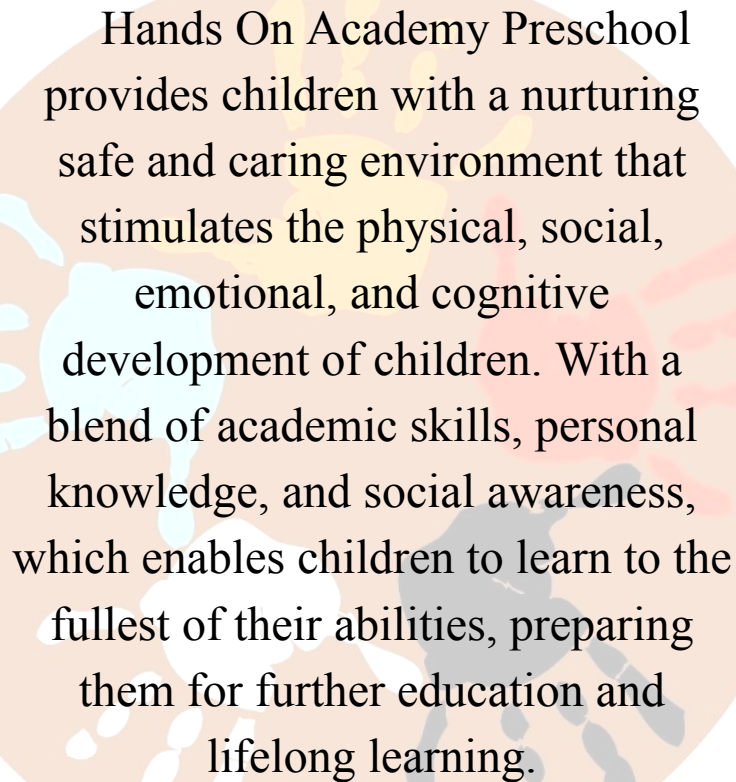


**HANDS ON  
ACADEMY**

## **Mission Statement**



Hands On Academy Preschool provides children with a nurturing safe and caring environment that stimulates the physical, social, emotional, and cognitive development of children. With a blend of academic skills, personal knowledge, and social awareness, which enables children to learn to the fullest of their abilities, preparing them for further education and lifelong learning.

# HANDS ON ACADEMY

## Philosophy and Goals

Hands On Academy Ltd is designed to meet the emotional, social, physical and intellectual needs of children in a safe, home-like and loving environment. The unique characteristics of each individual child are valued, and a well-trained and talented staff nurtures each child's interests and developmental advances. We believe childhood should be a time of joy, love and adventure. At Hands On Academy Ltd children are appreciated for their diversity, their challenges, their successes and their tremendous potential. Our center's child caring philosophy is based on flexibility and choice for the children. The center acknowledges and accommodates the developmental stages of the child; the child does not have to change to fit the center.

The center is a home away from home for both the children and their parents. Communication with parents is a top priority. The staff carefully follows parents' instructions when feeding and diapering the children. With daily communication through conversation, written notes, and Brightwheel®, a communication application from your smartphone, the staff and parents form a team to help each child's day run smoothly. In addition to daily communication with the parents, each classroom produces weekly notices. Parents are always welcome to drop in anytime during the hours the center is open.

Children's most important years for emotional, social and intellectual development are ages birth through five. They require feeling loved, secure and accepted as they begin their educational process which will extend from early childhood through adolescence and into early adulthood. We foster the belief that it is during these critical years a child discovers his/her unique qualities, self-worth and, if properly stimulated and guided, those of his/her peers. It is our goal to provide children with a sense of trust in the world away from home, joyful memories of special friendships, and incite perpetual interest for acquiring knowledge.

## Curriculum Philosophy & Practices

All of our activities provide a nurturing and educational environment for these age groups. Activities are domain specific and include the following  
Activities to develop cognitive skills; Ways to enhance communication and language skills; Early Literacy development; Technology; Gross and fine motor skills; Music and movement, fingerplays, and songs; Enhancing sensory development; Indoor and outdoor activities; Individual and small group activities to build social skills for life.

