

# Parent Handbook

## Tiny Scholars Academy

**Tiny Scholars Academy Family Handbook**

Serving Children Ages 6 Weeks to 5 Years

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# Tiny Scholars Academy



Dear Families,

Welcome to Tiny Scholars Academy! We are delighted you have chosen to partner with us in your child's early learning journey. Our program is rooted in love, learning, and intentional care. At Tiny Scholars, we believe every child is a scholar in the making, curious, capable, and full of potential. Our team is committed to creating a warm, inclusive environment where children grow through play, exploration, and meaningful relationships. We look forward to getting to know your family and supporting your child's development every step of the way.

With gratitude,



Gianel Santana Buck Owner & Director

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# Vision, Mission, and Educational Philosophy



## Our Vision

To inspire lifelong learning from the crib to kindergarten.

## Our Mission

To nurture confident, curious learners through play-based, responsive care.

## Core Values

Respect for childhood and natural development, Family partnership and community building- Culturally responsive, inclusive practices- Safety, consistency, and joy in everyday learning



# Our Educational Philosophy

At **Tiny Scholars Academy**, we nurture young minds from **6 weeks to 5 years** with a warm, play-based, and Waldorf-inspired approach to early childhood education.

We believe children thrive when surrounded by rhythm, creativity, and love. Our classrooms are filled with storytelling, nature exploration, art, music, and purposeful play that supports development of the whole child—**socially, emotionally, and intellectually**.

We honor each child's individuality and proudly offer:

- **Bilingual learning** to support both English and Spanish-speaking families
- A safe, inclusive space for **children of all abilities and cultures**
- A strong commitment to **high-quality care** through DHS licensing, BrightStars, and trained, dedicated staff
- A strong **home-school connection** with open communication and family participation

At Tiny Scholars Academy, we're more than a daycare—we're a community that believes in protecting childhood, honoring diversity, and planting the seeds for a lifelong love of learning.

## PARTNERSHIPS

- Tiny Scholars Academy (TSA) is in partnership with many agencies to provide the best care and educational experience for our children:
- **DHS** - Department of Human Services is our licensing agency. We work closely with them to provide the best and safest care for our children.
- **DCYF** - Department of Children, Youth & Families is Rhode Island's Child Protective Services. We work alongside DCYF to ensure the safety and protection of our children.
- **RIDE** - Rhode Island Department of Education. We provide on going professional development to our staff through the Rhode Island Department of Education.



# Class Categories & Age Groups

## TINY SCHOLARS

### LITTLE LEARNING ADVENTURES



**BRIGHT  
BEGINNINGS**

**6 WEEKS –  
12 MONTHS**



**LITTLE  
EXPLORERS**

**1–2 YEARS**



**CLEVER  
CREATORS**

**2–3 YEARS**



**TINY  
SCHOLARS**

**3–5 YEARS**



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their first steps in their educational journey.

Tiny Scholars Academy is a licensed early childhood program dedicated to serving children from 6 weeks to 5 years of age. Our program blends a play-based, Waldorf-inspired approach with the Rhode Island Early Learning and Development Standards (RIELDS), ensuring that every child experiences age-appropriate, culturally responsive learning. We offer a nurturing environment designed to support each stage of early childhood development while embracing family and community partnerships.

## Our Curriculum

Our Center program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

### The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

### The Waldorf teaching method,

A holistic approach to education developed by Rudolf Steiner, focusing on the child's individual development through various stages and emphasizing the integration of art, movement, and practical activities into the curriculum.

### Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

### Our curriculum focuses on the following key developmental areas:



**Social & Emotional Development**



**Language & Literacy**



**Early Math & Problem-Solving**



**Science & Discovery**



**Fine & Gross Motor Skills**



**Creativity & Imagination**

## CURRICULUM

Tiny Scholars practices Emergent Curriculum in our classrooms. Emergent Curriculum is a philosophy of teaching, and a way of planning a children's curriculum, that focuses on being responsive to their interests. The goal is to create meaningful learning experiences for the children.

