



Parent Handbook

2018-2019

Patricia D. Lewis
Co-Founder + Head of School

Julie Mombello
Co-Founder + Director

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Dear Parents,

Welcome to Adam J. Lewis Academy!

Our goal at all times is to nurture and guide your children to develop to their full potential. We want to see each of your children excel and feel successful. The most effective way for this to happen is if AJLA and the parents form a partnership, with your child as the centerpiece. Only through a cooperative relationship can we enhance your child's learning experience. We will make every effort to communicate with you frequently through direct contact, emails and two conferences a year, and we welcome all questions, comments and concerns.

The goal of this handbook is for it to be used as a resource book for you. We hope it will help you get to know more about school and its policies and procedures. We encourage you to take the time to read through it carefully. Please let us know if you have any questions.

Together we will work to make these years a time of positive growth and development for each of your children.

Sincerely,

Patty Lewis
Head of School

Julie Mombello
Director

Founded in the West End of Bridgeport, CT, in memory of Adam Lewis, who died in the World Trade Center on September 11th, Adam J. Lewis Preschool opened in 2013, inspiring hope in young learners and their families. For 5 years AJL Preschool flourished – growing its capacity and developing its program. With a desire to have a long-lasting impact, AJL Preschool expanded into AJL Academy (AJLA) in the Fall of 2018. We added our first kindergarten class, with plans to add one grade per year through 5 th grade. By September 2023, AJLA will have a student body of approximately 150 students.

Adam J Lewis Academy (AJLA) Program

Contact Information

Address: 500 State Street, Bridgeport 06604
Telephone number: 203-333-2211
Cell phone number: 203-833-1248
Emails: patty@ajlacademy.org, julie@ajlacademy.org
Website: www.ajlacademy.org

Enrollment

Our school admits all children, regardless of race, color, nationality or religious background. By enrolling your child Adam J. Lewis Academy, you are agreeing to adhere to the policies and practices that have been established in accordance with the licensing department of the Connecticut Office of Early Childhood (OEC) and those that AJLA have found appropriate. It is the parent's responsibility to read the Parent Handbook, and stay informed of the written policies as well as changes that you might receive. It is not possible to have all the situations covered under a written policy and the Directors will decide special situations.

Once enrolled, a child is expected to attend full time unless he/she is sick. Consistent attendance is required and expected. ★ If your child is not coming to school, you MUST notify the preschool as early as possible on the day of the absence either by call, text or email.

Disenrollment

AJLA is an independent, private elementary school and we reserve the right to dismiss a child at any time we deem necessary at the sole discretion of the directors. Reasons a child might be dismissed include, but are not limited to:

1. Failure to pay tuition on time
2. Excessive tardiness at arrival and/or dismissal
3. Failure to follow AJLA rules and procedures
4. repeatedly missing parental WORKSHOPS/CONFERENCES
5. Continued excessive disruptive behavior by the child after all of the AJLA behavior management techniques have been implemented without success (see Behavior Management Policy page 7-8)
6. Continued excessive disruptive or uncooperative behavior by the parent

In the event that a parent does not conduct him/herself appropriately, or uses inappropriate language or behavior towards any member of the staff, we have the right to disenroll the child from our program.

Financial Assistance

Financial assistance will be provided to all families who cannot afford to pay full tuition, and is determined according to a family's income and need. Once a tuition number

has been determined, the family receives an enrollment contract for that amount.
Decisions are awarded on a CONFIDENTIAL, individual basis.

Hours

The preschool program runs Monday through Friday from **8:30 AM to 3:00 PM**.
The elementary program (grades K-5) runs Monday through Friday from **8:00AM to 3:00PM**.

All children enrolled at AJLA are expected to attend school until 3 pm, five days a week.

The afterschool program is optional and available for an additional fee of one week's tuition for each semester (fall and spring) payable in full in September and January. Parents indicate each day if their child will be staying for "late day."
Prompt pick up at either 3 pm or 5 pm is required.

Arrival and Dismissal

DROP OFF: Children are greeted at their cars in the morning and escorted into school by the teachers. Parents do not need to get out unless they need to speak to a teacher. Please schedule a conference if you need more than a few minutes as drop off is a very busy time.

PICK UP: children must be picked up by 3:00 PM by an adult who is 18 or older. Children will be dismissed only to those adults authorized in writing by their parents or guardians. Everyone picking up for the first time will be asked to show ID. All unfamiliar adults will be asked to show a picture ID and parents will be contacted prior to the child being released. Children must be signed out at the end of the day.