**The Investigator Club Curriculum** is a comprehensive fully integrated inquiry-based curriculum for our twos and fours with a focus on “**Play With A Purpose**,” utilizing the Power of Investigation, the Power of a Story, and the Value of Characters. It builds upon children’s natural curiosity about the world and their place in it. The heart of the Investigator Club awakens the scientist and the explorer in every child.

The Investigator Club Curriculum is researched based with an emphasis on oral language development, print-rich environment, in-depth content across domains, integrates technology, “best practices” in literacy for early readers and writers, problem solving, math and science processes, provisions for social and emotional growth, assessment, and professional development.

This outstanding curriculum has the tools to help accommodate every child’s unique needs with differentiation of instruction, lesson modifications, Individual Educational plan reminders, varied instruction methods, ongoing assessment and intervention strategies, and strong researched based materials. Instruction in the Investigator Club Learning System is scaffolded through 10 critical domains of learning, providing support for children to build knowledge over time which allows them to have a deeper understanding of concepts and a broader level of experience.

## Our Programs...

Learning should only be this much fun!

“The more that you read, the more things you will know.  
The more that you learn, the more places you’ll go.”  
– **Dr. Seuss**, *I Can Read With My Eyes Shut!*

Reading and literacy are an integral part of our program from toddlers through kindergarten, every classroom is stocked with books.

### Nursery

We believe that who children become is equally essential as what they know. That is why infant teachers form caring, nurturing relationships with your baby in order to instill a sense of security and trust, which will serve as the foundation for later social abilities.

Learning is exciting, and your infant has an insatiable curiosity. Our holistic methods give instructors the resources and direction they need to fully support each child while focusing on all elements of their development.

### Wobbling Toddlers

A multi-fold curriculum is introduced to the toddlers that helps develop the traces of complex thinking and important social and emotional developments that occur during the toddler years. Learning to navigate through interest areas in the classroom and rotating in small groups help the toddler learn through a hands-on, creative, fun environment as academics are presented in an appropriate setting that meets the developmental needs of a 18 months to 2.5-year-old.

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## **Pre- K**

Preschool children enjoy spending time with other youngsters their own age and becoming involved with group activities. Structured educational programs introduce them to basic concepts in language arts, math, science, social studies, and art. We have specifically designed learning centers for individual and group projects that encourage children to make discoveries about themselves, fellow beings and the world we all live in and share. Our staff plans activities for groups as well as for individual children in order to foster their development in all areas.

## **Kindergarten**

Pre-kindergarten children exhibit growing physical and intellectual independence made possible by acquired physical skills and complex language. Daily structured educational programs stress language arts, math, science, social studies, and computer skills. There is also an end of the year graduation ceremony. Creativity is encouraged and learning experiences presented as a healthy mixture of fun and challenge at our learning centers.

## **After School Program**

We offer a safe, stimulating environment. After School is spent exploring in free play, and educational tv time spent with special friends. Parents must provide a midafternoon snack.

## **Vacation Camp**

Ask about our Vacation Camp program. Easter & July/August.

## **New Student/Parent Orientation**

- Registration is ongoing year-round provided classroom space is available.
- School tours are given from 8am-1pm Mon –Fri. Appointments only.
- Handbook is reviewed with the parent upon registration.
- New student orientations are held in the last week of August each school year for All classes.



## General Information

Our staff members are experienced early childhood and Montessori educators and caregivers dedicated to the academic, emotional and physical well-being of every child. Due to Covid-19 we have to change our open-door policy to visits by appointments only. This will still give us the opportunity to become acquainted and will allow you to partake in your child's education, sharing in his/her achievements.

*The Hands On Academy does not discriminate against anyone on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability.*

*We include children with special needs when possible.*

**Hours of Operation** Monday thru Friday 7:30 AM to 2:00 PM (preschool)  
Monday thru Friday 7:00 AM to 3:00PM (Nursery)

**Holidays** We observe the following holidays:

New Year's Eve	Good Friday
New Year's Day	Easter Monday
Carnival Monday & Tuesday	Indian Arrival Day
Ash Wednesday Day	Labour Day
Spiritual Baptist Day	Corpus Christi
African Emancipation Day	Independence Day
Republic Day	Divali
Christmas Day	Boxing Day
Eid-ul-Fitr	

If the holiday falls on Sunday – Facility will be closed Monday.