In our classrooms we practice Creative Curriculum. The philosophy behind Creative Curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

Curriculum is shared with families via our Brightwheel app to enhance the home to school connection. Our curriculum is play-based and Waldorf-inspired, aligned with RIELDS.

Spanish is also embedded throughout the structured day. Children engage in- Free play, learning centers, outdoor play- Circle time, sensory activities- Art, and music.

## Enrollment Requirements

To enroll your child at Tiny Scholars Academy, the following must be submitted:

- Completed Enrollment Form
- Child's birth certificate
- Current immunization and physical exam record
- Parent/Guardian contact info
- Social-emotional background
- Written authorizations for field trips/special activities
- \$50 registration fee and first week's tuition

Each child's file must include:

a. An application form completed by the parent/guardian containing the child's name, birth date, parent's/guardian's name, current address and phone number and work or school address and phone number;

b. Date of enrollment;

c. Evidence of annual health exam;

If a child is a foster child or is experiencing homelessness, a grace period of ninety (90) days can be granted to obtain the annual health examination documentation.

d. Immunization record;

If a child is a foster child or is experiencing homelessness, a grace period of ninety (90) days can be granted to obtain the immunization documentation.

e. Written authorization from the parent/guardian for emergency medical treatment;

f. Written reports of injuries, accidents or illness occurring while the child is in the program and any treatment administered;

g. Information pertaining to the child's progress, growth and development, including IEP/IFSP information, if applicable;

h. Transition plans;

i. Written authorization from the parent/guardian for the child to participate in and be transported for field trips, special activities or events, and other activities that are not part of the program's daily routine;

j. Names of individuals to whom the child may be released;

k. A statement signed by the parent/guardian authorizing the program to act in an emergency;

l. A parental consent form which authorizes or prohibits the program to photograph or videotape a child and to use images in publications, websites and social networking sites; and

Files for Infants and Toddlers contain the above requirements as well as:

a. Developmental and health history;

b. Habits of feeding, foods used, and a schedule for introducing new foods;

c. Toilet and diapering habits and procedures;

d. Sleep and napping habits;

e. Child's way of communication and being comforted;

f. Play interests and habits; and

g. Personality and temperament specifics.

Children's files are updated on an annual basis.

## Withdrawal Policy

Two weeks' written notice is required for withdrawal.

Failure to do so may result in continued tuition charges.



## Enrollment Ratio

Total: 50 children

- 8 Infants (6 weeks – 18 months)
- 24 Toddlers within 2 classes (18 months – 3 years)
- 18 Preschoolers (3 – 5 years)



Age Group	Age	Maximum Staff/Child Ratios	Maximum Group Size
Younger Infants	6 weeks – 12 months	1:4	8
Older Infants	12 – 18 months	1:4	8
Toddlers	18 – 36 months	1:6	12
Preschool 3-5	3 years old	1:9	18

## INCLUSIVE ENVIRONMENT

Tiny Scholars Academy supports children and families of all abilities by reasonably modifying our classroom equipment, learning material and curriculum, whenever possible, in order to meet the needs of all children and their families.

## CHILD ASSESSMENT

TSA Child Assessment for Infant, Toddler and Preschool classrooms is documented on our Brightwheel App. With this program we can observe and document children's learning goals and align them with the Rhode Island Early Learning Developmental Standards (RIELDS).

Parent-teacher conferences are held twice a year upon request.

## TRANSITIONS

As your child grows and graduates to new classrooms, our schools strive to provide a smooth transition. We help children transition as they become developmentally ready for the next age group (not solely based upon their age). By planning transitions, we can help children adjust to new settings and approach new experiences in a positive way.