LATE DAY PICK UP: children must be picked up by **5:00pm** at the latest following the same procedure as outlined above.

EARLY PICK UP: If your child needs to leave before 3:00 PM, please let us know when you drop off in the morning, what time you will arrive for pick up. The child must be signed out before leaving.

There is a fee of \$15 for every 15 minutes that a parent/guardian is late picking up his/her child. Two teachers will remain with the children until all are dismissed.

Calendar

AJLA primarily follows the Bridgeport Public School calendar, although ½ days, conferences and vacations may vary slightly.

Weather Closings

AJLA follows the decisions of the Bridgeport Public Schools in determining when to close or delay school due to inclement weather.

Updates for school closing/delays can be heard on the radio station WEBE 108 (announced as Bridgeport Public Schools). Whenever possible, a text and/or email

notification will also be sent in the morning to all families. On some occasions we might decide to close even if BPS are open – parents will be notified accordingly.

Parental Contact Information

All parents/guardians **MUST** provide AJLA with a current and up-to-date telephone number at which we can reach you in case of an emergency. Whenever possible, we would like an email for each family as well. The Emergency Pick Up information also must be kept current in case we cannot reach you. You must notify us immediately if someone on your list is no longer permitted to pick up your child.

Absences

If your child will not be in school, you **MUST call, text or email** the school as early as possible on the morning of the absence (by 9 am at the latest) and let us know the reason for the absence and when you think your child will return to school. If your child sees the doctor, please bring in a note saying they are cleared to return to school.

Behavior Management Policy

At Adam J. Lewis Academy, we believe in teaching, not punishing. If we want to teach children to be kind, caring, respectful and responsible people, we need to model this behavior for them in the classroom. If we treat children with respect, we teach them to respect themselves and other people.

We continually teach children to make appropriate choices so that their behavior is socially acceptable. There are many ways to do this:

- We have appropriate expectations for the children’s behavior: For example, we do not expect a three year old to sit quietly for 30 minutes.
- We phrase our requests in positive ways: “walking feet,” not “don’t run.”
- We encourage the children to express themselves verbally and when needed we provide appropriate phrases: “Tell John that you don’t like it when he pushes you.”
- We model expressive language: “That screaming hurts my ears.”
- We encourage children to solve their own problems: “There are two boys and one ball. How can we solve this problem?”
- We focus on the accomplishment and use descriptive language instead of vague phrases. “I love the way you combined red and green,” not “good job” or “great.”
- We attempt to avoid power struggles and encourage children to work independently to solve problems: “What will you use to clean up the play dough on the floor?”
- We acknowledge feelings when children are frustrated: “I can see you really wanted to play with that puzzle.”
- We anticipate problems and re-direct.

Behavior Management Techniques

1. At times, a child may be unable to control his/her behavior and it may be necessary to move him/her away from the group until the child is calm and ready to participate in the activity. A teacher will sit and talk to the child helping him/her to recognize and verbalize his/her feelings before rejoining the group. If this behavior happens repeatedly, the parents will be notified and made aware of the behavior and the management techniques used.
2. If a child has ongoing behavioral problems and does not respond to the methods mentioned above, a conference would be requested with the parents. If necessary, a behavioral specialist may be consulted.
3. If the behaviors become physically aggressive and the child is considered a threat to the other children, he/she will be removed from the classroom and the parents will be notified.
4. If the physically aggressive behaviors are ongoing and the safety of the other children is at risk, parents will be expected to pick up their child immediately. Again a specialist will be called in to provide support and strategies.
5. AJLA reserves the right to dismiss any child from the program who is repeatedly a safety concern and whose behavior does not change despite making every effort to correct this behavior by strategies discussed with the family and bringing in consultants.

Corporal punishment is never used to discipline a child. It is against the law and will result in the immediate dismissal of a staff person if this would happen.

Snacks

The school will provide snacks & water in the morning and afternoon, 1 after nap and 1 during late day. Snacks will be in accordance with the Health Department and Nutrition guidelines. A list of the snacks we will be serving each month is posted above the sign in table, but is subject to change. No juice will be served or allowed during snacks or lunch.