## **Parental Involvement**

Time is the most important investment you can make in your child. We encourage parents to be active participants in school activities. However, as a volunteer or guest of the classroom, a parent may not discipline, help with diapering or toileting, or be alone with children other than his/her own.

Children will be evaluated, formally and informally, throughout the school year while performing age-related activities and tested on material covered in the curriculum. Written progress reports will be sent home at the end of each term for your consideration. Parent conferences are always available throughout the year.

## **Drop Off / Pick-Up Policy**

All children must be signed in and out by a responsible adult of 18 years old or older. Proper I.D. is required. Our facility will not release a child to any adult who is believed to be intoxicated or impaired. A minor or unauthorized.

## **Meals**

Breakfast may be bought and eaten at school until 9:00 AM. A nutritional variety of snacks including, but not limited to: milk, fruits, cheese & crackers, puddings, and raisin for mid-morning and mid-afternoon snack.

Hands On Academy Ltd has an optional lunch menu with well-balanced meals. If you choose to bring your child's lunch from home, please keep the lunch box and thermos bottles labeled at all times. We ask that all hot food items are sent to school in a thermos. Prepare a meal which is nutritious and to the liking of your child. Please advise us if your child is restricted or allergic to any foods or drinks.

## **Television Practices**

We believe the role of television in the preschool environment is for educational purposes only. Therefore, educational television programs or videos may occasionally be used in the classroom in conjunction with the curriculum and/or holiday themes.



## **School Wide Safety Rules**

1. Do not leave your purses or valuables in the car when dropping off/picking up your child. Preschools are prime targets for “smash and grabs.”
2. Do not leave any children – including elementary school age – unattended in the car while dropping off/picking up your child.
3. Do not leave your car running while dropping off/picking up your child.
4. After your child has been signed out, he/she is your responsibility. They are not allowed on the playground since they are no longer under the supervision of a staff member. Please hold hands with your child in the parking lot and do not send them back into the school by themselves if something was forgotten.
5. For the safety of your child, only closed-toed shoes are allowed to be worn to school. This means no sandals, flip flops. Water shoes are to be worn on water days and then changed to closed-toed shoes after water play.
6. Reporting Child Abuse – It is every employee’s responsibility to report all suspected child abuse to the proper authorities.
7. Please ensure when your child/children are walking into school that they DO NOT run their fingers along the neighbor fence. All our neighbors have dogs.

## **Safety Procedures**

1. If an accident/incident occurs at the school, a #4 form is filled out by the staff member who witnessed the accident/incident providing details. The #4 form is then signed by the staff member, the Principal/ Head Teacher, and the parent and kept on file at the school. A copy will also be given to the parent upon request.
2. Our staff all have first Aid and CPR training.
3. We follow the Ministry of Education School district for closures due to inclement weather or emergencies.
4. Hands On Academy Ltd does not provide any accidental death, disability, dismemberment, or medical expense insurance on behalf of students or parents/guardians participating in field trips. By choosing to participate in this

activity, the parent/guardian is assuming the risk if an accident occurs. While every normal precaution will be taken to ensure the safety of your child/children, Hands On Academy Ltd and/or its staff shall be under no liability whatsoever for any loss or injury to any child/children however arising.

## **Health & Safety**

Every child registered at Hands On Academy Ltd is required to have a copy of his/her Birth Certificate and Immunization Card, due the first day of enrollment, on file. It is the parents' responsibility to keep it updated.

Please keep your child home if:

- Running a fever - 100°F/37.5 C or above
- Has any discharge from the nose, eyes or ears.
- Has diarrhea/vomiting.
- Has symptoms of possible communicable disease
- Has Covid-19 symptoms/primary contact
- Generally not feeling like him/herself

Parents are required to inform the school of all illnesses or injuries the child may have sustained prior to arriving at the center. If your child has a communicable disease, please notify us at once. A doctor's note clearing the child from being contagious is required in order to accept him/her back to school.

While at school, if the child becomes ill with one of the following:

- fever 100°F/ 37.5 C or above
- rash.
- 2 diarrheas in 1 day
- vomiting
- suspected pink eye

- lice or nits
- discharge from the nose, eyes, or ears — or any other sign or symptom of illness

he/she will be isolated and the parents contacted to make arrangements to pick up the child immediately (within 1 hour).