## Tuition & Fees

### The Weekly Tuition Guide

Monday through Friday - 7:00am to 5:00pm - year round-minus July

The following chart outlines the weekly tuition for programs at Tiny Scholars Academy. The weekly tuition is due on Friday for the coming week and is paid electronically through Brightwheel - a secure payment service provided by the nation's leading early childhood management software company. Please note: Credit Card Payments have a 3.5% processing fee (except for the \$50 registration fee). There is no processing fee for electronic payments made by checking or savings account. After reviewing the tuition guide, please indicate when enrollment will begin, the hours of attendance, and the days of attendance so you may secure the appropriate days and hours of attendance for your family.

Enrollment will begin on: \_\_\_\_\_ Month / Day / Year

from the hours of : \_\_\_\_\_ (arrival time) to \_\_\_\_\_ (departure time)

The days of attendance will be  
(please select which days):

Monday

Tuesday

Wednesday

Thursday

Friday

.

**Bright Beginnings** (infants 6wks-18 months)

part time minimum for all ages = 2 days (when available)

1 day: .....	\$80
2 days: .....	\$170
3 days: .....	\$240
4 days: .....	\$320
5 days: .....	\$400

**Little Explorers & Clever Creators** (Under 3)

(except Bright Beginnings)

1 day: .....	\$71
2 days: .....	\$152
3 days: .....	\$213
4 days: .....	\$284
5 days: .....	\$355

**Tiny Scholars** (3 Years & Older)

1 day: .....	\$65
2 days: .....	\$140
3 days: .....	\$195
4 days: .....	\$260
5 days: .....	\$314

**Additional Information:**

For all new registrations, there is a non-refundable \$50 registration fee per family.  
 These rates apply to any schedule during the hours of 7:00am to 5:00pm  
 When available, enrolled children may attend an additional day for \$42 per instance.  
 Early drop-off and late pick-up fee: \$1.50 per minute.  
 Late payment fee: \$20  
 Return payment fee: \$25  
 Sibling Discount: 10% for 2nd child

**Financial Policies**

**LATE PICK UP POLICY**

If a child is left at TSA past his/her contracted scheduled time and/or after our normal closing time, a penalty of \$15.70/day-  
 Late Pickup: \$1.50/minute. Enrollment may be terminated if unpaid after 2 weeks- Tuition is non- refundable and due  
 regardless of absence or closures If you are consistently late in picking up your child, you may be asked to secure other child  
 care arrangements.

Should you have any questions, please do not hesitate to contact  
 our school director.

**Absence due to illness**

You are responsible for payment of weekly tuition.  
 When your child is going to be absent, please call the school as early  
 as possible. If your child has a contagious illness, let us know so that we  
 can alert other parents to look for symptoms in their children.  
 Should the Department of Health require we close a classroom, or  
 school, due to a COVID-19 positive case, your child's weekly tuition is  
 still due.

## Meals and Snacks. edit

### Nutrition

1. All meals and snacks provided by the program will meet current United States Department of Agriculture (USDA) Child and Adult Care Food Program nutritional standards .
2. The program does not serve drinks with caffeine and/or sweetened artificially or with sugar, including soda and flavored milk.
3. Children are provided the opportunity to eat at intervals not to exceed three (3) hours.
4. Menus for meals and snacks are planned and are posted weekly.
5. On special occasions (not to exceed two (2) per month) food and beverages (not to include soda or other caffeinated drinks) that do not meet nutritional requirements may be served in addition to required meals and snacks.

Drinking-water is readily available and offered throughout the day, especially before, during and after outdoor play.

### Food Allergies

1. For each child with food allergies or special nutritional needs, the program requests that the parent/guardian obtains a care plan from the child's health care provider.
2. The program makes provisions for protecting children with food allergies from contact with the allergen(s).
3. The program asks the parent/guardian of a child with food allergies to give consent for posting information within the program about that child's food allergy.
  - a. If consent for posting is provided, that information is posted in the food preparation area and in the areas of the program the child uses.
  - b. If consent for posting is not provided, then this information is shared verbally with all relevant staff, including substitutes, and is documented in the child's file.