What to Bring to School

1. Lunch

Students bring lunch from home. Lunch is a time for socialization, healthy eating habits and self-help skills. Each child will need to bring their lunches to school in a lunch box labeled with their name. Please bring your child to school with his/her lunch in the morning - do NOT plan to drop it off during the day, as this can be disruptive. Perishable lunches will be stored in our refrigerator or a freezer pack should be placed in your child's lunch box. We ask that you send self-serving meals, healthy meals that will help fuel their bodies and their brains. We do not have the ability to warm or cook food. AJLA will provide water for both lunch and snacks. In order to limit sugar intake, we ask that families do not send juice or sweet desserts.

2. Backpack

Each child should bring a backpack to school every day.

The backpack can be used to carry their lunchbox and hats and mittens, if necessary. It is also used to bring work home that they will have done at school. It is also a place where teacher and parents can correspond. Parents should check their child's backpack daily.

3. Clothing - All items must be labeled

1 set of extra clothing – including pants, shirts, socks and underwear

In the winter months, we go outside as much as possible. It is essential that your child has the following items of apparel EVERY DAY:

Jacket – light weight or winter weight depending on the season

Hat & Mittens (NOT GLOVES with fingers)

Boots

Snow pants

**If possible, please leave snow pants and boots at school. Children cannot go outside without the proper attire and have to remain indoors!

Children should not bring personal property, such as toys, to school.

Birthdays

If your child has a birthday during the AJLA school calendar, we are happy to provide a special snack. Parents also are welcome to bring in a treat for the class. Please speak to a teacher in advance.

Smoke Free/ Weapon Free Environment

Adam J. Lewis Academy is a sanctuary for children and their families. No smoking is permitted inside the school or in the outdoor area. No weapons, real or toys, are permitted anywhere on the AJLA campus.

Parent Relations

Communication

We want to hear from you and encourage your input, suggestions and ideas. Good communication between you and the teachers at AJLA is vitally important to the success of the program and your child's adjustment and progress. General verbal communication may be done during drop-off and pick-up times. During these times, communications must be brief since the teachers' first responsibility is to the children and their safety. If a parent needs additional time to talk with a teacher, a separate conference can be scheduled. Throughout the year, parents will receive newsletters describing activities in the classroom.

Conferences

Conferences will be held twice a year – in November and May. These are opportunities for the parents to meet individually with the teachers to discuss the development and progress of your child.

Parent Contract

A parent contract is presented and signed by the parents during the enrollment process. This contract outlines the responsibilities of the parents to ensure a smooth and productive year for the child. Especially important in this contract is each parent's commitment to attend the AJLA monthly workshops.

Staff Responsibilities

It is the responsibility of the teachers to promote communication with each parent, in an informative, respectful manner. Teachers are responsible for providing for your child's needs in a nurturing, safe environment.

Complaint Procedure – AJLA

As previously stated, communication is vital to your child's success. Should you have a concern about your child, the classroom or the school in general, we suggest that you first discuss your concern with a teacher. We feel that most concerns can be resolved with honest, open conversation and respect for each other's opinions. If your concern is a safety issue, we ask you to notify the head of School immediately.

Complaint Procedure – State of Connecticut

The Division of Licensing has licensing specialists and supervisors, nurses, health program staff, administrative and support staff dedicated to making sure that all licensed child day care and youth camp programs meet all state laws and requirements.

Most concerns with child care programs or camps can be handled by:

- Talking about the problem with the teachers
- Talking about the problem with one of the directors

If you have talked to the staff and program director and still have a concern about a childcare program or camp, call the Complaints Line at 1-800-282-6063.

Curriculum

Mission Statement

AJLA strives to provide an enriched, nurturing, high-quality educational experience, which will set our students on a path of success in school and in life. With a unique program encompassing school, home, and future, AJLA delivers a high-quality classroom experience that strengthens both cognitive and character skills; empowers families to reinforce and extend their children's education at home; and facilitates secondary school placements that will nurture graduates' continuing development. By working intensively with a small class of students, we strive to acknowledge and support the tremendous potential within each child—and in so doing, to have a meaningful impact on the community.

Three Essential Elements that make AJLP Unique

1. Small-Group Learning

Our instruction is highly individualized, and reflects the school's belief that each child is unique and learns differently. Lessons and materials are chosen based on the child's developmental level, and include all curriculum areas. Our low student/teacher ratio provides each child with daily personal interaction with a teacher, and gives the teacher the opportunity to know the children in ways that are only possible through small group interactions.