*Children **MUST** be symptom free for 36 hrs. before returning to school.*

*A Doctor's Note **WILL NOT** override this policy.*

Medications may be administered at the school for the length of time prescribed by the physician. Bottles must be labeled with the child's name and dosage and are to be kept in a locked cabinet in the office. **Medications are not to be sent in the child's lunch box or backpack.** The medication permission form (#5) must be fully completed and signed in the office prior to the medication being dispensed. There will be NO exceptions.

Our medication policy is as follows:

- Medications will be given one time during the day
- Prescription medicines must be in original containers with child's name and dosage on the label
- Non-prescription medicines must be accompanied by a doctor's note along with the correct dosage

### **Photography/Video Release**

Children are often photographed or videoed by staff or other parents at Hands On Academy Ltd during the course of regular class activities, special events, or scheduled field trips; Brightwheel® is also used to compliment parent communication. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, our website, ads, brochures, social media, etc.

## Birthday Party Guidelines For Parents

You are welcome to have a fun celebration at Hands On Academy in honor of your child's birthday. We will work with you to make the day special for everyone.

- Please check with your child's teacher at least one (1) week in advance if you want to have a birthday celebration at school.
- Parties will be held at afternoon snack time (1:30pm). The party will last for approximately half hour.
- You are welcome to bring in the following:
  1. one cupcake per child
  2. a birthday cake for the class.
  3. Party bags
- The Hands On Academy encourages nutritious snacks and limits the children's intake of sweets. Please consider this when planning your child's in-school party.

Other items to remember:

- Please find out from your child's teacher if there are any food allergies in the class.
- Please limit your guests to immediate family only.
- School parties **DO NOT** require invitations.
- Please **DO NOT** bring in soda, piñatas, toys, or balloons, as they will not be given out. Balloons are a choking hazard.
- Please **DO NOT** send in dressed up characters to school as they frighten many of the children.
- Please clean up any party supplies before you leave the school.

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## Guidance Policy Agreement

*For reference only (Registration Packet includes original version to be signed and returned)*

At Hands On Academy, we agree effective guidance should be an essential element of education at home as well as school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it becomes necessary to redirect a child in order to discourage behavior which is deemed destructive or unacceptable.

- Discipline is not to be severe, humiliating or frightening.
- Discipline shall not be associated with food or toileting.
- Spanking or any form of physical punishment is prohibited.

However, the parents are expected to provide effective guidance to their child when unbecoming behavior persists. Children should be taught by parents to behave in a proper, socially acceptable manner.

