



Parent Handbook 2017-2018

Philosophy of School

At Crescendo Academy, we recognize the importance of music and artistic play at a young age, especially how it is incorporated into the early education years. Activity in music and arts valued activities boosts individual's growth in development. Using creative play in making music together or individually adds to the comprehensive learning experience we provide which includes discovery taking the stage which all contributes to language, cognitive, social and fine & gross motor skill development preparing each learner for Kindergarten and the years ahead. By instructing and leading with Christian values, the spiritual development of all children is cultivated through Jesus' teachings in the classroom regularly. Uniting music, the arts and Christian values enables children at a young age to explore their individuality and gain confidence in their self as their educational journey continues.

Mission

With musical and artistic integration, Crescendo Academy guides each child through creative play and imagination to discover each individual's talents and gifts. Based on Christian values, Crescendo Academy supports the educational and faith development of each child with compassion and care.

Staff

Mrs. Erica Valori, M.Ed. Director & 3 Year Old Teacher

Ms. Kelly Arnold, 4 Year Old Teacher

Mrs. Adria Crowley, Enrichment Teacher

Ms. Rachael Choplick, Music Teacher

Mr. Jeffrey Braconnier, Founder & President

Ms. Aimee-Kate Braconnier, Vice President & Executive Director

Mrs. Elaine McCarthy, Billing

Admission

Crescendo Academy admits children from ages 2 to 5 without regard to race, color, sex, religion, national origin or ancestry. The parent of a child with special needs will be required to share IEP or physician care plan with the director and classroom teacher.

Arrival & Pickup Procedure

If your child is attending before care, please pull into a spot in our parking lot, and walk your child to the door.

At 8:55am, staff will be at the door to greet your child. Please walk your child to the door to meet a staff member.

If your child is being dismissed at 3:00pm, please form a carline starting at the front door. Our staff will walk your child to your door.

If you are picking up your child at aftercare, please pull into in the parking lot and walk to the door. Every child must be picked up by 5:30. A late fee of \$10/day will be added.

Attendance

Please notify the director either by email (director@crescendoacademy.net) or phone if your child will be absent. Please notify as soon as possible for safety purposes.

Students should arrive at school no later than 9:10 am. Late arrivals can be difficult for a child because he/she misses important socializing time with classmates.

If a child is leaving early, please send a note or email to your teacher informing her of the early departure.

If a child is absent for three or more consecutive days due to illness, a physician's note/certificate is required stating that the child is free from illness and is able to return to school.

Illness

For the health and wellbeing of all of the children and the staff at school, please keep your child home for the following reasons:

1. Fatigue or lethargic behavior
2. A fever (a child should remain home for 24 hours after the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).
3. Sore throat
4. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
5. Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge.
6. A runny nose (if there is colored nasal mucous).
7. Ringworm and lice are a common problem. Please keep them home for at least 48 hrs with treatment being provided and notify school.

Your child may become ill while at school therefore the parent or the person on the emergency contact list must always be available by phone during school hours. Please keep this in mind when choosing someone.

If your child has a communicable illness or infection such as chicken pox, pink eye, pinworm, ringworm, fifth's disease, bed bugs or head lice, **please notify the director immediately.** We will exercise additional control methods and notify parents; your identity will be protected.

Procedure For Parent Notification About Exposure Of Children To Communicable Disease

The school shall follow the recommendations of the facility's health consultant, or the local health authority regarding notification of parents of children who attend the school about exposure of their child to a communicable disease. When notification is recommended, it shall be oral or written and shall include the following information:

1. The diagnosed disease to which the child was exposed, whether there is one case or an outbreak and the nature of the exposure (such as a child in same room or facility);
2. Signs and symptoms of the disease that the parent should watch for in the child;
3. Mode of transmission for the disease;
4. Period of communicability and how long to watch for signs and symptoms of the disease;
5. Disease-prevention measures recommended by the health department (if appropriate);
6. Control measures implemented at the school; the notice shall not identify the child who has the communicable disease.

Effective control and prevention of infectious diseases in our school depends on affirmative relationships between parents, school staff and administration, public health authorities, and primary health care providers.

Birthday Celebration and Party Invitations

For celebrating birthdays in the classroom, parents may send in a special snack for everyone to enjoy. Please contact the classroom teacher for an appropriate snack, as allergies may be present in the classroom. Party invitations may only be sent into school if **all children in the class** are being invited. Gift exchange should take place outside of school.

Communication

Timely communication between teacher and parent is essential to a student's sense of well-being. Teachers will communicate with parents on a regular basis. Parents should feel free to reach out to either the teacher or director at anytime with questions or concerns.

Announcements, calendars, newsletters, and other important information will be posted to the website, facebook page, and/or via email. Handouts and written communication may be sent home via your child's folder. Be sure to check your child's folder daily. Parents may use their child's folder to send in forms, payments, and notes to the classroom teacher.

Conferences will be held in November and at request of the parent or teacher during the later part of the school year.

Daily Schedule

Before Care begins at 7:30.

Drop-off begins at 8:55 for all students with the exception of Morning Care.

The school day begins at 9:00 am for all students.

Dismissal times vary:

Half day students will be dismissed at 12:00pm.

Full day students will be dismissed at 3:00 pm.

After-care begins at 3:15 and ends at 5:30.