TSA is a nut free environment. Any foods that contain nuts or traces of nuts are prohibited. Foods which may contain traces of nuts or are processed in facilities which also process nuts are also prohibited, so all food labels must be read carefully. On a case by case basis, certain classrooms and/ or certain schools may elect to also prohibit other specific foods in order to protect the health and safety of their population. Due to the possibility of cross contamination, our central kitchen is not equipped to produce meals or snacks for children with severe allergies. To ensure the child's health and safety we advise parents to send meals from home in the case of an extreme allergy or special dietary need but we will work with you to help accommodate the child in his/her classroom as best as possible.

### INFANT FOOD PREPARATION

Your infant will follow the individualized daily schedule that you share with us. To help us follow this schedule for your child; please prepare the appropriate amount of food each day labeled with your child's first and last name. If your child is using a sippy cup, a daily supply is needed. All unused food and bottles will be sent home with you and your child at the end of the day.

Nursing mothers are welcome to visit their infants at any time of the day and we are happy to work with you to accommodate your preferred feeding schedule. If you are supplying breast milk in bottles, the child's full name must be written on the bottle and instructions for storage and warming the milk should be given to your child's teacher.

### MEALS & SNACKS

Tiny Scholars will provide two snacks for children one year old and up. Parents will provide breastmilk/formula and pureed food for their infants.

All snacks are included in the cost of weekly tuition. We can accommodate minor food allergies. If your child has significant food allergies, or if it is your preference, you may also pack snacks from home. Food from home needs to be in a lunch box with an ice pack for storage; we will not be able to heat up individual food items.

**All food brought into the building from home must be nut free.**

## Communication with Families

TSA uses the Brightwheel App for parent communication. To learn more about Brightwheel, please visit:

<https://mybrightwheel.com>

Our teachers use brightwheel to relay daily information, share pictures and videos, send newsletters, and track developmental progress for each child's portfolio. Parents use brightwheel to check their child in and out for the day, online bill pay, messaging directly with our directors, teachers, and much more!

Please remember our teachers' responsibilities are to teach and keep the children safe, so they are unable to respond to your texts immediately. **If you need to contact someone and get an immediate response, please call the center.** You may customize your notification settings and receive our communications in the language of your choice. You will receive an invitation to Brightwheel via email or text. Please create a free parent account using either the **web** or by downloading the mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.

## WEATHER & RELATED CLOSINGS

In the case of severe weather please be on the lookout for messages via our Brightwheel App for any closing, delay or early release information.

## Health & Safety Policies

### CLASSROOM STAFF & LEADERSHIP TEAM

Required immunizations for childcare workers:

- 1 dose of Flu vaccine every year
  - 2 doses of MMR (measles, mumps, rubella) vaccine
  - 1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine
  - 2 doses of Varicella (chickenpox) vaccine
- All Staff employed by TSA are required to be background checked and fingerprinted before they are able to begin work.

## Holiday Closures & Breaks

TSA will be closed for scheduled holidays, which are listed in your centers policy and tuition sheets and on our website. Because these holiday are taken into account when determining our tuition rates, tuition is charged on a weekly basis without credit for those holiday for which we are closed, unless otherwise specified.

We are closed: 2025-2026

- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving
- Christmas & New Year (Dec 22–Jan 2) No Charge
- MLK Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- All of July ( No tuition charged)
- Winter Break
- Spring Break



Note: Spring break and winter break are optional. If you choose not to send your child these dates (TBD in advance) you do not have to pay tuition but you must give at least a months notice so that we may prepare staffing.

## ♥🩹 CHILDREN'S HEALTH RECORDS

Prior to enrolling, we require copies of updated physicals and immunization records for your child. TSA prioritizes the health & safety of all members of our community and as such we believe firmly that immunizations help prevent the spread of preventable and communicable diseases. For that reason, we strongly recommend that all children are immunized in accordance with the U.S. Centers for Disease Control and Prevention (CDC) "Recommended Immunization Schedule.