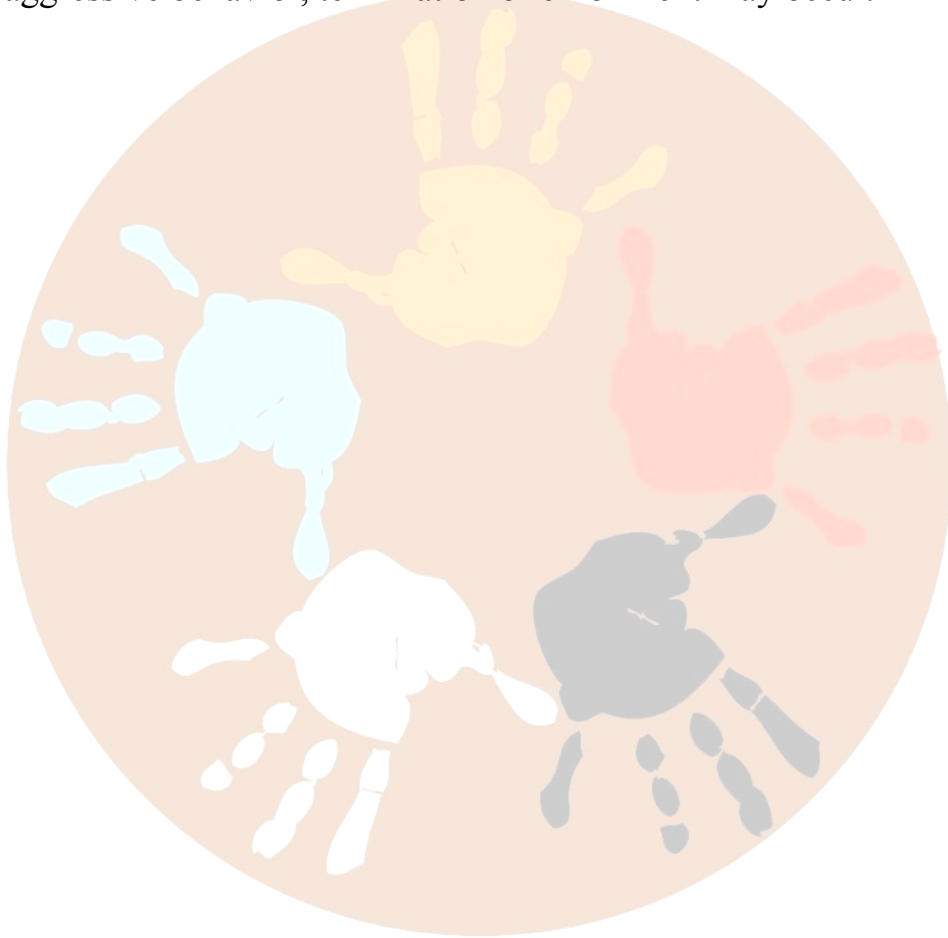
Good behavior is rewarded by immediate commendation or granting of special privileges. Unacceptable behavior is only handled by redirecting the child to an alternate activity. Whenever we encounter persistently poor behavior, a parent-teacher conference is scheduled in order to unite insights and provide the best possible resolution. For recurring aggressive behavior towards other children or staff members, the following actions **MAY** be necessary:

- Incident will be documented on an incident report form and signed by the parent
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- In extreme cases, the child will be suspended from school for 1 week.  
(Parent is still responsible for tuition payment)

Our school believes in Positive Behavior Support Program, focusing on communication skills, social skills, and self-management skills.



For the safety and welfare of all children, Hands On Academy reserves the right to suspend and/or expel a child from the facility. Therefore, if all strategies fail to cease the aggressive behavior, termination of enrollment may occur.



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## Permission for Food-related Activities and Special Occasion Food Consumption

Hands On Academy must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking, projects, gardening, school wide celebrations, and birthdays.

I, \_\_\_\_\_ give \_\_\_\_\_ (or) decline  
permission for my child \_\_\_\_\_ to  
participate in food related activities and special occasions where food is consumed.

Please provide the following information:

\_\_\_\_\_ My child/children DO / DO NOT have a food allergy or dietary restriction. He or she may / may not participate in food-related activities.

\_\_\_\_\_ My child/children DO / DO NOT have a food allergy or dietary restriction. He or she may / may not participate in food-related activities, but may / may not eat or handle the following items (please list below)

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I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

## **Release of Child From Preschool Facility**

*For reference only (Registration Packet includes original version to be signed and returned)*

### **Agreement**

Hands On Academy (preschool) is open Monday thru Friday, 7:30 AM - 2:00 PM and Nursery is open 7:00 AM – 3:00PM.

No child shall be released to any person(s) other than the authorized parent, guardian, and listed individuals on the registration form. Any person(s) authorized to take a child from the school, other than the child's parent or guardian, must present a picture I.D. to the administration before a child is released.

Codes for check in/out are not to be given to any person other than the legal guardians or parents. If someone other than a legal guardian or parent picks up a child on a regular basis (2-3 times a week), that person may be given a code.

If a non-authorized person needs to pick up your child from our school, either parent can call the school with the release code password (provided in the Registration Packet) chosen by the parents (number or letter combinations).

The Hands On Academy shall immediately notify the local police station in the event a child isn't picked up by an authorized person within one hour after the scheduled closure time of the facility.

I acknowledge being informed of, and agree to comply with, the above policies. This agreement shall be kept on file at Hands On Academy.

# Tuition Agreement

A non-refundable registration fee of \$650.00 is confirmed registration. The non-refundable registration fee includes application processing. A 5% discount on the termly fee will be applied if two or more siblings are enrolled and will be discounted from the oldest sibling.