Discipline

Teachers and staff will use only positive guidance, redirection, and setting of clear limits that foster a child's own ability to self-discipline. Teachers and staff will encourage the students to respect themselves, property, and each other. Good behavior will be rewarded!

Aggressive or physical behavior towards staff or children is unacceptable. Teachers and staff will immediately intervene to protect the student or students and to model and encourage appropriate behavior. If a child does become physically aggressive, the child will be removed from the situation and placed in a quiet area where they can think about their actions.

Children who have a severe difficulty in socializing with others may not be ready for the preschool experience and may be dismissed at any time.

Dress Code

The student should be in his/her Crescendo Academy uniform every school day unless otherwise specified by the teacher or director. Sneakers are the recommended shoes. For the safety of your child, flip-flops and crocs are not permitted during the school year. Please provide an extra set of seasonal clothes labeled with your child's name in his/her school bag.

Our uniform distributor, *B&E* will create an online store for us in August. Students are required to wear the t-shirt or sweatshirt provided by this company. The students may wear navy, khaki or grey bottoms (shorts, pants, or skirt). The uniforms will be delivered to school and can be picked up the first day of school. Students should wear sneakers daily. Please avoid open toe shoes.

Immunizations

All students must provide an up to date state required health form before or within the first 15 days of school. To access the required health form, visit the website, www.crescendoacademy.net.

Medications

Medicine will only be given when written consent is provided by the parent to the director. The medication must be provided in original container with complete prescription, directions, and child's name clearly labeled. All medications must be handed directly to the teacher or director at drop off. No medication may be left in the child's school bag.

Potty Policy

All three and four year old's enrolled in the program must be independent in the bathroom. Teachers will assist with lifting on the toilet and with fastening of buttons and zippers on clothing.

In the event of a wetting accident, children must be able to change themselves independently. Staff will provide wipes for the child to clean his or her self. In the event of a BM accident, the parents will be called to change the child. The child may then return to class.

Tuition and Fees

Tuition is billed in 10 monthly installments beginning in August of the upcoming school year.

Program	Amount
3 Year Old	
5 Day, Full Day	\$5,000
3 Day, Full Day	\$4,450
5 Day, Half Day	\$4,000
3 Day, Half Day	\$3,450
4 Year Old	
5 Day, Full Day	\$5,000
3 Day, Full Day	\$4,450
5 Day, Half Day	\$4,000
3 Day, Half Day	\$3,450
Lunch Bunch	\$10/day
Before/After Care	\$10/day

A non-refundable application fee of \$50 is due at the time of registration.

Monthly tuition coupons have been provided to you and should be included with payment each month. If you would like to use the online payment option, you may pay using the PayPal invoices sent to you each month. If you use PayPal, you do not need to send in the tuition coupon.

Tuition is due on the 1st of every month. If payment is received after the 5th of the month a \$10.00 late fee will apply. The \$10.00 fee is automatically added to the next bill. The first tuition payment is due on August 1st with the final payment on May 1st.

If tuition becomes delinquent after two months, you will have ten days from notification to meet your financial commitment. Failure to do so will result in the removal of your child from school.

If your child misses preschool due to a trip, illness, etc. the tuition still must be paid for that time.

All questions or concerns regarding tuition may be referred to Elaine McCarthy. Elaine can be reached at 610-544-5217 or by email at emccarthy@catholiccommunitychoir.com.

In addition to tuition, a \$25.00 supply fee will be collected in September and January during the tuition billing period.

Parent Participation

Parents are welcome and encouraged to volunteer in the classroom, lunchroom or party days. Please make arrangements with the teacher. We love when parents (or family members) with special talents come and visit with the children. If you would be willing to share your experiences and knowledge with our students, please contact your child's teacher or director.

School Closures

In the event of inclement weather, closures and/or delays will be sent via email and posted on all social media sites. If there is a 2-hour delay, School will open at 11 am. **There will be no before care when school is running on a 2-hour delay.**

Supplies

Please label all sweaters, jackets, sweatshirts, backpacks, cups etc. with your child's name. All students should have a backpack that is big enough to fit a folder. If your child is a full day student, be sure to pack them a lunch each day. Full day students must also bring a rest mat. We will provide a morning snack and again at aftercare. Classroom teachers may ask for additional supplies throughout the year.

Fire, Emergency Evacuation, Shelter in Place & Lock Down Procedures:

Fire Drills will be held monthly in accordance with state regulations. All other drills will be held on a regular basis for safety of the students and staff.

Documentation of Authorized Caregivers

The Administration will maintain files that include the names, addresses and telephone numbers of individuals whom parents have authorized to care for the child, to pick up children for them, and to take children out of the facility on trips.

Policy for Handling an Unauthorized Person Seeking Custody:

1. The Administration will contact the custodial parent.
2. Telephone authorization to release a child will be accepted only in concert with prior written authorization from the custodial parent.
3. No child will be released without the presence or permission of the custodial parent.
4. The Administration will notify the police if an unauthorized person seeks custody of the child.

Photographs

During the school year, photographs may be taken of school events that include the children. These pictures may be used on our website or in local newspapers. A photo release must be signed in case your child is included in one of these photographs.

For our records, as well as your pleasure, children will be photographed by a commercial photographer during the school year. You are under no obligation to purchase the photographs and may request that your child not be photographed at all. A flyer will be sent home with the date the photographer will be at school and information for purchasing these photos will be included.