2. Positive Language

Respect for every child at AJLA is the cornerstone of our program. Respect is evident in the tone used by the teachers, as well as the language that they use. Descriptive language and tone of voice are crucial to building an atmosphere of respect and warmth for the children in the classroom. This positive language conveys to the children a sense of support and safety, and makes the classroom a nurturing place where the children know their needs are met. By modeling positive language, the teachers encourage the children to learn to choose their own words carefully, and they help build good lifelong communication skills.

3. The Environment

The AJL Academy strongly believes that the learning environment – the classroom – is an essential component of an effective preschool program. The thought and planning taken to prepare this environment is done with careful reasoning: children absorb better and retain more of what they have learned when there is a sense of thought and order conveyed in the classroom. Thus, the organization and presentation of educational materials is done carefully and the classrooms are open with designated areas of learning. Teachers change the materials in each of the subject areas regularly so that the children are invigorated and challenged by them.

Areas of Learning

In each specific educational center, children learn and explore using a variety of stimulating materials, which foster and develop different skills.

- Blocks
- Library
- Math
- Sensory
- Writing
- Science
- Music
- Art

Consultants

In some cases it is beneficial to have a professional in a particular area come to observe a child. These consultants can suggest strategies for remediation. We ask that

AJLA parents sign a blanket waiver giving us permission to conduct group as well as individual assessments. If there is an area of concern, you will be notified promptly.

Health & Safety

Medical Records/Physicals

State regulations require us to maintain a complete medical record on each child every year. A current physical is required for all children attending AJLA.

No child will be permitted to attend school without proper immunizations. Medical forms must be completed and returned before your child starts school or he/she will not be admitted.

If your child receives additional immunizations, it is necessary for a doctor's note to be brought in to update our records.

A flu shot is also required. You must complete a form, signed by your doctor, saying that this shot was administered.

If you do NOT immunize due to religious exemption, a notarized form is required by the state.

Allergies

Since AJLA is a small, private school we can adjust our program to suit the individual needs of each child. If an enrolled child has a **severe** nut allergy, we will make the classroom "nut-free" for the entire time that child attends the school. This policy means that every parent will be informed that the school is nut-free and lunches containing nuts are not allowed. The employees will pay special attention to all food coming into the school in lunch boxes and will keep a close eye on what the child with the nut allergy is eating.

If the classroom becomes "nut-free" while your child is attending, it will be necessary for you to be very careful about what you pack in your child's lunch. Also, if your child has eaten or touched anything at home with peanuts or peanut oil, they must wash their hands before coming to school.

Those parents of children who have a severe nut allergy must inform the school verbally and in writing. Parents need to submit a medication form that has been filled out by the doctor and parents for the use of any necessary medication for allergic reactions. It is also the parent's responsibility to inform the school of any changes or updates concerning a child's health and/or allergies.

Sick Children

All children become ill at some time and as a parent you want to have an alternative plan so you can be prepared when this happens. Our policies at AJLA are based upon state regulations and the physical and emotional welfare of your child and the other children in the school.

If your child becomes sick while at school, you will be called to come pick them up. We expect sick children to be picked up within an hour of the time of the telephone call. If a parent has not arrived within this one hour time frame, we will contact your emergency contacts.

If your child has missed school or has been sent home due to illness, you need to contact the preschool before bringing them back to school. Please give your child enough time at home to insure a complete recovery. Children must be fever free for **24 hours** before returning to school.

It is not acceptable to give a child a fever reducing medication and then bring them to school. If your child has a fever, they must remain home until they are fever free for 24 hours.

Please remember that we go outside everyday, weather permitting. If your child is too ill to go outside, they are too ill to be at school.

Children are not allowed in the preschool if they display any of the following symptoms:

- **Rashes:** If your child comes to school with a rash or breaks out with a rash while at school, you will be called to pick up your child and have the rash checked out by a doctor. If it is contagious, your child will need a doctor's note to return to school.
- **Fever:** Children who have a fever should be kept at home for 24 hours after the temperature breaks.
- **Pink Eye:** If your child gets pink eye, they may not return to school the next day and must have completed three doses of the medication before returning to school. The child must remain at home until there is no longer discharge.
- **Ear Infections:** Consideration must be given to the child's comfort and individual needs. They must be fever free for 24 hours.
- **Diarrhea and Vomiting:** A child should stay home until they are free from vomiting or diarrhea for 24 hours.
- **Strep Throat:** If strep throat is suspected, a 24-hour culture is required, and the child may not return to school until the culture comes back negative or medication has been administered for 48 hours.
- **Head Lice:** Head lice are very common and have nothing to do with cleanliness. It is extremely contagious. Children are not allowed back in school until they have received at least one treatment with an effective pesticide and are nit free. A signed form will need to be filled out and signed by the parent to ensure that they have completed the treatment on their child as well as sprayed, vacuumed and bagged all items in their house and car. We require that a second treatment

be done 7 to 10 days after the first treatment. This treatment must also be documented and signed by a parent.