Prior to your child's last day of attendance, a thirty (30) day written notice must be provided to the office by the prior the billing date of the new school term or your account will be billed the full term's tuition. All accounts must be brought to zero balance prior to withdrawing or a student's graduation.

Tuition fees are due on or before the due date listed below and are considered late after 5 days. A late fee of \$200.00 per week will be applied. Payments may be made by cheque, credit/debit card, or ACH.

In the event of a returned cheque, a \$200.00 fee will be charged to your account in addition to any late fees. We will require debit payments from your account after any returned cheques.

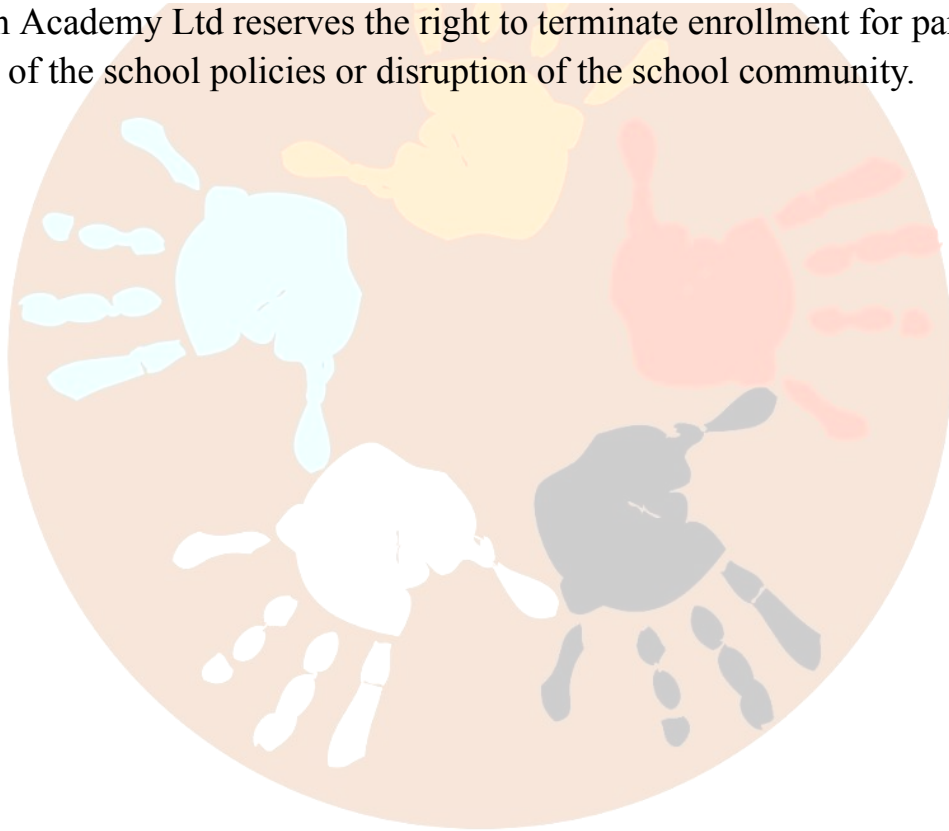
Our preschool hours of operation are 7:30AM - 2PM and nursery is 7:00 AM – 3:00 PM. If you are late a staff member is required to stay late and care for your child. A late fee of \$150.00 for the 1st hour and \$25 every 5 mins after 2:45 PM (preschool) and 3PM (nursery) will be charged. Frequent late pickup will result in a change in your child's program or administrative action. If the school is not contacted by 6:00 PM, we are required by law to contact the local police station.

There may be an annual living increase in the tuition each September.

There will be NO credit applied for illness or scheduled school holiday. Vacation can be taken during the months of July-August. Payment is still required for any absences during the months September-June You must inform the office if your child is expected to be out of school more than two weeks. If he/she does not

attend school for a period of time exceeding two weeks, your child will be deregistered. Upon return, a \$650.00 registration fee will apply, assuming the school licensing capacity has not been exceeded. This policy is strictly enforced due to the fact that your child's place is being reserved and all associated expenses still apply.

Hands On Academy Ltd reserves the right to terminate enrollment for parental disregard of the school policies or disruption of the school community.



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