Additionally, we strictly follow guidelines and requirements set forth by the RI Department of Health (DOH). Exemptions to the state DOH requirements for medical or religious reasons will be accepted with appropriate documentation. Medical exemptions must be submitted in writing with documentation from the child's pediatrician. Religious exemptions will be accepted with a sworn statement from the child's parent/guardian that immunization is contrary to sincere religious beliefs.

Any child admitted by a medical or religious exemption without full immunizations shall be subject to exclusion from the program in the event of an outbreak or incidence of any vaccine- preventable communicable disease for the appropriate exclusion period as defined by the local Department of Health and/or CDC. Personal exemptions for the influenza vaccination will be accepted in accordance with state regulations; however, children who do not receive the annual influenza vaccination will be excluded from care in the event of a confirmed case of influenza at the school. Families will be required to pay their full weekly fee to maintain their child's enrollment at TSA during the period of exclusion, which may last up to 14 days per case of diagnosed influenza.

## 🩺 ADMINISTRATION OF MEDICATION

You must fill out a Medication Consent Form for the administration of any medications. If at all possible, please see if the dosage times can be arranged during the hours when your child is not attending school. All prescribed medications must be given directly to a member of the school administration. Non- refrigerated medications will be stored out of the reach of children. Medications requiring refrigeration will be stored in the kitchen.

The administration of medications must be controlled and documented as follows:

- The medication must be in the original pharmacy container and be clearly labeled with the child name, physician's name and telephone number, medication name, dosage and time frame for administration.
- The initial dose must be given at home in order for the parent to evaluate any potential side effect(s).
- The child must be on the medications for 24 hours prior to their return to the program.
- Over-the-counter medications will only be administered with a written physician order.
- A doctor's order must be written for each individual med. The order must include specific instructions as to the dosage, schedule, method and length of time. Please bring in unopened medication that has been labeled with your child's name. The expiration date should be after the timeframe for administering.
- Topical, non-prescription medications may only be administered to a child with the written permission of the parent and a written order by the physician. The School will not administer any such topical cream contrary to the written directions on its original container unless directed to do so by a physician's written order. Topical creams will be stored in the classroom in an area that is inaccessible to children.

Children with chronic health conditions will have an Individual Health Care Plan which will describe symptoms and medical treatments that may be necessary while in care. Parents are responsible to educate TSA staff on their child's plans and needs. Documentation from their physician will be necessary. Any emergency medications such as epinephrine auto injectors must be immediately available for use as needed.

## CLEANING

Our classrooms are cleaned each night. In addition, assigned staff will ensure that our school is cleaned, disinfected, and sanitized according to the schedules created by NAEYC and Caring for Our Children. High-touch surfaces will be cleaned and sanitized more frequently. We have assigned staff to frequently clean and disinfect bathrooms, common spaces, playground, and toys/equipment.

### ACCIDENTS AND EMERGENCIES

Keeping your child and all children safe is our priority. All staff are trained in first aid and CPR for all age groups. Minor accidents, such as cuts and scrapes, will be treated with soap and water; bruises and bumps treated with ice. All incidents and injuries will be reported to parents on an Incident/Accident Report Form within 24 hours of any such occurrence. In the case of a more serious injury, once an assessment of a child has been completed and medical attention is needed or required, we will contact 911 and summon an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive.

### CHILD PROTECTION MANDATE

At TSA we use positive behavior supports. No physical punishment or harsh language. We work collaboratively with families when additional support is needed. In order to grow and learn, a child's basic needs for good nutrition, shelter, medical care, cleanliness, appropriate discipline, love and self-esteem must be met. Children need a safe, nurturing environment that makes them feel secure and loved. Our commitment is to provide the best possible environment to support your child's healthy development. To help assist us in this endeavor, we ask that you keep us informed about any outside situations that will affect your child. If you are having difficulty in providing for your child's needs, please speak with your Director. She/he can provide you with a list of outside resources that can provide you with additional support.