It is the parent's responsibility to notify the preschool within 24 hours of any diagnosis of an infectious disease.

Administration of Medication

A state department approved trainer for the administration of medications has trained the staff at the preschool. This training is documented in their files.

No medications will be administered by AJLA staff to a child except for under the following conditions:

- Severe allergic reaction
- Treatment of asthma
- Monitoring of blood glucose for diabetic

In the case of a severe allergic reaction, a trained employee will follow the directions outlined on the medication administration form, which has been signed by the doctor and the parent.

A teacher will call 911 and the child's parent.

All medications not used for emergencies are on hand in a high cabinet in the classroom. Epipens are not locked as per medication training in CT.

All medications are stored in the original child-resistant safety container, which is labeled with:

- a. The child's name
- b. The name of the medication
- c. Directions for the medication's administration
- d. The physician's name

Parents must inform the school of any medication that their child is taking regardless of the type of medication. It is a policy of the school to give medication only when ordered by a physician.

Minor Injuries

The employees of AJLA are certified in pediatric first aid and CPR.

Scrapes, cuts, abrasions, bites, etc. will be cleansed with warm water and soap. The wound will be covered with a band-aid or sterile pad. Ice packs will be used to reduce swelling and make the injury more comfortable. Before the parent picks the child up, an accident report will be completed and ready for parent to sign. Every effort will be made by the teacher to first verbally inform the parent of the injury, how it occurred and what first aid procedures were taken.

Emergency Procedures

Emergency Evacuation Procedure

If an emergency situation should arise that requires evacuating the school building, the teachers will lead the class using the fire drill procedure to leave the building. The class will then follow the teachers out the front door to the sidewalk and continue walking down the street until a safe distance is reached. The Director will take the emergency information forms with her and notify the parents to pick up their children at the designated area. The teachers and Director will see that the children are delivered to the proper parent. The teachers will stay until all children have been picked up.

Emergency Medical/Dental Procedure

In the event of a medical or dental emergency, staff will take whatever steps may be necessary to obtain medical or dental care if warranted.

These steps include:

1. Administer first aid
2. Attempt to contact the parent/guardian
3. Attempt to contact parent/guardian through all persons listed in the emergency pick up form in the event we are unable to reach parent/guardian directly. It is the responsibility of the parent/guardian to keep the emergency information up to date.
4. If we cannot reach the parent we will do any or all of the following:
 - Call 911
 - Have the child taken to the nearest hospital, or the hospital of the parent/guardian's choice, in the company of a staff member via ambulance or police vehicle
5. A copy of the child's most recent physical with the child's insurance information will be taken to the hospital. It is the responsibility of the parent/guardian upon hospital arrival to ensure that all insurance information given to the registration department is correct.
6. If necessary, for classroom staff to accompany child, an alternate staff member will cover the classroom.

Fire Drill

Fire drills are held once a month to comply with fire regulations. The fire drill procedure is posted in the classroom.

Child Abuse and Neglect

The Connecticut Department of Children and Families (DCF) mandate certain professionals including health care providers and teachers as “mandated reporters” and must report cases of suspected child abuse.

Connecticut General Statutes Section 17a-101 requires that any case of suspected child abuse or neglect as defined below must be orally reported within 12 hours to DCF or law enforcement personnel. A written report must be submitted (DCF-136 form) to DCF within 48 hours of making an oral report. The individual who observed or suspects the abuse or neglect must call the DCF Child Protection Care line at 1-800-842-2288. In addition, any case of suspected abuse or neglect would be brought to the attention of the Head of School immediately.

According to DCF, child abuse is defined as: a child who has had physical injury(ies) inflicted on him/her other than by accidental means, or has injuries which are at variance with history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation and exploitation, deprivation of necessities, emotional maltreatment or cruel punishment (CGS 46-120).

Child neglect is defined as a child who has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well being (CGS 46b-20).

