up to date closing of Elite Childcare Academy. Also, please call if there is ever a question regarding closing for final confirmation.

Nutrition

Elite Childcare Academy participates in the Child and Adult Care Food Program. What this means to you is that your child's meals follow USDA guidelines. Please notify the center of any allergies or food restrictions. Breakfast, lunch and an afternoon snack will be served to all. Milk, Juice and Water will be provided with each meal. These meals are prepared by an outside food vendor. We want your feedback if an item isn't popular. Thus, this will allow us a chance to meet with our Parent Advisory Board and vote on the menu change. Please understand that we will have some items that your child may or may not like, but the items will be served based on the whole's view of the item.

Children may have a water bottle that can come and be kept in the classroom. Monthly menu's will be posted on the parent bulletin board. Infant feeding schedules must be given by the parent in writing about formula, breast milk and frequency with times. Parent's Choice is provided by the center for formula for infants. Other types of formula may be brought in by the parent and used instead.

Dinner is provided for children that are present at an extra charge of \$5 per dinner. Every child that is still present after 6:00 PM will be served a dinner. Advance notice that your child will be present for dinner is requested by 9:00AM each day if spontaneous.

Family Style Serving:

Support for encouraging the development of social-emotional skills such as resolving conflict, sharing responsibilities and working collaboratively, can be had during meal time. Family style serving allows children to serve themselves and encourages supervising adults to set a personal example and provide educational activities that are centered around foods. This approach allows children to identify, and be introduced to new foods, new tastes, and new menus, while developing a positive attitude toward nutritious foods, sharing in group eating situations, and developing good eating habits.

Naptime

Naptime is a very important part of the day for the younger children in our care. We do not force naps! Making naptime calm and truly restful will help to make everyone's day better! Darkened rooms, soothing backrubs and quiet music help create an atmosphere conducive to sleep and rest. A center wide rest time will occur from 12:30 to 2:30 for all children 5 and under. All children are welcome to bring a blanket and small comfort item from home. If your child is not able to rest after an hour, then they will be able to join in on some individual quiet time, reading, coloring etcetera.

Discipline Policy

Discipline techniques that are used include modeling behaviors, positive reinforcement, natural consequences, redirection and time out and time in (*child is with the adult side by side until behavior is changed*). Remember a positive approach can deter many disciplinary behaviors!

If an incident occurs that involves another student, a report will be made available outlining the incident and steps that will be taken. The children and families involved will remain anonymous to each other. Remember there are not bad children, only bad behaviors.

Enrollment and Tuition Rates

Registration Fee \$75 One-time fee
(Adding to software and security system inclusion of background checks of staff and ongoing training)

Enrollment Fee \$150 Annual
(Activities on site, party rentals bouncers, crafts, toys, presenters such as clowns, zoo speakers, professional photographer available for portraits, parenting tutorials, Parent Advisory Board membership, CPR training classes available to all)

Activity Fee TBD Summer Field Trips
(A calendar of planned events will go home for each summer break for school age children and special needs school age children if possible dependent upon needs and staff available, along with cost of field trip for admission prices or gas allowance for non admission fee trips.) Trips to include, zoo, museums, swimming pools, roller skating, parks, ice skating, etcetera.

Payment

Accounts will be automatically withdrawn from checking account prior to service starting the Monday of the week. The first week's payment will be accepted by check or cash only along with a voided check included to set up automatic weekly withdrawals. There are no other arrangements accepted. Late fees will be automatically deducted from your account the day following the late occurrence. A general discount is given for prepaying for a year in advance, a savings of \$1,560 which equals \$30 off per week. This discount can be applied at any time but is not retroactive.

Infants to 18 months	\$ 229	Weekly
19 months to 3 years	\$ 219	Weekly
3 years old	\$ 209	Weekly
Preschoolers for 4 and 5 years	\$ 199	Weekly
Special Needs	\$ 304	Weekly
Schoolagers Before & After care	\$ 89	Weekly
Schoolagers on School Break	\$ 189	Weekly
Schoolagers Inservice Days	\$ 38	Daily

Discounts of **10%** will be given for a *second* and/ or *third* child for the weekly rates. The youngest child is always counted as the *first* child.

Late Pick Fee \$100 / hr to be rounded to the highest 15 minutes
i.e. 15 minutes late = \$25
i.e. 18 minutes late = \$50

If 4-hour notice is given on late pickup, fee to be rated at 50% off per hourly charge. When notification is given...
i.e. 15 minutes late = \$12.50
i.e. 18 minutes late - \$25

Early pickups or days off are not discounted on the weekly fees. We operate on a full time basis because our staff is available on a full time basis. We plan our curriculum accordingly to the supposed amount of children and staff that are scheduled.

Closed Holidays

New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Black Friday and Christmas Eve and Christmas Day. If any major holiday falls on a weekend, the closest weekend day will be observed. i.e. Friday for a Saturday holiday, and Monday for a Sunday holiday we will be closed.