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### COURT AND RESTRAINING ORDERS

When parents enroll, they are informed of our policies concerning custody disputes and restraining orders. Unless a copy of a Court Order granting custody to only one parent is on file, we do not have the legal authority to refuse parental pick-up. If a non-custodial parent does attempt to pick-up a child, the school will refuse by citing that we are obeying a Court Order. If a Restraining Order that pertains to the child is in place, the child's parent or guardian must inform the School Director so that the following steps can be taken:

1. A copy of the Restraining Order will be placed in the child's file; if possible, a picture of the person the Restraining Order is against should be included.
2. The police will be immediately notified if the person whom the Restraining Order is against tries to pick up the child.



### CONFIDENTIALITY

Tiny Scholars academy believes in protecting the confidentiality of all families. We will not discuss one family with another without prior mutual consent nor will we release family information to parties outside the school or to the general public. Staff members cannot discuss the children or families at any time. We hope that all families will follow the same principles of confidentiality with respect to the children, families and staff.

### CHILD ABUSE AND NEGLECT

Anyone may report concerns of Child Abuse and Neglect to the appropriate state agency as a non- mandated reporter. However, TSA and its teachers, fall into the following category, as a mandated reporter and we must file a report when or if we believe a child is being abused or neglected.

### MANDATED REPORTER

Any physician, medical intern, or hospital personnel engaged in the examination, care or treatment of persons; medical examiner, psychologist; emergency medical technician; dentist, nurse; chiropractor; podiatrist; osteopath; public or private school teacher; educational administrator; guidance or family counselor; day care worker or any person paid to care for or work with a child in any public or private facility, or home or program licensed by the state is considered a Mandated Reporter. This includes programs that provide day care or residential services to children or which provide the services of childcare systems and childcare food programs; probation officer; clerk/magistrate of the district courts; social worker; foster parent; firefighter; or police officer.

### REDIRECTION

Redirection, reflection time, guidance, and positive reinforcement are the techniques employed by the TSA Team Members to manage child behavior. For children who are destructive or physically harmful, dismissal from the school by contacting the parent and having them remove the child may be necessary. If a child's behavior is considered harmful to others, TSA may need to terminate that child's enrollment in the program.

## Policies & Practices

### ARRIVAL AND DISMISSAL

Upon enrollment you will sign a contract stating the time you will be dropping your child off and picking them up. It is imperative that you follow this schedule, so our directors can staff our building accordingly. When you arrive, please check-in every child entering the building using the Brightwheel communication app; and remember to check-out your child(ren) at pick-up time.

### CLOTHING, DIAPERING AND TOILET TRAINING

All children should wear comfortable clothes that do not inhibit physical activity or messy art projects. Children should wear sneakers or rubber soled shoes that are safe for climbing and running. All footwear should be closed toed to ensure the safety of your child. For children who still wear diapers, parents need to provide a weekly supply of diapers and diaper wipes. For children being toilet trained, we ask that you send in extra clothes and an adequate supply of underwear. All soiled clothes will be placed in a plastic bag for you to take home same day. **Please label all belongings. TSA is not responsible for unlabeled, lost or misplaced articles.**

### REST PERIOD/SAFE SLEEPING HABITS

We will provide an established rest time for the children in conjunction with licensing requirements. Toddlers and preschoolers sleep on cots and we will provide all appropriate linens. If you would like to supply your child's bedding, please bring a crib sheet and blanket. Bedding items will be laundered at the school; for items supplied by you, they should be brought home and laundered every week. All bedding items will be stored daily in a container that we will provide to you. If your child does not nap, we will provide quiet activities during the rest period. The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep may reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your infant does not usually sleep on his/her back, please contact your pediatrician immediately to discuss best sleeping positions for your baby. At Tiny Scholars Academy we follow these required safe sleep practices as recommended by the American Academy of Pediatrics. Infants up to twelve months of age will be placed for sleep in a supine position (wholly on their back) for every nap or sleep time. Infants will be placed for sleep in a safe sleep environment, which includes: a firm mattress covered by a tight-fitting sheet in a safety-approved crib and no other items will be placed in the crib occupied by an infant except for a pacifier. Infants may not sleep in a car seat, bouncy seat, infant seat, swing, or any other type of furniture/ equipment that is not a safety-approved crib. Soft or loose bedding will be kept out of sleep environments. These include, but are not limited to: pillows, sleep positioning devices, blankets, bibs, etc. Infants will not be swaddled, but rather parent provided one-piece sleepers may be used. School aged children will not nap but we include opportunities for quiet, rejuvenating activities at different times of the day (at the discretion of each individual School's Director).