In case of abuse/neglect or life-threatening situations, call the Department of Children and Families (DCF) at 1-800-842-2288.

AJLA PAYMENT SCHEDULE FOR 2018-2019
19 payments are due on or before the date listed
Each payment is for 2 weeks
TOTAL TUITION (20 payments) =
1 deposit (made when you registered) + 19 payments
below

Thursday September 6th is the first day of school.
Thursday June 6th is the last day of school.

September 8 th	February 2 nd
September 22 nd	Thurs February 15 th
October 6 th	March 2 nd
October 20 th	March 16 th
November 3 rd	April 6 th
November 17 th	April 20 th
December 1 st	May 4 th
December 15 th	May 18 th
January 5 th	June 1 st
January 19 th	

**Adam J. Lewis Preschool
Parent Enrollment Contract**

Academic Year 2018-2019

I, _____, agree that I will be working in cooperation with Adam J. Lewis Academy (AJLA) to create a unique and enriched learning experience for my child. I confirm that I have read and agree to the terms listed in this Parent Enrollment Contract, and I understand that non-compliance could result in my child being dismissed from the school.

Tuition

- I agree to pay AJLA ____ **per week for 40 weeks for a total of_____**. Every other Friday I will make 2 payments of (2-week tuition) from September through June, following the tuition payment schedule given to me for a total of 20 payments. The first day of school will be **Thursday September 6, 2018** and the last day will be **Thursday June 6, 2019**. The final payment will be due **Friday June 1st** and by this date my balance must be paid in FULL.
- **The first payment of (1 week) is required at the signing of this contract in order to hold my child's place. The second payment is due on Friday 9/7/18.**
- I agree and understand that I have a binding obligation to pay the full tuition as set forth in this contract. Tuition shall be non-refundable if the student fails to enroll, withdraws, is dismissed or is otherwise absent from school at any time during the 2018-2019 school year.
- Payments may be made with cash or check. Checks are made payable to the Adam J. Lewis Academy. A fee of \$25 will be charged to parents for any check not honored by the bank. The school reserves the right of legal action for collection of tuition.
- **If my child attends the late day program (3-5 pm), I understand there will be an additional charge of (2-week tuition): 1 week for Sept – Dec and 1 week for Jan – June.**

Attendance and Punctuality

- School starts at 8:00/8:45AM and ends at 3PM. Late day runs from 3-5 pm. I will make sure my child arrives and is picked up **ON TIME** every day.
- I will do my best to make sure my healthy child attends preschool every day!
- If I do not pick up my child on time, I understand that I will be charged a fee of \$15 for every 15 minutes that I am late.

Commitment to Success

- I will read to my child **every night**.
- I will check my child's backpack every evening, and I will read carefully all notes sent home from school.
- I will follow any recommendations made by my child's teachers about what I need to do at home to help my child succeed.

Behavior and Values

- I will expect good behavior from my child, and support the school in requiring good behavior from my child at all times.
- I will take seriously any calls from the school about a problem with my child’s behavior, and will follow up promptly and seriously with my child.
- I have discussed and understand the AJLA’s policy on guidance.

Communication

- I will communicate regularly and honestly with my child’s teachers, and inform them about anything happening at home that could affect my child’s behavior and learning at school.
- I will give the school up to date phone numbers where I can be reached during the day, and be responsible about informing the school immediately of any changes in my phone numbers or address.
- I will make sure the school has accurate emergency contact names and numbers in the event that I cannot be reached.
- I will respond immediately to any calls home from the AJLA.

Rules and Procedures

- I will pay all tuition according to the payment schedule agreed upon with the Preschool.
- I will make sure that my child’s medical forms are up to date, and will schedule his/her yearly physical promptly.
- I will attend all important school events, including: Parent Orientation (in September) and Parent/Teacher Conferences (in November and May)
- To the best of my ability, I will attend the **workshops for parents or guardians**, which will be offered monthly at the school. If I do not attend these workshops, my child can be dismissed from the program.

I agree to allow the AJLA to track my child’s educational progress for program evaluation purposes. I grant permission to AJLA to use photographs, video, audio recordings, and/or textual material that my child may appear in for use in publications, including websites, or other electronic forms of media.

Parent(s) Signature(s):

_____ Date _____

_____ Date _____

Children are not considered enrolled in Adam J. Lewis Academy until a signed copy of both the Parent Enrollment Contract and the Acknowledgement of Receipt of the AJLA Parent Handbook have been received by the school.