### Family Involvement

We encourage you to join us at the center whenever you can. You can do this by volunteering to help in the classroom or coming to read a story to your child's class. You can engage by sharing cultural traditions and participating in events and celebrations. You could also ask your child's teacher if they need classroom supplies or help preparing materials for a classroom project.

Parent Teacher conferences will be held upon request and twice annually on designated days which will be previously communicated.

### VISITORS & ASSISTANCE

We are happy to accept any service providers who come in to serve our children - whether it is Early Intervention or the Public School Department.



# Daily Schedule Overview

Time	Activity	Description
7:00-8:30am	Arrival & Free Play	Arrival, Handwashing, Breakfast
8:30 - 9:00 AM	Morning Circle	Bathroom, Handwashing, Circletime
9:00 - 10:00 AM	Learning Centers	Rotating literacy, math, art, and science stations.
10:00 - 10:30 AM	Snack Time	Healthy snacks and hydration break.
10:30 - 11:30 AM	Outdoor Play	Gross motor activities and team games.
11:30 AM - 12:00 PM	Storytime & Music	Read-aloud sessions and sing-along.
12:00 - 12:30 PM	Lunch	Social mealtime and table manners practice.
12:30 - 1:30 PM	Nap/Rest	Quiet rest with soft music.
1:30 - 2:30 PM	Hands-On Exploration	STEAM, sensory play, or dramatic role-playing.
2:30 - 3:00 PM	Afternoon Snack	Light snack before final activities.
3:00 - 3:30 PM	Creative Expression	Arts, crafts, and self-expression activities.
3:30 - 4:00 PM	Outdoor Play	Gross motor activities and team games.
4:00-5:00pm	Reflection & Dismissal	Closing circle and preparation for pick-up.

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

## **Dress Code Guidelines**

### **Comfortable, Play-Appropriate Clothing**

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

### **Weather-Appropriate Attire**

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

### **Shoes for Safety**

- Closed-toe shoes with rubber soles are required.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

### **Extra Clothing Requirement**

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

**All clothing and accessories must be labeled with the child's name to prevent mix-ups.**



## What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

## Personal Belongings Policy

### Items to Bring Daily

- **Backpack**  
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**  
labeled with the child's name
- **Lunch & Snacks**  
if not participating in the school meal program
- **Nap-time Items**  
blanket, soft toy, pillow if applicable

## Items Not Allowed at School

- **Toys from home**  
except for special sharing days
- **Electronic devices**  
tablets, smartwatches, phones
- **expensive or sentimental items**  
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

# Parent Handbook Agreement

I, ....., the parent/guardian of ....., have read and reviewed the Tiny Scholars Academy Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- I understand and agree to abide by the attendance and tardiness policies.
- I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- I will comply with the school's dress code and personal belongings policy.
- I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I acknowledge the field trip and special activities policy and will provide permission as required.
- I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

## Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Tiny Scholars Academy:

### Primary Contact:

Name:

Relationship:

Phone Number:

### Secondary Contact:

Name:

Relationship:

Phone Number:

### Additional Authorized Pickup Person(s): (if applicable)

Name:

Relationship:

Phone Number:

**Any changes to authorized pickup persons must be communicated to the school in writing.**

### Non-Discrimination Policy

We do not discriminate based on race, gender, religion, disability, or orientation. All families are welcome.

### Parent/Guardian Signature

Parent/Guardian Name:

Signature: \_\_\_\_\_

Date: